

Jay Elementary School Student Handbook



Jan Fasano

Principal

Cassie Youngblood

Assistant Principal

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2019 – 2020

PRINCIPAL'S MESSAGE

Dear Parent,

In order to promote better communication and cooperation between the parent and the school, Jay Elementary School has organized and published this Student Handbook for your convenience in better understanding the functions and activities of your elementary school.

The primary objective of our school system is to provide the best possible education for your child. It is necessary to establish certain rules and regulations that must be adhered to in order to maintain a high level of efficiency which results in the best possible education for your child.

We must have your cooperation in keeping your child informed of not only what those rules and regulations are, but also the importance of following them in order for the total educational process to operate smoothly.

Parents, please feel free to stop by and have lunch with your child or children. We welcome you to visit school anytime. Your involvement is always appreciated. Thank you for your cooperation!

Sincerely,

Jan Fasano

Principal

Cassie Youngblood

Assistant Principal

Mission Statement

Jay Public Schools will ensure rigorous and relevant learning for students that develops confident and responsible citizens prepared for a global society.

Jay Public Schools believe that education is the foundation of our democratic society and should be designed to fit the needs of our students. We recognize that the educational necessities of individuals vary. Regardless of individual needs, the curriculum should provide every student the opportunity to develop his/her abilities to the fullest extent possible.

We believe that our teaching staff should: 1) possess adequate professional training; 2) strive for continual professional growth; 3) demonstrate enthusiasm for their work; 4) have a cooperative attitude; 5) have high moral and ethical standards; and, 6) demonstrate a sympathetic understanding of youth.

We believe that a well-rounded curriculum will provide students with opportunities for growth not only through formal classroom instruction but also through the various activities/ organizations that complement these classes. Jay Elementary strives to provide every student with a quality education that will enable them to handle the demands of the future at our school. We believe each person is a special individual and should be treated as such, with respect, kindness, and dignity.

2019-2020 SCHOOL CALENDAR

Enrollment	August 7 & 8, 2019
Open House (5:00 – 7:00 p.m.).....	August 13, 2019
First Day of Class.....	August 14, 2019
No School--Labor Day Holiday	September 2, 2019
Parent/Teacher Conference (PM)	October 15, 2019
Parent/Teacher Conference (AM/No School)...	October 16, 2019
End of First Quarter	October 16, 2019
No School—Fall Break	October 17 & 18, 2019
No School--Thanksgiving Holiday	November 25 – 29, 2019
End of 2nd Quarter/End of 1 st Semester	December 18, 2019
No School/Winter Break.....	December 19, 2019 – January 2, 2020
Professional Day/No School.....	January 3, 2020
Classes Resume	January 6, 2020
No School—MLK Day—Snow Day	January 20, 2020
No School—Presidents’ Day—Snow Day	February 17, 2020
End of Third Quarter	March 12, 2020
Parent/Teacher Conference (PM)	March 12, 2020
Parent/Teacher Conference (AM/no school)	March 13, 2020
No School—Spring Break	March 16-20, 2020
Classes Resume/Begin 4 th Quarter.....	March 23, 2020
No School/Good Friday.....	April 10, 2020
No School/Professional Day	April 13, 2020
Last Day of Classes	May 14, 2020
No School/Professional Day.....	May 15, 2020

General School Information

STATEMENT OF RIGHTS

1. The right of a student's parents and eligible students to inspect and review the student's education records.
2. The intent of the Jay School District to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or, (3) under certain limited circumstance, as permitted by the FERPA.
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education record which he or she believes to be inaccurate, misleading, or in violation of student rights. This right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent or eligible student's request.
4. The right of any person to file a complaint with the U.S. Department of Education if the Jay School District violates the FERPA.
5. The procedure that a student's parent or eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

ENROLLMENT

Certain requirements for enrollment into the schools of Oklahoma are set forth by the legislature and recorded in the "Oklahoma School Code". Those requirements are as follows.

1. A K4 child must have attained the age of four years on or before September 1.
 2. A Kindergarten grade child must have attained the age of five years on or before September 1.
 3. A First grade child must have attained the age of six years on or before September 1.
- A. A birth certificate or hospital record must be presented at the time of enrollment.
- B. A child entering our school for the first time must present a certification form signed by a physician or authorized representative of the State Department of Health to show the child is adequately protected. The state immunization law requires the school to have a record on file showing dates of the following: Grades K4-5 must have 2 hepatitis A, 3 hepatitis B, 1 varicella (if your child has not had chicken pox), 5 DTP, 4 Polio, 2mmr. The health department can administer the correct immunizations.

The Jay Public Schools do not discriminate on the basis of race, color, creed, national origin, sex, age, veteran status, or qualified disability

ATTENDANCE

ELEMENTARY POLICY

Regular attendance at school is a prerequisite for academic success. Accordingly, all students at Jay Elementary School are expected to be present in their class every school day unless absent for one of the following, valid reasons:

1. Death in the immediate family
2. Illness of the student
3. Court summons
4. Work or school activity approved by school
5. Observance of religious holidays
6. Any emergency declared by the State of Oklahoma

Documentation of a valid absence must be presented to the attendance office on the day the student returns to school. For each day absent with a valid excuse (excused absence), the student will be allowed two school days to make up the missed classroom work. Students are responsible for obtaining assignments from their teachers. Students absent without a valid excuse (unexcused absence) will not be allowed to make up missed classroom work. When a student's absences exceed nine (9) in any class or set of classes for a semester, that student will not receive a passing grade for those classes unless otherwise granted by an Attendance Appeals Committee. Parents or guardians shall be periodically notified of their child's absences.

Parents/guardians may appeal the semester failure, due to attendance, to an Attendance Appeals Committee. The Attendance Appeals Committee, consisting of the principal/assistant principal and four faculty members, shall meet at the principal's discretion to review the record of a student who has failed due to excessive absences. It shall be the responsibility of the student and parent during the appeals process to document any extenuating circumstances that may have had adverse impact the student's attendance for the semester.

The decision of the Attendance Appeals Committee shall be final and no further due process related to absences shall be expected by the student.

State law requires that public schools report excessive student absenteeism to the appropriate agency such as the DHS and /or District Attorney. Building principals shall make such reports to the appropriate agencies as necessary.

TARDINESS

Any student arriving late, other than for a reason related to operational bus problems, must report to the office in order to be given credit for attendance. **A student arriving after 10:20 am or leaving before 1:40 will be counted absent for 1/2 day.** Frequent incidents of tardiness will be reported to the District Attorney.

EARLY DEPARTURE

Please avoid picking up your student before school is dismissed. Picking up your student early leads to confusion and loss of academic time. If it becomes necessary for you to pick up your child before regular school dismissal, **go to the office to sign your child out.** No student will be dismissed from the classroom unless the teacher is called over the intercom from the front office. This is a protective measure both for your child and school personnel. Frequent incidents of checking out will be reported to the District Attorney.

HOMEWORK/CLASSWORK

Children will be given a reasonable length of class time to complete their daily assignments. A document will be sent home informing parents/guardians that an assignment was not completed satisfactorily. The student will be required to complete the work at a time to be determined by the school principal. If the work is not completed punitive actions will be required. Our ultimate purpose is to receive assigned work. Every consideration will be given to allow your child to complete work before a zero is credited.

ARRIVAL AND DISMISSAL

1. Arrival time: Students should not arrive before 8:00 a.m. and not later than 8:30 am.
2. Dismissal time: **3:20** p.m.
3. Sometimes it is necessary for school to be dismissed early without warning because of emergency situations. Please make arrangements with your child as to where he/she should go and what he/she should do at those times. It would be very helpful if this information was filled out on the Emergency Procedure Form and returned to school immediately.
4. At times it becomes necessary to cancel school due to adverse weather conditions. These stations will be notified in the event school must be dismissed because of inclement weather

KGVE (FM) 99.3 Grove, OK

KJRH (TV) Ch. 2 Tulsa, OK

KOTV (TV) Ch. 6 Tulsa, OK

KTUL (TV) Ch. 8 Tulsa, OK

If we must dismiss early during the school day, an Alert Now call will be made, and we will call KGVE-Grove as soon as a decision is made. If the weather looks threatening, tune to KGVE immediately.

Student services

Student code of conduct

DISCIPLINE POLICY

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individuals and of the school.

The teacher of a child attending a public school shall have the same rights as a parent or guardian to control and discipline such a child according to local policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

All students will 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 examples of these circumstances: the student's attitude, the seriousness of the offense, the effect of the offense on other students, whether the offense is physically or mentally damaging to other people, and whether the incident is isolated or habitual behavior.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary actions, teachers and administrators will be mindful of the fact that they are dealing with individual personalities.

In considering alternatives for disciplinary action, the faculty and administration of this school district will be using items from the following list. However, school staff is not limited to these alternative methods, nor does this list reflect an order or sequence of events in disciplinary actions.

DISCIPLINE ACTION LIST

1. Conference with student (warning)
2. Detention
3. Referral to teacher
4. Behavioral contract
5. Conference with parents
6. Changing student's seat assignment or class assignment
7. Requiring the student to make financial restitution
8. Requiring the student to clean or straighten items or facilities he or she damaged.
9. Restrictions of privileges
10. Involving law enforcement
11. Referring the student to an appropriate social agency
12. Corporal punishment

A. Corporal punishment may be used by the Jay Public Schools as authorized by Oklahoma Statutes whenever a teacher or administrator determines that such action is necessary to enforce school discipline. Corporal punishment may be administered only by principals in the presence of another certified employee. In the event that corporal punishment is to be administered to a student, the student will be removed from the class to a place of privacy and informed of the reason for the imposition of corporal punishment. The explanation as well as the administration of corporal

punishment will take place in front of a certified employee. In addition, a record of the administration of corporal punishment shall be made and signed by the person administering the corporal punishment and the witness. The student will be instructed to take the discipline form home.

13. Suspension (short term of 10 days or less)

A. When in the opinion of a school principal, the conduct of a pupil becomes detrimental to the school program, said principal may suspend, (under Provisions of State Law) such pupil through these steps:

a. Notify said pupil of the action and set forth reasons why such action is necessary.

b. Notify parents immediately of the action and advise parents to come to the school to pick up the pupil.

c. Notify parents again in writing and state the reasons for the suspension and the conditions to be met, if any, for reinstatement of the pupil.

d. The Superintendent of Schools shall be notified in writing of the suspension of a pupil.

e. If the law is involved in any way the proper authorities shall be notified.

f. Appeals to student suspension are available in the Jay School Policy.

14. Expulsion (long term of more than 10 days)

15. Any other disciplinary action deemed appropriate to the situation

SPECIAL EDUCATION: DISCIPLINE

When considering disciplinary measures for special education students the following should be considered:

1. Counseling
2. "Time Out" area
3. Restriction from participation in school activities
4. Staying after school or class
5. In-school suspension or detention

A. When suspension of less than 10 days from school is necessary for the special education student; the following guidelines should be followed:

Conference held with student to:

Provide opportunity for student to defend actions.

Explain disciplinary measures to student

Notify parent by telephone and confirm conversation by mail.

B. For suspension of over 10 days for the special education student, additional procedures should be followed:

(a) Schedule an IEP meeting to determine if the student's behavior is related to the handicapping condition. When behavior is related to the handicapping condition, and a change in program or removal from the current program is recommended, the IEP must provide an alternative program (i.e., IEP revision, home-based, etc.). When the behavior is not related to the handicapping

condition, the procedures established for regular students should be followed. However, any long-term change in the student's current school program should be recorded in the IEP.

6. In an emergency situation where the student is endangering himself/ herself or others, the school has the authority to remove the child from school immediately. However, the IEP/Placement team must convene as soon as possible after an emergency removal to determine further appropriate action. In any event, the local district's disciplinary due process procedures must be followed.

7. Discipline problems that an IEP team is able to anticipate may be addressed on an individual basis in the child's IEP.

STUDENT AND SCHOOL PROPERTY SEARCHES

In 1985, the U.S. Supreme Court case, *New Jersey v. T.L.O.*, held that school administrators have a right to search students in certain circumstances with reasonable suspicion. The court held that students had a lesser expectation of privacy in the school setting because school administrators had a need to maintain a safe learning environment. The law provides that the person(s) conducting a search must be a superintendent, principal, teacher, or a member of the school's security personnel. The law allows those personnel to search "any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. In order to properly supervise the welfare of pupils school personnel shall have access to school lockers, desks, and other school property. Vehicles parked on school property are subject to random searches by school administration.

CONCLUSION

Nothing in this discipline schedule shall be construed to deny the student's right to a fair and orderly hearing, appeals, counsel and due process in cases which may end in suspension or expulsion. This schedule shall be interpreted by the principals and their designees in a manner which they deem just, given the circumstances of the individual case. Additionally, administrators shall have the authority to enforce other reasonable disciplinary action which they find warranted by situations not covered in the disciplinary action schedule.

Teachers will issue a copy of the corporal punishment and discipline information form, or such form as the principal may devise, to each student given corporal punishment or discipline action. The student shall be directed to take the notice home to his/her parent(s) or guardian.

The parents or guardian of every child residing in the school district shall be notified at the beginning of each school year that such a policy is in effect. A copy of this policy will be made available to parents or guardians upon request at any time during the school year.

SCHOOL RULES

STUDENT MAY BE DISCIPLINED FOR:

1. Fighting *
2. Harassment and or bullying *
3. Trading or selling items

4. Name Calling
5. Cursing
6. Throwing things such as rocks
7. Chewing gum and eating in classroom
8. Defacing school property
9. Running in the halls, restroom, or classrooms
10. Linger in restroom
11. Stealing *
12. Bringing animals or toys to school unless given permission by their teacher
13. Using or possessing tobacco in any manner*
14. Drinking or possessing intoxicating beverages or drugs
15. Leaving school grounds without permission
16. Having potentially dangerous objects at school *
17. Being rude, discourteous, or disrespectful to others
18. Not abiding by the dress code
19. Any other behaviors determined to be inappropriate

***SCHOOL POLICY**

REPORT GRADES/ACADEMIC PROGRESS TO PARENTS

1. Report cards are sent out once each nine week period.
2. The teacher is expected to send a Progress Report to parents during the fifth week of each nine week period for the following students:
 - A. Those that are failing or nearly failing.
 - B. Those who aren't working up to their capacity.
 - C. student retention

Oklahoma state law allows a teacher to recommend a student be retained at the present grade level or specific academic course. If a parent or guardian is dissatisfied with the recommendation they may appeal the decision by complying with the districts appeal process. The decision of the local board of education shall be final.

BUS TRANSPORTATION

No other school children in the state are allowed to ride a bus unless he/she is a legal rider. Children must present a written note from the parent to change buses. If a situation arises after your student leaves for school that would require a change the legal guardian of that child must contact the school no later than **2:00**. A child without a note will be put on his/her normal bus. Legal and safe bus stops are established by the bus director and the buses are not allowed to stop at an unscheduled stop. The bus supervisor will handle all problems concerning stops and schedules. The principal and assistant principal will be responsible for bus discipline upon referral from the bus driver. Bus conduct is expected to be the same as in the classroom. The bus supervisor may be contacted at 918-253-5200.

BUS RULES

After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help him maintain discipline in order to prevent serious accidents.

* Any student may be removed from the bus that persists in disobeying the rules.

Loading:

Previous to loading the bus the student shall:

1. Be on time at the designated bus stops.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Be careful in approaching bus stops.
5. Do not move towards the bus at the school loading zone until the bus has been brought to a complete stop.
6. Respect people and their property while waiting for the bus.

Riding the Bus:

While on the bus the student shall:

1. Keep all parts of the body inside the bus.
2. Follow the rules concerning food and drink on the bus.
3. Refrain from the use of any form of tobacco, alcohol or drugs.
4. Assist in keeping the bus clean at all times. Never throw trash on the floor.
5. Never talk to the driver unnecessarily when the bus is in motion.
6. Never engage in loud talking or laughing. Loud noise diverts the driver's attention and could result in a serious accident.
7. Never move about within the bus while it is in motion.
8. Treat bus equipment as you would valuables in your home. Damage to seats, etc. must be paid for by the offender.
9. Never sit in the driver's seat.
10. Never tamper with the bus or any of its equipment.
11. Maintain possession and control of books, lunches, and other articles. Keep aisles clear. Quick stops may cause objects to fly through the air causing injury.
12. Balloons and any other object that blocks the vision of the driver will not be allowed on the bus.
13. Never throw objects inside of or out of the bus.
14. Refrain from all horseplay and fighting on the bus.
15. Be courteous to fellow students and to the driver.
16. Remain quiet when approaching a railroad stop.

COUNSELING SERVICES

A qualified and experienced counselor is available to assist students during the school day. The counselor may assist students with academic, personal, or emotional problems. Students and parents should call upon the counselor when assistance is needed.

CAFETERIA

Breakfast and lunch in the cafeteria will be paid for in advance. These prices change from year to year.

Since qualifications for free lunches change each year we send a free lunch application home with every child. Students will be notified in advance that their meal ticket is about to expire. Upon expiration of the ticket students will only be allowed to charge one meal.

Students may bring their lunch and will be required to eat in the cafeteria. Pop will not be taken to the lunch room. Toys, balls, etc. will not be taken to the lunch room. The student is responsible for cleaning the immediate area where he/she is sitting.

HEALTH SERVICE

COMMUNICABLE DISEASE

Communicable disease control is one of the goals of the health program. All students admitted to the Jay School System will comply with the State School requirements.

Please keep your child home from school if he/she has any of the following symptoms:

1. Fever, above 100-deg
2. Sore throat or tonsillitis.
3. Rash or skin eruption (unless diagnosed as non-contagious by
4. Physician).
5. Nasal discharge accompanied by fever.
6. Severe cough producing phlegm.
7. Inflammation of the eyelids.
8. Head lice.
9. Vomiting or Diarrhea

SCHOOL LAWS OF OKLAHOMA

SECTION 703. SCHOOL ATTENDANCE OF CHILD AFFLICTED WITH CONTAGIOUS DISEASE - HEAD LICE.

A. Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he is free from the contagious disease or head lice.

B. Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before said child may reenter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that said child is no longer afflicted with head lice. (70-1210.194)

HEAD LICE POLICY

All students will be checked periodically for head lice/nits by the school nurse. If parents refuse to allow the nurse to check their children, they will be notified to come and pick up their child at that time and not return to school until a Health Release is brought to the nurse.

(a) Children must be nit free or bring a Health Department Release to the school nurse.

- (b) If a student has had head lice/nits more than once, a release will be needed for all the following cases.
- (c) If your child receives a letter from school stating he/she has head lice, proof of treatment must be supplied (empty box or bottle, or label).
- (d) If this policy is not complied with students will not be allowed to ride the bus.

**** Students should not miss more than one day of school due to treatment of head lice.**

MEDICATION AT SCHOOL

If you wish your child to receive medication while at school:

1) PRESCRIPTION MEDICATION

- a) Medication must be in a prescription vial with label affixed:
 - i) Name of child
 - ii) Pharmacy and address
 - iii) Prescription number
 - iv) Date of filling
 - v) Physician
 - vi) Name of medication
 - vii) Directions for administering.
- b) NOTE from parent/guardian stating the following:
 - i) Name of child
 - ii) Name of medication
 - iii) Time to be given
 - iv) Amount
 - v) Signature of parent/guardian
 - vi) Date (s) medication is to be given
- c) Sample medication from the doctor must be accompanied by an authorization from the physician.
- d) Prescription Asthma medication or anaphylaxis medication may be self-administered by the student according to state law.

* Only a one-week supply of medication may be sent to school at one time, unless medication for ADD or chronic heart/kidney, etc.

2) NON-PRESCRIPTION MEDICATION

A. Medication in original container

B. Note from parent/guardian stating the following:

- 1. Name of child
- 2. Name of medication
- 3. Time to be given
- 4. Amount
 - 5. Signature of parent/guardian
 - 6. Date(s) medication is to be given

MEDICATION POLICY

*Non-prescription medication which is to be administered for a prolonged period of time (more than 10 school days) must be authorized by a physician in writing.

Oklahoma law provides that the school nurse, administrator, or other designated school employee shall not be liable to the student or parent or guardian of the student for civil damages for any personal injuries to the student which result from acts or omission of the school nurse, administrator, or other designated school employee in administering any medicine pursuant to the provision of the law, except for acts or omissions constituting gross, willful, or wanton negligence.

SAMPLE OF MEDICATION NOTE

JAY PUBLIC SCHOOLS - Elementary School

PERMISSION FOR MEDICATION

Child's Name _____

Check ONE:

_____ Prescription medication

_____ Non-Prescription medication

Name of Medication _____

Time to be given _____

Amount _____

From date _____ To date _____

Parent/Guardian signature _____

HEALTH SCREENING

Vision and hearing screening is conducted at strategic times throughout your child's school career.

TEMPORARY HEALTH EXCUSE

MUST BE FILLED IN BY YOUR DOCTOR

NAME _____

GRADE _____ DATE _____

Excuse for:

PE _____ Until _____ (Fill in dates)

Recess _____ Until _____ (Fill in dates)

Reason:

Signed _____

Office number _____

Students must participate in all PE and recess activities, unless your doctor completes this form.

Physical activity and socialization is a part of your child's growth and development. Thank you for your cooperation and understanding.

Principal _____

Nurse _____

DRESS CODE

The Jay Elementary School has no formal dress code as such. It is found that the majority of our community dresses their children in an acceptable fashion. There are a few guidelines that should be followed:

1. The health code of the State of Oklahoma requires students to wear shoes to school.
2. During the warm weather, shorts are permissible, but should be a decent length.
3. Tank tops may be worn; however, they must not expose the midriff.
4. Shirts with advertisements of alcoholic beverages or objectionable slogans will not be worn.
5. Anything that distracts from classroom instruction (i.e., colored hair, and earrings other than in ear), will not be allowed.

STAYING AFTER SCHOOL

Parents must contact the school office by 2:00pm or send a note with child if he/she is to stay after school for meetings, games or programs about which parents have been notified. Children will not be kept or allowed to stay on their own after school. Any child left at school until 4:30 will be taken to the Jay Police Department.

TELEPHONE

1. Students must have permission from the teacher and the office personnel to use the school telephone.
2. Outgoing calls are to be made only in cases of emergency, such as illness or inclement weather. Permission to visit a friend does not constitute an emergency.
3. Recommendation is made that the parent and child work out an agreement at the beginning of the term as to where the parent will meet the child during bad weather, thus saving some telephone calls.
4. Students will be called to the telephone only in cases of emergency. We discourage parents calling their children at school and asking school personnel to deliver messages unless it is an emergency. Principal or secretary will define emergency.
5. Cell phones at school cause distractions and are discouraged. If your child has a cell phone at school, the teacher must be informed. Students that need to use their cell phone must do it in the presence of his/her teacher.

WALKERS

1. Those not riding a bus should not arrive before 8:00 a.m.
2. Parents should advise their children not to accept rides, clothing, gifts, pills, food, drinks, etc. from strangers.
3. It is best if parents have a definite route agreed upon with their child to follow to and from school.

BICYCLES

The parent should consider the following recommendations:

1. The bicycle should be in good repair and meet all safety requirements.
2. The rider should know and observe all traffic laws.

3. Bicycles are to be parked upon arriving at school and not ridden again until school is dismissed.
4. School is not held responsible for stolen bikes. We suggest padlocks on bicycles.

MONEY

When it is necessary to send money to school, please send correct change, a check, if possible, and in a labeled envelope specifying the purpose of the money.

CONFERENCES

In order to have better communication with parents, Jay Public Schools schedules two Parent/Teacher Conferences each school year. One conference is held each semester. We feel it is very important that you attend as the conference can be very helpful for you and the teacher. Please make arrangements in advance for conferences with the teacher at other times during the year.

SCHOOL VISITORS

1. Parents are welcome to visit the school. All visitors must stop by the **front office** and pick up a visitors pass.
2. Students are not allowed to bring other children as visitors to school.

GUN-FREE SCHOOL POLICY

It is the policy of the Jay School District to comply fully with the Gun-Free Schools Act. Any student in this school district who brings a firearm or other weapon, as defined by Section 921 of Title 18 of the United States Code, to school to any school-sponsored event, or to or in or upon any school property, including school transportation or school sponsored transportation, will be removed from school for the remainder of the current semester and for the total of the following semester. The firearm or other weapon will be confiscated and released only to the parent or to police authorities.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy.

The superintendent or designee may modify the provisions of this policy on a case - by - case basis. However, any substantial modification must be reported to the board of education at its next meeting.

LOST AND FOUND

Please use name labels or some form of identification on items of clothing so that the child will recognize it.

All articles found are to be placed in the lost and found box. Please check the box when you lose something. Many articles are claimed. Articles not claimed will be given to some charitable organization at the end of each semester.

SMOKING IN PUBLIC PLACES ACT

Effective November 1, 2000 HB 2529 prohibits anyone from using tobacco products at school 24/7.

TESTING

Achievement

Our school is mandated to test grades three. We choose to test grades 1 and 2 also. The scores point out various strengths and weaknesses a student might have. In an effort to better educate our students, we are using the test information and teacher suggestions to provide appropriate settings and materials for your child. You will be notified by the school when test dates are set. As an interested parent, you should make a special effort to see that your child is prepared and properly rested during the test week. The test for grade 3 will be the Oklahoma Core Curriculum Test. Grades 1-2 will be given the Iowa Test of Basic Skills.

Proficiency

The opportunity for proficiency assessment can be provided at least twice each school year. You may contact the building principal for times and dates.

NON-SCHOOL ACTIVITIES

The school assumes no responsibility for information or management of non-school activities, such as scouts, soccer, wrestling, softball, cheerleading, gymnastics and other such activities.

TRAFFIC

A one-way drive is provided at the East entrance of the Elementary School for dropping off and picking up of students. Parking is available in the lot in front of the school for your use and school business. The bus roads are intended for the use of the buses only. Students are on these roads during the school day and it is very dangerous for private vehicles to be using them.

PHYSICAL EDUCATION

1. Students not taking PE are to have a statement from the doctor.
2. Students not participating in PE due to a short term illness must have a note dated and signed by a parent. This is to be given to the PE teacher.

3. Before an injured student will be allowed to resume physical activity, a written release from the doctor must be presented to the PE teacher.

ASBESTOS REPORT

Jay Public Schools

Annual Notification for Parents, Teachers and Employees

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. Upon request, you may view the plan which is located at the superintendent's office and at each campus.

The Jay Public Schools annually notifies all parents, teachers and other employees by posting this notice. Additionally, information regarding any asbestos related activities planned or in progress, will be disseminated by posting a notice, or using handout bulletins, flyers and/or using newspaper public notice statements.

The asbestos identified in our management plan will be checked regularly by a licensed asbestos company and by our staff to scrutinize any changes in the material which could cause a health hazard. We will continue to monitor the asbestos as defined by EPA guidelines. If changes occur, our asbestos coordinator will notify the appropriate people as prescribed by law.

INTERNET ACCEPTABLE USE

Jay Public Schools believes that the uses of the Internet will further education. Students will be able to access the Internet under the supervision of the teacher. The district makes no guarantees of the accuracy of the information or the appropriateness of materials which a student may encounter. Students and other users will refrain from intentionally accessing and downloading any text, picture, or online conferencing that includes material which is considered to be obscene, libelous, indecent, vulgar, profane or lewd; advertises any product or service to minors prohibited by law; presents a clear and present danger; or will cause the commission of unlawful requirements of the Children's Internet Protection Act (CIPA).. Students will be under teacher supervision; however it is not possible to constantly monitor individual students and what they are accessing. Parents may specifically request that their child not be provided such access by notifying the District in writing.

Jay Elementary School

STUDENT HANDBOOK

ACKNOWLEDGEMENT FORM 2019-2020

Student Name

Grade

Our signatures indicate that we acknowledge that the 2019/2020 Student Handbook is located on the Jay Elementary Website and that we have read it. If we would like a printed copy, we can request it on this form.

Student Signature

Date

Parent/Guardian Signature

Date