

# JONES ACADEMY ELEMENTARY SCHOOL



**Choctaw Nation**  
Faith ♦ Family ♦ Culture

**2016-2017**

## **STUDENT/PARENT HANDBOOK**

HCR 74, BOX 102-5 ♦ Hartshorne, Ok 74547 ♦ (888)767-2518

[www.jonesacademy.org](http://www.jonesacademy.org)



**Table of Contents**

INTRODUCTION ..... 1

MISSION STATEMENT ..... 1

VISION STATEMENT ..... 1

DAILY RESPONSIBILITIES OF THE STUDENTS ..... 1

ATTENDANCE POLICY ..... 1

NEWSPAPER RECOGNITION ..... 2

ARTICLES PROHIBITED AT SCHOOL ..... 2

BULLYING ..... 2

HARASSMENT ..... 3

BEHAVIOR AND DISCIPLINE ..... 4

PLAYGROUND RULES ..... 4

CAFETERIA ..... 5

DRESS CODE ..... 5

PARENT/TEACHER CONFERENCES ..... 5

REPORT CARDS ..... 5

    Grading system ..... 5

PHILOSOPHY OF RETENTION ..... 6

PROMOTION AND RETENTION ..... 6

PLACEMENT OF STUDENTS IN SPECIAL EDUCATION ..... 6

GIFTED AND TALENTED ..... 7

LIBRARY ..... 7

EMERGENCY PROCEDURES ..... 7

SCHOOL BUS POLICIES ..... 8

SCHOOL CLOSING ..... 8

VISITORS/PARENTS ..... 8

TITLE IX ..... 9

ELECTRONIC EQUIPMENT ..... 9

WIRELESS INTERNET POLICY ..... 9

DRUG AND ALCOHOL POLICY ..... 9

FERPA ..... 11

JONES ACADEMY WELLNESS POLICY ..... 12

ASBESTOS HAZARD EMERGENCY RESPONSE ACT ..... 12

TELEPHONE AND FAX NUMBERS ..... 12



## **INTRODUCTION**

Welcome to Jones Academy Elementary School. We hope the years you spend with us will be educational and rewarding. This handbook is for you. It will help you to understand the operations of the school and make your adjustment a little easier.

We hope that each student will get involved in the total school program and contribute in some way to make your school a school you and the community can show with pride.

It is very important for parents, students, teachers and the principal to work cooperatively to ensure that each student receives a high-quality education free from disruption.

## **MISSION STATEMENT**

Jones Academy Elementary School will ensure our students are academically prepared by developing good study habits, reasoning skills and character traits to succeed in the future.

## **VISION STATEMENT**

Jones Academy's vision is to be a renowned leader in the educating of Native American children. We will strive to provide a holistic approach in meeting the individual needs of our students through teamwork, communication, continuous improvement, and hard work. We will provide opportunities to enhance and challenge our students while creating an environment conducive for learning. We will build a solid foundation so that each child can reach their full potential.

## **DAILY RESPONSIBILITIES OF THE STUDENTS**

- ✓ **Attend school daily and be on time for all classes.**
- ✓ **Come to school clean and appropriately dressed. School uniforms will be provided.**
- ✓ **Protect the rights of others to study and learn.**
- ✓ **Obey school rules and cooperate with school staff in disciplinary cases.**
- ✓ **Treat all students and staff with respect.**
- ✓ **Listen to the teacher, follow directions and answer questions as required.**
- ✓ **Complete all in-class and homework assignments and meet deadlines.**
- ✓ **Respect private and public property.**

## **ATTENDANCE POLICY**

Regular school attendance is required. This is state law and a Bureau regulation. According to state education guidelines a student who has ten (10) absences during the semester may fail the semester. After the tenth (10) absence from any one class during the semester, **parents are asked to reach an understanding with each child that classroom attendance is expected. Parents are requested not to pick up students**

**for home visits before classes are over and to return the students on time so that no classes are missed.**

### **NEWSPAPER RECOGNITION**

Teacher will turn in each nine weeks a list of students who are on the Honor Roll.

Honor Roll Rewards are as follows:

Straight A's	\$50.00 Wal-Mart Card	Pizza trip & movie
A's and B's	\$25.00 Wal-Mart Card	Pizza trip & movie
One C, A's or B's		Pizza trip & movie

- Teacher will select super students each nine weeks

### **ARTICLES PROHIBITED AT SCHOOL**

#### **1. Dangerous Weapons**

No one may have any kind of weapon on school grounds or at any school sponsored function. This includes any guns, knives, or other lethal instruments, or items which might be used as a lethal instrument. No one may use any article as a weapon to threaten or injure another person.

#### **2. Distracting Item**

Pupils are not to bring articles to school, such as cell phones, ipods, toys, etc. however harmless, that might distract them or others from their school work. Items which are used to disrupt or interfere with the educational process will be temporarily removed from student possession.

### **BULLYING**

A bully is someone who knowingly abuses the rights of others to gain control of the situation and the individual(s) involved. Bullies deliberately and persistently use intimidation and manipulation to get their way. The key words are knowingly, deliberately, and persistently.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, or physical act that is harmful to another student. Bullying is similar to harassment but is usually crueller in nature and more likely to be of a physical nature.

Neither harassment nor bullying behavior will be tolerated at Jones Academy because it is of a lose-lose nature in that the person being bullied suffers and often times turns into a bully themselves; and because the bully does not learn socially acceptable ways to get needs met.

Jones Academy encourages students who feel they are being bullied or harassed to advise staff. If staff is made aware of bullying behavior or if they observe this behavior, they will notify the principal.

Intervention will consist of counseling for the person who has been bullied and disciplinary measures taken against the bully. Every effort will be made by our counseling staff to educate the bully in how to identify and get their needs met in socially acceptable ways. If these efforts fail and the bully continues to bully, the student will be suspended from Jones Academy with suggested referral(s) to the parent/guardian.

## **HARASSMENT**

### ***Harassment***

Harassment includes verbal, physical or visual conduct of a racial, ethnic or other type.

### ***Sexual Harassment***

Sexual harassment includes unwelcome sexual advances or visual, verbal or physical conduct of a sexual nature. This definition encompasses many forms of offensive behavior, including gender-based harassment of a person of the same sex as the harasser, conduct of a sexual nature that creates an offensive, intimidating or hostile environment, and coerced sexual conduct.

### **Examples of prohibited sexual harassment include:**

- unwelcome sexual flirtation or sexual advances,
- making or threatening retaliations for refusing sexual advances,
- visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters, suggestive or obscene letters, notes, or invitations,
- verbal conduct such as derogatory comments, epithets, slurs, sexual innuendo, sexual jokes, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual,
- physical conduct such as unwanted, suggestive or offensive touching, assault, or blocking movement.

Sexual harassment is considered by law to be a serious violation of a person's constitutional rights and will not be tolerated by Jones Academy from student to student, student to staff, staff to student, or staff to staff. Violation could result in suspension for the student and termination of staff.

Any student who feels he or she is being sexually harassed is advised to report the incident as soon as possible to a counselor who will then report it to the Principal. These are serious reports and will be investigated thoroughly. False accusations will be dealt with accordingly.

### **BEHAVIOR AND DISCIPLINE**

Students are allowed by the school as much freedom as possible without hindering the freedom of other individuals. One of the most important lessons for students to learn is that to enjoy freedom, individuals must be willing to accept responsibility for their own actions. Students whose disruptive actions hinder another student's right to a good education in a safe environment must be penalized for their misbehavior. This understanding is essential in order for students to learn to function as responsible citizens.

#### **One or more of these actions may be taken:**

- conference with student
- disciplinary notices may be sent to the parent/guardian
- temporary isolation within the classroom
- conference with parents
- kept in during recess and noon hour
- writing assignment
- in-school suspension
- after school detention
- loss of extra-curricular activities
- restriction
- extra duties
- placed on behavioral contract

#### **The administration shall have authority to suspend:**

- if student's behavior is intolerable
- if student refuses to accept the prescribed punishment
- if the student is guilty of continuous disruptions
- if the student is a danger to self or others

Students who are suspended for short term suspensions will be required to make up work that was missed during their suspension.

### **PLAYGROUND RULES**

- Use restroom and drinking fountains before coming to playground.
- No tackling or tripping of any kind.
- No playing chicken on the equipment.
- Children using swings and slides must not stand, bail out, or reverse positions from other than that which the equipment was intended.
- Keep playground free of litter.
- No pushing students while they are on the swings, tire swing, and slide and glide.



- No more than three students on tire swing at a time and students must ride with one leg inside and the other outside of the tire.
- Students are not to be throwing or kicking balls, Frisbees, etc. near parked cars. This includes the area between the swings and staff parking lot.
- No kicking or reckless throwing of basketballs in the gymnasium.

### **CAFETERIA**

In order to keep the cafeteria clean and attractive, the following rules must be observed:

- Return trays, dishes and silverware to receiving window.
- Keep tables and floors clean.
- Talk only in a quiet voice, which will be determined by the teacher.
- Never push or run.
- All food must be eaten at the table.
- Pick up and/or clean up any food you drop or spill.
- Gum chewing is not permitted.

### **DRESS CODE**

Elementary students are required to wear the school uniforms provided during their stay at Jones Academy. These are supplied by Jones Academy. ***No hats are allowed at school.***

### **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences will be scheduled at specific times during the school year. Teachers will contact parents at this time unless the parent/guardian prefers to attend a meeting at the school. **A conference will be scheduled at any other time during the year that a parent would like to visit with a teacher on a one-to-one basis during the teacher's planning period.**

### **REPORT CARDS**

Report cards are issued at the end of each nine weeks session. These report cards will be mailed home by the Administration staff. If a parent/guardian has questions regarding their student's progress they may call the Administration office.

#### ***Grading system***

Excellent Achievement	90 – 100	A
Above Average Achievement	80 – 89	B
Average Achievement	70 – 79	C
Below Average Achievement	60 – 69	D
Failing	Below 60	F
Incomplete		I

## **PHILOSOPHY OF RETENTION**

Whether to promote or retain a child is a difficult decision that must be made every spring. The decision to suggest a child repeat a grade for his best interest is our professional responsibility.

Pupils should be promoted on the basis of careful study and analysis of what seems best for each individual. Suggested retention should be based on achievement, age, size, maturity, emotional stability, and social adjustment. It should take place in the lower grades if at all possible, but retention in the upper grades might sometime be suggested.

Parents should be informed as early as possible that retention may be suggested for their child. Parents should be made aware of their child's weaknesses, and that a cooperative effort be made by the teacher and parent to take corrective measures to overcome a child's weaknesses.

## **PROMOTION AND RETENTION**

Jones Academy Elementary School allows Proficiency Based promotion. Requirements are located in the Administration office.

## **PLACEMENT OF STUDENTS IN SPECIAL EDUCATION AT JONES ACADEMY ELEMENTARY SCHOOL GRADES 1-6**

Students will be placed in Special Education classes under the guidelines of Public Law 94-142. Jones Academy Elementary School Special Education Department will contact the parent/guardian to discuss placement and assessment of the student. Jones Academy Special Education staff will obtain signatures of the parents for placement and assessment. Jones Academy staff will not sign as parent/guardian for placement purposes. Prior to placing students in remedial or bilingual classes, the Jones Academy Principal or counselors will be consulted with regard to placement of the child. The Jones Academy Principal or counselor will meet with the student's teacher, or proposed teacher. A meeting will be held and a decision will be reached as to whether a child will be placed or remain in regular class.

Meetings for students already placed in special education at Jones Academy Elementary School will be scheduled by Jones Academy Special Education teacher. Notifications for these meetings will be sent to the parent/guardian. If the parent is unable to attend the meeting, the special education teacher will hold a conference call during the time of the meeting. If the parent/guardian is unable to participate during the phone conference, the special education teacher will then make two more attempts to contact the parent/guardian. The special education teacher will document each attempt. If there is no response from the parent/guardian after the third attempt, it will be noted on the IEP as Unable to Contact and the IEP will become effective. One copy of the IEP will be mailed to the parent/guardian.

## **GIFTED AND TALENTED**

Jones Academy Elementary School Gifted and Talented program is open to any student grades 1-6 enrolled at Jones Academy. Any adult may nominate a student if they feel the student is Gifted and Talented in any of the following areas:

- Academic Aptitude/Achievement
- Creative/Divergent Thinking
- Intellectual Ability
- Leadership

For more information about this program or to request a nomination form please contact School Counselor at 1-888-767-2518.

## **LIBRARY**

Jones Academy is fortunate to have a very fine library. It has a nice collection of books and magazines. The librarian will schedule times of operation and times for classes.

## **EMERGENCY PROCEDURES**

### ***Emergencies***

The safety and welfare of the students will take precedence over any other action. Safety drills will be held in accordance with Oklahoma State Department of Education requirements. Each teacher is responsible for their students knowing what to do. Students are to follow staff directions quickly and quietly in emergency situations. Different circumstances and responses to each circumstance will be discussed during the drill and periodically throughout the school year.

### ***Security Drill***

Teachers will follow procedures and will stay in secured area until all clear is given.

### ***Tornado Warning***

When a threatening weather report is received, the alarm signal shall be sounded by the Alertus system and/or the Administration Office. Alerts will appear on classroom computer monitors, on hallway beacons, and in other campus buildings.

All students are to go to the storm shelter on their hall as follows:

1<sup>st</sup> -4<sup>th</sup> grades will go to the storm shelter on 1<sup>st</sup> through 4<sup>th</sup> grade hall.

5<sup>th</sup> -6<sup>th</sup> grades and administration will go to the storm shelter on 5<sup>th</sup> & 6<sup>th</sup> grade hall.

Roll will then be taken. The administration will notify staff supervising the students in the storm shelter when all is clear. Persons out on campus should go to the nearest ditch and lie down if a tornado is sighted.

### ***Fire Alarm***

In case of fire, the alarm signal shall sound. Any building where the fire alarm goes off shall be evacuated immediately in compliance with posted building evacuation plans. All students will be accounted for in the designated area of well house on SE side of the school regardless of the facility they are in when the alarm sounds.

### ***Wildfire***

In case of a wildfire, all students will be evacuated to the Cornerstone Baptist Church about three miles south of Jones Academy on Old Highway 270. A headcount will be done before and after evacuation.

If the Cornerstone Baptist Church is impractical due to circumstances, an alternate site such as Hartshorne Lake will be selected in the Hartshorne area.

## **SCHOOL BUS POLICIES**

The school bus driver is the sole authority of the passengers on the bus. All students in our school system who ride a bus to school are subject to regulations. Any misbehavior which distracts the driver is a **very serious violation** and jeopardizes the safety of everyone. Students will be cited for the following activities:

Failure to remain in seat	Bothering others
Refusing to obey driver	Profanity
Fighting, Spitting	Vandalism
Throwing Objects	Standing in seat
Hanging out window	Standing in aisle

## **SCHOOL CLOSING**

Jones Academy Elementary will be in contact with Hartshorne Public Schools in the event of inclement weather and will follow their school closings.

## **VISITORS/PARENTS**

Parents/Visitors must report to office to receive a pass to continue to a classroom or office.

## **TITLE IX**

It is the policy of Jones Academy Elementary to offer the opportunity to Native American students to participate in appropriate programs and activities without regard to color, creed or national origin, (under Title VI of the 1964 Civil Rights Act), sex (under Title IX of the 1972 Educational Amendments) or handicap (under Section 504 of the Rehabilitation Act of 1973).

## **ELECTRONIC EQUIPMENT – ELECTRONIC WIRELESS TELECOMMUNICATION DEVICE**

The Board of Education promotes an environment for instructional learning that is safe and secure. Therefore, the district establishes the following rules for the use of Cellular Phones, CD Players, Portable DVD Players, MP3 or other portable music players, Portable Gaming Systems, Electronic Tablets (ex. I pads), etc.

None of the above devices will be allowed on school premises during the school day. Exceptions can be made by the Principal and Sponsor.

The penalty for a violation of this policy shall be:

**First Offense** – The electronic device will be seized. The device will be sent to the Principal's office where it will be held for three days and returned on the fourth day. Incident will be sent home.

**Second Offense** – The electronic device will be seized. The device will be sent to the Principal's office where it will be held for five days and returned to the student on the sixth day.

**Third Offense** – The electronic device will be seized. The device will be sent to the Principal's office where it will be held for fourteen days and returned on the fifteenth day.

## **WIRELESS INTERNET POLICY**

Wireless internet is accessible on campus. Jones Academy reserves the right to block access to social media sites, video and other internet sites deemed unsafe. Students must abide by the acceptable internet usage policy and have signed a *Student Internet Contract*. Jones Academy staff has the right to request any electronic device for review of content and to take up any that do not follow our guidelines. Jones Academy also reserves the right to delete any content deemed inappropriate from any electronic device.

## **DRUG AND ALCOHOL POLICY**

It is against Jones Academy policy for students to be in possession of alcohol or other mood altering drugs (including inhalants). It is also against policy for them to be in possession of drug use related objects/paraphernalia such as pipes, rolling papers, etc. Possession and/or use of any unknown substance will be treated as an alcohol or drug offense. It is the policy of Jones Academy to prevent our students from using alcohol or

other drugs and to prevent same from being brought to our campus. It is unacceptable for students to wear clothing or jewelry that advertises or symbolizes alcohol or other drugs.

If a student is suspected of using alcohol or other drugs, it will be documented by two or more staff members. Students who are suspected of using may be required to take either a breath test for alcohol or a urine test for other drugs. A student refusing to take a breath test and/or a urine test will be placed on contract. If the student is already on contract, the student will be suspended from Jones Academy for that school year.

### ***Drug or Alcohol Incidents***

If a student is proven to be or admits using alcohol or other drugs, it will be documented and reviewed by the administrator and other appropriate staff. The following procedure will go into effect if it has been determined that the student has in fact used or been in possession of alcohol or other drugs.

Violation #1 Student will be restricted to the dormitory for fourteen (14) days but the last seven (7) days may be worked off if the student does not break restriction. The parent/guardian will be contacted and the student will sign a Behavior Contract.

The **Advanced Prevention Program** will be for students who have violated the Jones Academy Alcohol/Drug policy. **This will be a mandatory program.**

It will consist of six (6) sessions and follow-up sessions as needed or requested. In addition, random drug tests will be required of students at the discretion of administration for the remainder of the school year.

- Students who refuse the program will be suspended.
- Students who are non-cooperative or become disruptive during the course of the program may be suspended if they do not become cooperative.

Follow-up sessions will consist of discussion regarding current behavior, attitude, and stressors.

Any returning student or new student who has been identified as having a history of using alcohol or other drugs (including inhalants) may be required to attend appropriate group meetings and counseling will be initiated as soon as students arrive in an effort to help them resist further use. Students must help us to help them by cooperating. That means attending suggested group or individual sessions, meetings, and treating staff and others with respect.

Violation #2 Student will be suspended for the remainder of the school year. If the student attends a certified out-patient or residential program after being suspended, he or she may be allowed to return at the discretion of the administrator, dormitory manager, and counselor with the condition of involvement in a follow-up program.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974: (Public Law 93-380)**

### **FERPA**

1. Parents have the right to inspect and review all official records.
2. Parents shall have an opportunity for a hearing to challenge the content of their child's school record.
3. Schools may not release personally identifiable record, files, or personal information concerning a student without written consent of parents to any individual agency or organization. The only exceptions are school officials or local educational agencies that have legitimate educational interests.

Records may be released to schools in which the student intends to enroll.

No personally identifiable information contained in school records may be released to any person other than those listed above, unless there is written consent from students or parents specifying records to be released, the reason for release, and to whom they are released.

Information will be furnished in compliance with judicial order or lawful subpoena upon the condition that parents and students are notified.

4. Nothing contained in this section shall preclude the administrative head of any educational agency or state education authorities from having access to student or other records necessary to audit or evaluate federally supported education programs. These shall not contain social security numbers that could identify students or parents.
5. All person, agencies, or organizations desiring access to school records shall be required to sign a written form that will be kept in the student's file.

Personal information shall be transferred to a third party, only if such person will not permit any other access to the information.

When a student has reached the age of eighteen and entered post-secondary education, consent will be required of the student only .

All parents and students will be informed of these rights, and all schools and institutions must comply with these regulation.

Also included in the protection of students' rights are: all materials that will be used in research programs or projects shall be available to parents or guardians of students engaged in the program or project.

The personnel of Jones Academy adhere to all stipulations in 25 CFR 43 regarding the maintenance and control of student records.

### **JONES ACADEMY WELLNESS POLICY**

The link between nutrition, physical activity, and learning is well documented. Healthy eating and activity patterns are essential for students to achieve their full academic potential, physical and mental growth, and lifelong health and wellbeing. The Choctaw Nation provides a registered dietitian to educate our students about nutrition and fitness on a regular basis at the school.

Our goal is to give our students knowledge and skills necessary to make healthy choices for a lifetime and to live up to their potential. Our full wellness policy may be found on-line at [www.choctawnation.com](http://www.choctawnation.com).

### **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

The Asbestos Hazard Emergency Response Act (AHERA) requires that all BIA buildings be inspected or re-inspected for the presence of asbestos every three years, and the development of a management plan which outlines the steps to be taken to eliminate the hazard.

Jones Academy complies with this requirement and takes this responsibility very seriously. A copy of the Asbestos Hazard Emergency Response Act (AHERA) management plan is available for review at the Administrative Offices. Please contact Dwayne Sanders at 918-297-2518 ext 1012 for additional information.

### **TELEPHONE AND FAX NUMBERS**

Administration Office	Monday-Friday (8:00am – 4:30pm)	918-297-2518
Toll free to Administration Office		888-767-2518
Administration Office fax		918-297-2364
Counseling Center		918-297-2518
School Psychologist/Special Education Coordinator		918-297-2518

### **Mailing Address**

Jones Academy  
909 Jones Academy Rd.  
HCR 74, Box 102-5  
Hartshorne, OK 74547

### **Website**

[www.jonesacademy.org](http://www.jonesacademy.org)