



JONES  
ACADEMY

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# RESIDENTIAL

## STUDENT/PARENT HANDBOOK

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2019 / 2020



**Choctaw Nation**  
Faith ♦ Family ♦ Culture

## RESIDENTIAL STUDENT/PARENT HANDBOOK 2019/2020

### Table of Contents

MISSION STATEMENT .....	1	Isolation/Separation .....	16
GOALS, OBJECTIVES, AND ACTIVITIES .....	1	Suicide Attempt or Threat to Self .....	16
SERVICES AND ACTIVITIES AVAILABLE .....	1	Transportation Policies .....	16
SAFETY .....	1	Phones and Electronic Devices During Transportation .	17
HISTORY OF JONES ACADEMY .....	1	Wireless Internet Access .....	17
JONES ACADEMY STUDENT BODY .....	2	Internet Acceptable Use Policy .....	18
ENROLLMENT REQUIREMENTS.....	2	Computer Use Policy .....	19
STUDENT RECORDS .....	3	Senior Expense Policy .....	19
Confidentiality.....	3	Restitution .....	20
SCHOOL ATTENDANCE.....	3	PARENTAL RESPONSIBILITIES .....	20
HARTSHORNE SCHOOL DISTRICT RESIDENCY .....	3	Family Emergencies.....	20
ORIENTATION UPON ARRIVAL.....	4	Out of State Flight Student Emergencies.....	20
DORMITORY LIVING .....	4	Home Visits .....	20
Student Support Services .....	4	Appointments Made by Parent.....	21
Clothing and Personal Items .....	4	Student Mail .....	21
Laundry .....	4	VISITORS .....	21
Details (Work Program).....	5	CHECKOUT .....	22
Voluntary Student Service.....	5	STUDENT CHECK OUT INFORMATION.....	23
Enrichment Program .....	5	CHECKING STUDENT IN AFTER CHECK-OUT .....	24
Student Boundaries.....	5	BEHAVIORAL HEALTH/COUNSELING .....	25
NOTICE.....	5	Academic/Guidance Counseling.....	25
Asbestos Hazard Emergency Response Act.....	6	Honor Roll .....	25
TYPICAL WEEKLY SCHEDULE.....	7	Student Success Center .....	25
STANDARD RULES .....	8	4-H GUIDELINES.....	26
Dormitory Rules.....	10	HARTSHORNE PUBLIC SCHOOL.....	27
Dress Code .....	10	Check Out During School Hours .....	27
POLICIES.....	11	Dress Code .....	27
Student Complaints .....	11	Electronic Equipment – Electronic Wireless	
Medication .....	11	Telecommunication Device .....	28
Inhalers.....	11	Toys, Skateboards, Etc. ....	28
Weapons .....	11	Gang Activity .....	28
Cell phones .....	11	Special Education Placement of 7 <sup>th</sup> – 12 <sup>th</sup> Grade Students	
Cameras.....	12	at Hartshorne School .....	29
Electronic Devices.....	12	Special Education Placement of 1 <sup>st</sup> – 6 <sup>th</sup> Grade Students	
Searching Rooms and Students .....	12	.....	29
Drug and Alcohol Policy .....	12	EMERGENCY PROCEDURES .....	29
Drug or Alcohol Incidents .....	13	Emergencies .....	29
Bullying Policy .....	13	Intruder on Campus .....	29
Harassment .....	14	Tornado warning .....	30
Battery Policy .....	14	Fire Alarm.....	30
Threat/Intimidation .....	15	Wildfire .....	31
Hazing Policy.....	15	DISCIPLINARY ACTIONS .....	31
Theft .....	15	Suspension .....	31
Inappropriate Behaviors .....	15	Restriction .....	31
Public Display of Affection (PDA).....	15	Contracts.....	32
Sexual Activity .....	16	JONES ACADEMY INCIDENT REPORT .....	33
		BEHAVIOR CONTRACT .....	34

STUDENT INCIDENTS AND CONSEQUENCES .....	35	Victim's Rights in Formal Hearing.....	38
Category A Incidents.....	35	STUDENT WELLNESS POLICY .....	40
Category B Incidents.....	36	Protocol for the Control and Treatment of Head Lice ....	41
Category C Incidents.....	37	JONES ACADEMY STAFF .....	42
Public school related incidents.....	37	TELEPHONE NUMBERS .....	43
Notes: .....	38		
STUDENT RIGHTS.....	38		

**Jones Academy  
Hartshorne, Oklahoma**

**MISSION STATEMENT**

To empower Native American youth by providing individualized care and development through educational, cultural, and spiritual opportunities

**GOALS, OBJECTIVES, AND ACTIVITIES**

- 1.0 To provide a safe, orderly environment for grades 1-12 students which promotes their physical, mental, social, and spiritual development
  - 1.1 Jones Academy will provide facilities that are safe and kept in a good state of repair.
  - 1.2 Jones Academy will maintain rules of conduct that promote security and responsibility and the healthy development of young people.
  - 1.3 Jones Academy will provide resources and opportunities that promote the physical, mental, social, and spiritual development of youth.
- 2.0 To provide a learning environment conducive to optimum growth in academic areas of development.
  - 2.1 Jones Academy will provide learning/study areas which have appropriate resources and equipment for completing lessons and extending learning opportunities for all students.
  - 2.2 Jones Academy will provide small group areas and other conditions which will provide for cooperative learning activities and a wider array of learning styles.
  - 2.3 Jones Academy will maintain complete records of student progress and will update these frequently.
- 3.0 To establish a caring environment that nurtures respect for one's self, for others, and for the larger community of humankind.
  - 3.1 Jones Academy will encourage and expect adults to address and interact with students and other persons in a respectful manner.
  - 3.2 Jones Academy will encourage and expect all individuals to respect the property and privacy of other persons.
  - 3.3 Jones Academy will encourage and expect all individuals to attempt to help others, to be concerned about others, and to be concerned about the well-being of the total community.

- 4.0 To develop a strong sense of community within Jones Academy family/community and to correctly perceive his/her position as a valued and appreciated member with an important role in developing and maintaining this prototype academy.
  - 4.1 Jones Academy will welcome each student as a valued member of a special community of learners and will endeavor to create a sense of belonging in each student.
  - 4.2 Jones Academy will exercise a personal approach to each student and explain to individuals and/or groups of students their role and importance in developing and maintaining Jones Academy, helping them to personally identify with the academy and community.
  - 4.3 Jones Academy will provide opportunities for students to be involved in activities that nurture the feeling of importance of each to the well-being of the academy and the community.
  - 4.4 Jones Academy will provide students with decision making opportunities which influence the development and maintenance of the academy and their sense of ownership of the program.
  - 4.5 Jones Academy will develop an ethos and system to ensure the recognition of the importance of each individual to the academy and community and to their wellbeing and to acknowledge the contributions of each person to these entities.
    - 4.5.1 Jones Academy staff will note and immediately reward the positive efforts and accomplishments of each student through verbal and written comments, stars, happy faces, posting of exemplary work and notices, notes to parents, and other appropriate means.
    - 4.5.2 Jones Academy staff will plan special programs of public recognition when tangible artifacts such as certificates, medals, plaques, etc. will be presented to students for meritorious service or performance.
    - 4.5.3 Jones Academy staff will discuss additional ways to reward and recognize students and will confer with students about additional ways to accomplish this.
- 5.0 To provide students with opportunities to excel and to expand one's academic potential and other areas of growth and responsibilities.
  - 5.1 Jones Academy will provide activities and resources which will enable the individual to improve/surpass his/her previous efforts in academic areas.
  - 5.2 Jones Academy will provide activities and resources which will enable the individual to develop and utilize social skills and graces.
  - 5.3 Jones Academy will provide activities and resources which will enable the individual to develop and exercise leadership skills.

- 5.4 Jones Academy will provide activities and resources which will enable individuals to be responsible and to extend their areas and degree of responsibility.
- 6.0 To ensure that students graduate from high school qualified and ready for successful entry into post-secondary programs or into the workforce.
  - 6.1 Jones Academy will monitor the students' progress throughout their school career.
  - 6.2 Jones Academy will provide follow up assistance to improve the transition between the high school experience and the post-secondary educational environment or between life at the academy and life in the outside workforce.
  - 6.3 Jones Academy will continue to refine and strengthen its overall learning environment in general and in its supervised study halls.
  - 6.4 Jones Academy will begin developing plans to move from the traditional study approach toward one based on the student's becoming a problem identifier and problem solver and with some attention to common, practical aspects of life.
- 7.0 To develop and nurture a positive, symbiotic relationship between the students' home and the academy in order to promote optimum learning.
  - 7.1 Jones Academy will establish contact with the student's parent(s)/guardian, explain the mission and goals of the academy, and solicit the cooperation and help of the parent(s)/guardian in promoting maximum development of the student.
    - 7.1.1 Jones Academy staff will visit the student's home, meet the parent(s)/guardian and provide and explain appropriate materials concerning the mission and goals of Jones Academy.
    - 7.1.2 Jones Academy staff will explain the necessity and benefits of the home and school working together to promote maximum development of the student.
    - 7.1.3 Jones Academy staff will ask for and expect the cooperation and assistance of the parents/guardians and work to prevent or remedy any misunderstanding or communication barriers.
  - 7.2 Jones Academy will maintain contact with the student's home and provide frequent and regular feedback regarding the student's activities, performance, and progress.
    - 7.2.1 Jones Academy staff will notify the home of regular events in the life of the student such as major school programs, reports cards, important tests, and other school-related happenings, the exact role of the student, and his/her performance.
    - 7.2.2 Jones Academy staff will notify the home of important events in the life of the academy and the student such as annual holidays, homecomings, etc.,

the exact role of the student, and follow up with notification of how the student performed.

7.2.3 Jones Academy staff will promote a positive relationship with the home by sending messages to the home concerning the student's positive behavior, contributions to life at the academy, and improvement in academic and other areas of performance.

7.3 Jones Academy will assist parents/guardians in how best to help the student achieve success in school and life.

## SERVICES AND ACTIVITIES AVAILABLE

School Supplies and Materials	Robotics
Digital Learning; Online Educational Systems	Family Day
Tutorial Assistance for All Grades	Birthday Celebrations
Rewards for Academic Achievement	Motivational Speakers
Work Program for Walmart Card	Drug and Alcohol Education
Library Learning Center with Computers and Internet/E-mail Access	Counseling Services
Career Counseling	Linens and Personal Care Items Provided
Senior Graduation Expenses	Physical Fitness Programs
College Preparation	Modern weight room
Jones Academy Scholarship Program	Dances and Proms
Vocational Training through the Kiamichi Technological Center	Fishing
Physical Exams	Annual Trip to Amusement Parks
Medical Staff to Provide Services	Movies
Nutrition Classes for Elementary	Outings to Area Lakes/Parks, Zoos, Museums, Sporting and Cultural Events,
Agriculture Program/Livestock shows	Shopping Trips
UNITY Chapter	Arts and Crafts
	Piano Lessons
	Campus Security

## SAFETY

Security staff is on duty during the week after school hours. The staff patrols the campus, interacting with students and other staff, and enforcing campus rules. Security staff checks out visitors or any unknown vehicles on campus, ensuring the safety and well-being of the students. In addition, cameras are placed in strategic areas of the campus and grounds and in common areas of the dormitories.

The School Resource Officer is a Choctaw Nation Police Officer assigned to the Jones Academy campus. The SRO has an office on campus and is on site during the weekdays and weekends. The SRO patrols the entire campus and works with staff and students to provide a safe and secure environment for all.

## HISTORY OF JONES ACADEMY

Jones Academy, located four miles east of Hartshorne, was established by the Choctaw Nation in 1891 as a school for Choctaw boys and was named after Wilson N. Jones, the Principal Chief of the Choctaws from 1890 to 1894. Chief Jones was born in Mississippi in 1827 and died in 1901 at his home near Caddo, Oklahoma. In 1833, the family came over the "Trail of Tears" and settled on Little River where Chief Jones grew up. He received very little formal schooling and some of his political foes claimed he could not speak English but through hard work, good management, and native intelligence, he became one of the wealthiest men in the Choctaw Nation.

Chief Jones believed in education in spite of his own schooling. His Administration was memorable for the changes made in the educational system of the tribe. Three (3) new schools were built while he was chief. These were: (1) Tuskahoma Academy for girls, (2) Jones Academy for boys, and (3) Tuskaloosa Institute for "Choctaw Freedmen." Jones Academy has been in continuous existence, either under the control of the Federal Government or the Choctaw Nation, since that time. In April of 1985, the Choctaw Nation of Oklahoma contracted the entire operation



of Jones Academy under public law 93-638. And on October 1, 1988, Jones Academy became a tribally controlled Grant School under public law 100-297.

In 2003, the Choctaw Nation began the process of returning classrooms to the Jones Academy Campus. In 2008, the new elementary school building was completed for the 1<sup>st</sup> through 6<sup>th</sup> grades. Today, Jones Academy averages an enrollment of one hundred eighty-five (185) Native American students.

## **JONES ACADEMY STUDENT BODY**

All students are members of a federally recognized tribe or are ¼ degree of Indian blood and range in grades from 1st through 12th. Most of the students are from rural areas and small towns in eastern Oklahoma, but approximately 25% come from metropolitan areas such as Oklahoma City and Tulsa. Students have represented up to thirty tribes during the school year. Students from other states also attend Jones Academy.

## **ENROLLMENT REQUIREMENTS**

To be admitted to Jones Academy, a child must provide a Certificate of Degree of Indian Blood issued by the Bureau of Indian Affairs Agency or respective tribe or provide other proof that the applicant is a member of a federally recognized tribe. The applicant must also be eligible for enrollment in public school.

Any applicant to Jones Academy who has been hospitalized in an inpatient mental health facility is required to have lived in the home and completed one semester of school after discharge to be considered to attend the academy.

Here at Jones Academy we understand that accidents can happen, however, all students must be toilet/potty trained by the first day of school.

Contact Jones Academy at 888.767.2518 or 918.297.2518 or access [www.jonesacademy.org](http://www.jonesacademy.org) to get an application. In addition to a completed application, the following documents must be submitted:

- Copy of CDIB card and/or tribal membership documentation
- Copy of original birth certificate
- Copy of social security card
- Up-to-date immunization records
- Current report card (for Elementary/JR High students)
- Transcript (10<sup>th</sup> – 12<sup>th</sup> grade)
- Copy of current IEP (Individualized Education Plan) and current testing (if applicable)
- Current list of prescription medications and letter from physician explaining type of medication, dosage, and why student is on medication
- Current list of over the counter medications used regularly e.g. allergy
- Insurance or Medicaid card (application)
- Document(s) showing guardianship and/or legal custody (if applicable)

The completed original student application must be mailed to:

Jones Academy  
909 Jones Academy Rd.  
Hartshorne, OK 74547

† If you fax in an application we still need the original application turned in.

Jones Academy reviews the student's application and determines if we can provide an individual program plan that will be beneficial to the student. Failure to provide true and accurate information during the application process may be grounds for denial of application or dismissal of the student from Jones Academy.

## STUDENT RECORDS

All cumulative records maintained on a student are confidential and are opened only to the parent/guardian and students over 18 years of age in accordance with the Family Educational Rights and Privacy Act (FERPA).

1. Parents and eligible students may inspect and review educational records within 45 days of a request for access.
2. Parents and eligible students must give written consent for release of identifiable information to the registrar.
3. The cumulative records, including Social Security numbers will be current and filed in the administration office. Proper safeguards will be taken in regard to the confidentiality of these records.

## Confidentiality

It is the obligation of staff to protect the confidentiality of any private information that may be acquired from a student or from any source about a student. Knowledge that may be essential to the student's health, welfare, safety of student or others should be brought to the superintendent's, dormitory manager, assistant dormitory manager, medical staff, or counselor's attention.

## SCHOOL ATTENDANCE

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. **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.** Sometimes schools have problems with truancy, or students leaving school grounds and skipping classes. If this is a problem, Hartshorne Public School has the prerogative of resorting to discipline, or at the school's discretion, using in-school suspension or detention hall as a disciplinary measure.

## HARTSHORNE SCHOOL DISTRICT RESIDENCY

Students living on campus at Jones Academy are considered legal residents of Hartshorne school district only when in residence at the academy. It is the policy of the Hartshorne board of education that should a student no longer reside at Jones Academy, the student will no longer be deemed eligible to attend school in the Hartshorne school district. Legal residence to attend

school in Hartshorne without a transfer will be established only if the legal guardian or parent of the student resides in the Hartshorne school district with the student.

## **ORIENTATION UPON ARRIVAL**

On the day of enrollment all staff is scheduled and ready to receive students and parents. Orientation to Jones Academy is conducted on the day of the student's arrival, or soon thereafter. Rules and regulations governing dormitory life are explained by staff in individual conferences, small group discussions, written materials, the Residential Student/Parent Handbook, and dormitory house meetings. On the day of arrival, family members who are on campus at meal time are invited to eat in the dining room with the student.

## **DORMITORY LIVING**

The dormitory program is designed to aid the student in developing habits and routines helpful to successful living, especially in group living. Students are required to exemplify appropriate social standards, be able to relate with other students and staff, and willingly share in the tasks of keeping the dormitory clean and orderly. Rooms are inspected every morning and students are rewarded three times during each semester with a reward dinner trip if they have received a specified amount of "Excellents." The Best Rooms reward dinner trips will be at the end of September, October, before Christmas Break, the end of January, the beginning of March, and the middle of April.

### **Student Support Services**

Each dormitory will maintain a student support services as it may relate to the financial assistance of students at Jones Academy. The dormitory supervisor will issue a receipt to the student for transactions completed to the dormitory office safe. The dormitory safe will contain financial documents of students and can only be accessed by official personnel. Also, no Jones Academy funds will be kept in the safe at any time and for any reason. The Assistant Dormitory Supervisor is considered the provider of student support services for times the dorm supervisor is not on duty. The administration office cannot cash student checks from Jones Academy funds. Students may endorse their checks to be cashed when the business technician goes to the bank. She will then call for the student when the cash is available. At the student's discretion, when supplemental checks are mailed to Jones Academy, the student may meet with the business technician at the administration office instead of the dormitory office.

### **Clothing and Personal Items**

Sheets, pillow cases, bedspreads, blankets, towels, wash cloths and ordinary personal care items are provided by Jones Academy. Students and parents/guardians are expected to provide most of their personal clothing. Jones Academy will furnish a limited amount of clothing as the budget allows. All personal items are the responsibility of the students and parents/guardians. Parents/guardians and/or student(s) are to make sure all clothing and items are marked.

### **Laundry**

Laundry facilities are available in each dormitory. Each dormitory maintains a schedule for doing laundry. Linens are to be changed and washed weekly. Students are expected to follow

the laundry schedule that is provided in their dormitory. Failure to follow the laundry requirements and schedule may result in disciplinary measures.

### **Details (Work Program)**

Each student will have an assigned detail and it will be necessary that the student be on time. Details are changed periodically at the discretion of the staff. Students may be assigned to help in the dormitory or outside. If at any time a student cannot do detail and a substitute is necessary, it is her/his responsibility to inform the dormitory staff who will request a replacement. The dormitory staff will schedule details to ensure fairness and equity for students and provide proper oversight while students complete details.

### **Voluntary Student Service**

Any student who shows need and wants to provide voluntary service may do so. The staff assigns and records hours of voluntary service. Upon completion of 16 hours of voluntary service, the record is to be submitted to the superintendent for approval. The student is limited to 16 hours of voluntary service for a local business gift card per year. All hours must be completed by spring break. A student will not be compensated for a partial amount of voluntary service hours. A student who is on restriction may not volunteer for hours during the restriction period.

### **Enrichment Program**

After school enrichment programs are made available to the students of Jones Academy by the Choctaw Nation. Students who sign up for the programs (art, music, dance, etc.) are required to make a commitment for the semester. The student has the responsibility of being on time and showing respect. The Choctaw Nation has made an investment in staff and supplies for the enrichment program.

### **Student Boundaries**

Unless they are at a scheduled activity, students are not to be south of the ball fields, north of the road behind the boys' dormitory building, east of the chain link fence, or west of the road in front of the kitchen's storage building. The maintenance shops, storage buildings and private residence are out of bounds (except by invitation). The Swine and Horse Barns are off limits to all students except 4-H students unless on a scheduled work detail. Students are not to go to Third Pond without permission of their own dormitory staff and should be supervised by a staff person.

## **NOTICE**

The Jones Academy Administration reserves the right to deviate from stated policy if the situation presented is such that it is deemed necessary.

## **AHERA STATEMENT**

### **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 outlining 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 the Facilities Management Supervisor at 918-888-2518 ext. 1012 for additional information.

## TYPICAL WEEKLY SCHEDULE

6:30 a.m.	Rising time--all dorms
6:30 a.m.-7:15 a.m.	7 <sup>th</sup> – 12 <sup>th</sup> Breakfast (9 a.m.-10 a.m. on weekend and non-school days)
7:15 a.m.-7:45 a.m.	1 <sup>st</sup> -6 <sup>th</sup> grade Breakfast (9 a.m.-10 a.m. on weekend and non-school days)
6:30 a.m.-7:15 a.m.	Weekly work details--all dorms
7:20 a.m.	7 <sup>th</sup> -12 <sup>th</sup> grade on bus to school
7:45 a.m.	1 <sup>st</sup> - 6 <sup>th</sup> grade escorted to school
Starting at 11:00 – 11:50 a.m.	Lunch, Elementary School (11:00 a.m.-11:30 a.m. on weekend and non-school days) (11:30 a.m.-12:00 p.m. on weekend and non- school days for 7 <sup>th</sup> -12 <sup>th</sup> grade)
3:15 p.m.	7 <sup>th</sup> - 12 <sup>th</sup> grade students check in from school
3:25 p.m.	1 <sup>st</sup> -6 <sup>th</sup> grade dismissed from school, dorm staff to escort students to the dorm
4:30 p.m.	Dinner, 1 <sup>st</sup> -6 <sup>th</sup> grade (same time for weekend and non-school days)
5:00 p.m.	Dinner, 7 <sup>th</sup> -9 <sup>th</sup> grade (5:30 p.m. on weekend and non-school days)
5:30 p.m.	Dinner, 10 <sup>th</sup> -12 <sup>th</sup> grade (same time on weekend and non-school days)
6:00 p.m.	Serving line closed to all
5:00 p.m.-5:45 p.m.	Gym open to 1 <sup>st</sup> -6 <sup>th</sup> grade girls (daily)
5:45-6:30 p.m.	Gym open to 1 <sup>st</sup> -6 <sup>th</sup> grade boys (daily)
6:30-8:30 p.m.	Gym open to 7 <sup>th</sup> -12 <sup>th</sup> grade (Sunday–Thursday)
6:30-10:30 p.m.	Gym open to 7 <sup>th</sup> -12 <sup>th</sup> grade (Friday & Saturday)
2:00-3:00 p.m.	Gym open to 1 <sup>st</sup> -6 <sup>th</sup> grade (Sat. & Sun. except on church days)
3:00-4:00 p.m.	Gym open to 7 <sup>th</sup> -12 <sup>th</sup> grade (Saturday & Sunday)
6:00-7:00 p.m.	7 <sup>th</sup> -9 <sup>th</sup> grade Mandatory Study Hall (Sun- Thurs)
7:00-8:00 p.m.	10 <sup>th</sup> -12 <sup>th</sup> grade Mandatory Study Hall (Sun-Thurs)
9:00 p.m.	Lights out for 1 <sup>st</sup> -6 <sup>th</sup> grade
10:30 p.m.	Lights out for 7 <sup>th</sup> – 12 <sup>th</sup> grades

## STANDARD RULES

Enabling students to get an education is the primary reason for the existence of Jones Academy, therefore, all students are expected to attend their full schedule of classes every day and make reasonable effort at gaining knowledge and skills.

1. Students must follow the regimen established for time to get up, meal time, time for the school bus, returning from school on the bus, attending study periods, out after dark for approved and sponsored activities, lights out, etc. It is highly encouraged that students attend breakfast before school and brunch on the weekends.
2. Before leaving campus with parents or others, students are to be signed out at the dormitory office and checked in upon their return to campus. **Luggage, medication, and personal belongings are to be checked in at the respective dormitory office.**
3. Students are not to leave campus or to leave their dormitory after curfew without permission (AWOL). There is an hourly bed check during the night and it may occasionally be necessary to have roll call at night. **Student will be considered on unauthorized leave if check out time extends beyond non-school days without parental/guardian communication.**
4. Use or possession of intoxicants, alcoholic drinks, marijuana, spray paints, etc., or possession of paraphernalia for the use of drugs is prohibited. **Aerosol spray products or mouthwashes containing alcohol are not permitted.** Student wellness being a concern, energy drinks (e.g. Red Bull, Monster, Rock Star) are also prohibited.
5. The use, consumption, and smoking of any product, including any smokeless product, is strictly prohibited, in any form at Jones Academy and Choctaw Nation of Oklahoma property and is not allowed in personal vehicles while on Jones Academy property or Choctaw Nation of Oklahoma property.
6. Students are not to play with fire extinguishers or fire alarms in any building. Fire regulations prohibit the burning of any type of material in the dormitories and control the placement of furniture in a room.
7. Jones Academy is not responsible for charges made on an owner's cell phone by other individuals. The student is strongly encouraged to leave expensive belongings at home and to check money in at the dormitory office. Jones Academy is not responsible for the loss or damage of a student's property or loss of cash.
8. It is unlawful to assault or strike another person, staff, or student, to commit intentional or malicious damage to public property or the property of another, to shoplift, steal, or take without permission property or possessions of another or of the government, or to have firearms or dangerous and/or illegal weapons in one's possession. These actions can lead to prosecution.
9. Students are not to threaten, coerce, intimidate, bully or mistreat other students and should not use uncomplimentary nicknames, or say hurtful things that can cause another person to be angry or upset. Students shall refrain from repeating gossip or carrying messages from one to another that can cause an altercation or confrontation.

10. Students shall refrain from cursing or using obscene or vulgar words or gestures at all times.
11. Defiance of established rules, insubordination to the authority of an employee, being disorderly, or disrespectful to staff or instructors is not permitted.
12. Students are not allowed to be in the opposite sexes' dormitory rooms.
13. Each student is responsible for making his own bed, taking care of his own clothing and personal items, and assisting in keeping his room neat and orderly.
14. Each student is assigned a work detail and is expected to have pride in a clean dormitory and neat campus. All students are asked to refrain from littering and from damaging property with graffiti.
15. Personal pets are not allowed.
16. Students are not allowed to drive on campus or have any type of motorized vehicle or battery powered transportation devices i.e. hoverboards, on campus.
17. Students are **not** permitted to give each other tattoos or piercings. Staff and parental/guardian permission is required before student can cut another's hair. Hair dyeing will not be permitted under any circumstances in the dormitories due to mess on sinks and floors.
18. Students must have permission from their own dormitory staff before visiting the administration office, other dormitories, counseling building, computer lab etc. Dormitory staff is responsible for knowing where their students are.
19. All students are to address staff respectfully using the titles of Mr., Mrs., or Ms.
20. Restitution for deliberate or reckless property damage or theft of others' property by a student will be made by the student's parent/guardian or by assigning student a detail until restitution is deemed paid by administration.

Incident reports shall be written to document student behavior and conduct which violates Jones Academy policy and/or rules.

Staff members of all departments will write incident reports on students who violate rules. Dormitory staff will handle the minor incidents by helping students resolve their conflict with the rules. On major violations, a copy of the incident report will be sent to the parent/guardian. An occasion might arise in which a student will be taken home for parental counseling or discipline. In such cases, the student may be returned to Jones Academy unless the parent decides otherwise.

If an extreme situation occurs in which danger or threat arises to the student, others, or property, a decision may be made by the Superintendent or ranking staff member on duty to have the student taken home and the student informed of the charges and his right to a student's rights and responsibilities hearing.

If a student is suspended from public school, notice will be sent to the parent and to the dormitory from the administration office.



## **Dormitory Rules**

The dormitory rules do not permit the following and in the event these incidents occur, you may expect a staff member to discuss the incident with you and/or write an incident report. You may be required to perform work or be restricted for these infractions:

1. Talking back, disobeying, or cursing a staff member.
2. Missing curfew.
3. Being absent during roll call.
4. Coming back from school without checking into own dormitory.
5. Being in another room/hall other than your own without the permission of staff.
6. Spitting in the dorm, water fountains, trash cans, or on the steps.
7. Sweeping trash out into the hall or not picking it up in room.
8. Unsatisfactory detail or room.
9. Sleeping past wake-up call.
10. Going back to bed after breakfast.
11. Showering during or after details.
12. Missing the school bus.
13. Moving furniture or blocking of window or door access in rooms.
14. Horseplay in rooms, halls, on furniture, etc.
15. Running in the dorm.
16. Misuse of the living room, e.g., feet on furniture, chewing gum, etc.
17. Removing or opening windows.
18. Putting speakers outside the windows.
19. Possession of CD's, DVD's, PSPs, I-Pods, MP3s, DSIs or movies that contain vulgar or obscene language or content. Staff will take up and hand over to the dormitory supervisor to be returned to the parent/guardian.
20. Not returning borrowed clothing or other personal items belonging to others.
21. Using school phone for longer than 15 minutes at a time.
22. Taking blankets or pillows outside.
23. Throwing things out the window.
24. Being noisy or playing loud music after lights out.
25. Washing clothes in bathroom.
26. Lying on a bed with another person.
27. Not attending dorm meeting.

## **Dress Code**

1. No sagging or underwear showing.
2. No eyebrow streaks--boys or girls.
3. No pierced noses, eyebrows, or tongues.
4. No body piercing is allowed.
5. Heely (roller) shoes are not allowed.
6. No gang related or alcohol/drug clothing or insignia is to be worn. (e.g. Bandana's, jewelry)
7. No vulgar language or artwork on clothing.
8. Student's mode of dress or appearance may not be a distraction or disruption on or off campus.

## POLICIES

### Student Complaints

Any student who has a complaint or feels that he/she or a group of students has been treated unfairly by other students or staff is encouraged to discuss the complaint informally with the dormitory staff, supervisor, counselor, dormitory manager, or superintendent. The student might consider bringing up the subject in dormitory meetings or refer it to the dormitory supervisor for discussion at the Supervisor's meetings. If a student and/or guardian thinks that a consequence or staff was unjust, he/she may request a student complaint form from the dormitory manager and make a written complaint of the incident which will be submitted to the superintendent.

### Medication

All medications (prescription, over-the-counter, vitamins, etc.) must be checked in to the dorm office and logged. All prescription medications will be administered by staff in accordance to the student's prescription. Students may not keep any medications in their rooms. Any medication is considered contraband and may result in a drug incident being written if not checked into the dormitory office. All medication is locked and stored in the medication cabinets located in the dorm office. Non-prescribed supplements such as body builders, enzymes, weight loss, etc., are not allowed.

Medicines must be taken in the dormitory office under the supervision of dormitory staff.

If students refuse to take medication as prescribed, they will be sent to the Administration Office. **If the student checks out for home leave, the adult checking the student out will be given enough medication for the student to cover the time checked out. Over the counter medication provided by the guardian needs to be given to the staff in an unopened bottle.**

### Inhalers

Prescribed inhalers for asthma will be kept in the dorm office. A student will be permitted to carry or keep an inhaler in their room if a doctor's note is provided to Jones Academy.

### Weapons

Any student found in possession of a firearm, explosive, or incendiary weapon may be immediately suspended from Jones Academy pending further action. Pellet guns, pocketknives, lasers, fireworks, toy guns, paint guns, or any other sort of weapon are not permitted because of the potential to cause harm or be mistaken for a real firearm.

### Cell phones

Students may keep cell phones with them during non-school hours. The student will be asked for their cell phone number when they check into the dormitory and it will be logged. Students may not use cell phones after their dormitory lights out/bedtime schedule, in the cafeteria, or in study hall. Elementary students are to check their cell phones and electronic devices in to the dormitory office at bedtime and may check them back out after the evening meal on weekdays. On weekends they may check them out after brunch and back in at bedtime. If a student is put on restriction for other than cell phone restricted violations, cell phones privileges will still be allowed. **Staff has the right to request the cell phone for review of content.** If the use of the phone or other electronic device is outside legal and/or moral boundaries, Jones Academy administration may revoke cell phone or other device privileges of the student.

**Jones Academy is not responsible for a lost or stolen cell phone or for the charges made to the phone.**

Cell phones may not be taken in to the Hartshorne Public School (See Hartshorne School Electronic Equipment policy, Page 28 of this handbook) or to the schools on campus.

A list of telephone numbers and the times available can be found on Page 43 if the parent/guardian wishes or needs to contact the student by phone.

### **Cameras**

Recognizing that students like to have a record of their times and friends at Jones Academy, students may keep digital cameras in their possession. Staff has the right at any time to request the camera for review of content if evidence is presented which leads to reasonable suspicion. If the student refuses, the camera will be confiscated. Students will be held accountable for the content on the camera.

Jones Academy is not responsible for a lost or stolen camera.

### **Electronic Devices**

Electronic devices (portable gaming devices) are permissible. 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. We strongly encourage the parent/guardian to be aware of the type of games and music the student is accessing.

Students may not take any of these devices to study hall, use in the cafeteria or after lights out. They may not be taken in to the Hartshorne Public School (See policy on Page 28) or to the schools on campus.

**Jones Academy is not responsible for lost or stolen devices and strongly encourage students to leave expensive devices and games at home.**

### **Searching Rooms and Students**

It is the policy of Jones Academy to search student rooms, personal belongings and/or students if there is reasonable suspicion the student has an illegal substance, weapon or an item that is considered a danger to him\her or someone else. Students having dangerous weapons and or substances can be dismissed from Jones Academy.

As a prevention method, dormitories, buses, and buildings may be subject to search with reasonable suspicion at any time if drugs or alcohol are suspected. A drug dog may be utilized throughout the school year.

### **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 superintendent 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 may 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 superintendent, dormitory manager, and counselor with the condition of involvement in a follow-up program.

## **Bullying Policy**

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 crueler in nature and more likely to be of a physical nature. Neither harassment nor bullying behavior will be tolerated.

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

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**

### **Definition:**

- A. **Harassment:** Harassment is defined as any unwelcome verbal, written or physical conduct that either criticizes or shows hostility or aversion towards a person because of race, sex, color, religion, or disability.
- B. **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 Dormitory Manager and Administration. These are serious reports and will be investigated thoroughly. False accusations will be dealt with accordingly.

## **Battery Policy**

**Battery Definition:** The intentional infliction of physical injury from one person on to another person other than a consensual physical altercation (fight).

**Consequences:** An incident report will be written and can be reviewed by the dormitory supervisor, dormitory manager, elementary principal and the Jones Academy Superintendent. Punishment will range from restriction to the dormitory to short term or indefinite suspension or expulsion from Jones Academy.

## **Threat/Intimidation**

**Definition:** Threatening another with physical harm with the capability of carrying out the threat; and the person threatened believes he or she will actually be harmed.

**Consequences:** An incident report will be written and can be reviewed by the dormitory supervisor, dormitory manager, elementary principal and the Jones Academy Superintendent. Punishment will range from restriction to the dormitory to short term or indefinite suspension or expulsion from Jones Academy.

## **Hazing Policy**

**Definition:** To persecute or harass with meaningless, difficult or humiliating tasks, or playing rough practical jokes upon another student. Any humiliation or harassment inflicted as a form of initiation.

**Consequences:** An incident report will be written and can be reviewed by the dormitory supervisor, dormitory manager, elementary principal and the Jones Academy Superintendent. Punishment will range from restriction to the dormitory to short term or indefinite suspension or expulsion from Jones Academy.

## **Theft**

Stealing will not be tolerated and students who violate this infraction will be required to replace these items and will be put on restriction or dismissed. If shoplifting is involved, the student will be put on restriction and prohibited from shopping trips for a length of time determined by the Dormitory Supervisor, Dormitory Manager, or Superintendent. Parents/Guardians will be notified.

## **Inappropriate Behaviors**

Inappropriate behaviors are those behaviors that are more serious than a B or C Category incident but do not fit the strict definitions of the Category A incident list. (e.g. self-injury, obscene behavior in violation of school or community standards; endangering self or others, etc.) (See Jones Academy Incident Report on Page 33)

## **Public Display of Affection (PDA)**

PDA is defined as follows:

1. Giving or receiving hickeys
2. Kissing
3. Lying together on the ground or anywhere else with inappropriate body contact: torso to torso, front to front, back to front
4. Walking together with inappropriate body contact: front to front, back to front
5. Fondling or caressing of any parts of the body

## **Sexual Activity**

It is against Jones Academy rules for any students to engage in sexual activity with one another while at Jones Academy or on any outings while they are under the responsibility of Jones Academy. Jones Academy cannot be responsible for what students do on home visits or when signed out by parents/guardian approved persons.

## **Isolation/Separation**

If staff is aware of student in need of close watch because of fear of self-harm or harm to others, he/she will be monitored by staff and kept in a public dorm area. In some cases, the student will be separated and monitored at the counseling center until the crises is over.

## **Suicide Attempt or Threat to Self**

If a student threatens or becomes suicidal while at Jones Academy the following steps will be taken:

1. A counselor will be called to meet with the student to determine if the student is suicidal.
2. The superintendent and student's legal guardian will be notified and placement proceedings to an inpatient facility will begin. The student will be placed on "watch" status until placement is determined.
3. If the parent disagrees with the decision for placement then the superintendent and counselor will discuss options with the guardian.
4. If the student is placed inpatient, then the student will remain for treatment as long as deemed necessary by the physician at that agency.
5. If the guardian wishes the student to be discharged from the facility, then the guardian has full responsibility of any charges accrued.
6. The counselor will maintain contact with the hospital during the child's stay to help determine whether student should return to Jones Academy or be referred to another placement.

Any student hospitalized in an inpatient mental health facility during the school year will have their files reviewed and determination will be made whether the student will remain at Jones Academy or be returned to the care of his/her parent or guardian. The student may re-apply at the beginning of the next semester for re-admittance. The application will go before the committee to be reviewed to determine whether the student will be allowed to return to Jones Academy.

## **Transportation Policies**

As stated in Standard Rule number 16, students are not allowed to bring or drive private vehicles on campus. Jones Academy and/or the parent guardian will be responsible for transporting students.

Students will receive transportation to Jones Academy at the beginning of the school term and will be transported to pickup points at the end of the school year. At Thanksgiving, Christmas, and Spring Break the student will also be transported to pick up points and transported back at the end of break. Only the

Parent/Legal Guardian is allowed to pick up the student at these times. The parent/guardian will be required to sign the student in or out at the pickup point. If the legal guardian wants their children to go to another location, they must provide transportation.

**No student will be turned over to a parent/guardian or anyone else who appears to be under the influence of alcohol or another drug.** Jones Academy staff will call the local police or sheriff's department and let them help make a decision on what to do.

The safety of the student during transportation is of paramount importance. The following rules apply at any time:

1. Properly fastened seatbelts are mandatory when using vehicles with seatbelts.
2. Students are to keep hands and head inside the vehicle at all times upon entering and until leaving the vehicle.
3. Refraining from loud talking and laughing or unnecessary confusion that may distract the driver.
4. Students are to be quiet upon approaching a railroad crossing.
5. Horseplay in and around the vehicle is prohibited.
6. Use of profane language is strictly prohibited at all times.
7. Use of tobacco, drugs, and alcohol is strictly prohibited at all times.
8. Keep back packs, packages, coats and all other objects out of the aisles.
9. Do not throw anything out of the vehicle window.
10. Students may not eat or drink while on the vehicles or being transported.
11. Once a student is seated, the student may not move from the seat unless instructed to do so by the driver.
12. Student must be over 12 years of age to ride in front seat of vehicle.
13. In case of a road emergency, students are to remain in their seats unless otherwise instructed by the driver.

### **Phones and Electronic Devices During Transportation**

Any ring tones, special effects, music, or lights that could distract, startle or cause alarm for the driver or passengers are prohibited. The driver may also request that students and staff turn off phones or devices while transporting. If student does not comply, the device may be taken up and an Incident Report written. The consequences of cell phone/devices non-compliance are on page 36.

If the student refuses to hand over the electronic device when requested, noncompliance can result in more severe consequences including suspension from the dormitory.

Bus drivers should give their work-related cell phones to another staff to hold while transporting students. If there is no other staff on the bus, the driver is to pull over to reply.

### **Wireless Internet Access**

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.



## **Internet Acceptable Use Policy**

Jones Academy's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources. Access requires the student to act responsibly.

Students must:

1. Respect and protect privacy.
  - Not distribute private information about others or themselves (such as credit card or social security numbers).
  - Not view, use, or copy passwords, data, or networks to which they are not authorized.
  - Use only assigned accounts.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - Observe all network security practices, as posted.
  - Report security risks or violations to a teacher or network superintendent.
  - Not try accessing any network, information system, or computer they are not authorized to use (hacking).
  - Not vandalize, damage, or disable the property of another individual or of Jones Academy.
  - Conserve, protect, and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.
  - Not infringe copyrights (no making illegal copies of music, games, or movies).
  - Not plagiarize.
4. Respect and practice the principles of cooperation.
  - Communicate only in ways that are kind and respectful.
  - Report threatening or discomfoting materials to the staff person in charge.
  - Not intentionally access, transmit, copy or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - Not intentionally access, copy, transmit, or create material that violates copyright laws.
  - Not access, upload, download, or distribute pornographic, obscene, or sexually explicit material.
  - Not send spam, chain letters, or other mass unsolicited mailings.
  - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
5. Attend on-going educational training of:
  - Appropriate on-line behaviors
  - Cyberbullying awareness and response
  - Interacting with others on social networking websites and in chat rooms

Failure to follow policy: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology. If state or federal statutes are violated, law enforcement agencies may become involved.

Privacy: Network and Internet access is provided as a tool for the user's education. Jones Academy reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer, network, and Internet access and any and all information transmitted or

received in connection with such usage. All information files shall be and remain the property of the school and no user shall have any expectation of privacy regarding such material.

### **Computer Use Policy**

The student will have signed the *Internet Acceptable Use Policy* attached to their application to Jones Academy with the understanding that continued access to the Internet depends upon their adherence to the rules contained within the policy.

In addition to the above:

1. Students shall sign in at the computer room;
2. No food or drink in the computer rooms;
3. Do not modify equipment or installed software;
4. No personalizing with screensavers, wallpaper, etc. as the computers are for all students to use;
5. No printing of pictures, poems, song lyrics, etc. without permission;
6. If page does not print, do not keep hitting print because the jobs will stack up in the printer memory;
7. No horseplay, pushing, or shoving around in the computer rooms.
8. Abusive behavior directed at computers, equipment, furniture will result in lost privileges and possible restitution.

Students are not allowed to use staff computers without the permission and presence of the staff person each time. Staff must be present when students are using the dormitory computer rooms.

### **Senior Expense Policy**

The following amounts will be paid for Senior expenses during the Senior year.

Class Ring:                                 \$110

Senior Pictures:                             \$175

Jones Academy will pay the \$175 to our chosen photographer. We will reimburse this amount to the student if they choose a different photographer. The sales receipt must be taken to the business office in administration\_for reimbursement.

Announcements:                             \$300 or the cost of the graduation package that we approve.

Letter Jackets:                               We will match what Hartshorne Public School pays, which is currently \$20 per year in a qualifying activity. This includes Sophomore, Junior and Senior year.

Taxes:   \$75 rental for JR & SR Prom. This applies to Juniors and Seniors.

Prom Dresses:                                \$100--seniors only

If the Senior purchases her own prom dress, we will reimburse up to ½ (half) the cost with the maximum reimbursement of \$75. The Senior must bring the sales receipt to the business office in administration to be reimbursed.

Students/Parents/Guardians are responsible for any amount over these charges. Balance is required before items will be ordered. Seniors who owe any fees or charges to Jones Academy may be denied any or all of these expenses.

Substitutions may be made at the discretion of the school administration.

### **Restitution**

Student will be expected to make restitution for deliberate or reckless property damage or loss. This may be either accomplished by the student working it off, by actual payment, or by denial of expenses.

## **PARENTAL RESPONSIBILITIES**

The parents' moral and legal responsibility for their child's welfare, financial support, and behavior is not given up when the student enters a boarding school. Parents should write their children regularly, visit them when possible, and plan for home visits. Children separated from their family need to be reassured that they are loved and cared for.

Parents are asked to make a commitment each year that enrollment at the boarding school is for a full school year. If a student is absent for ten (10) consecutive days from the dormitory, the BIE rules state the student must be dropped from the boarding school roster. The staff and administration of Jones Academy solicits the help, understanding, and cooperation of parents, especially at times of the student's misbehavior, or when the student is showing signs of stress or is upset.

### **Family Emergencies**

When communicating news by telephone or letter that will impact a student emotionally, the parent should let staff know first so support can be in place. Parents are asked to clarify to the student whether the student needs to stay or should come home. In an emergency in which the family wants the children home but are unable to come for them, contact should first be made with staff. The administration office may be called Monday through Friday from 8:00 a.m. to 4:30 p.m. at (888) 767-2518 and the relative dormitory staff may be contacted at the telephone numbers listed on Page 43 after 3:00 p.m. until 8:00 a.m. weekdays and 24 hours a day on Saturday and Sunday.

### **Out of State Flight Student Emergencies**

Jones Academy will arrange flights home for students who have deaths or grave illnesses in their immediate family. Considered immediate family members are: Parent, Brother, Sister, Grandparent, including Step and In-Law for these relations, and Guardian. We will need verification of relationship for these cases. In cases of other relationships, Jones Academy will not be responsible for flight arrangements.

### **Home Visits**

A calendar of school events will be furnished so that families can plan to take advantage of the long weekends when school is dismissed for teachers' meetings and holidays. **Classroom absenteeism is recognized as a major problem. Parents/guardians are asked to pick up students for home visits after school is out for the day and return students on time so they will not miss class.** Students

must be checked out through their dormitory office. Upon return to Jones Academy, students must be checked in at the dormitory office.

### **Appointments Made by Parent**

If a parent makes doctor or dental appointments for the student, it is the responsibility of the parent to provide transportation to that appointment. Because of staff and student event scheduling, transportation by Jones Academy is not always possible to a privately made appointment. Jones Academy utilizes the Choctaw Nation Indian Health Services in providing services for the students.

### **Student Mail**

All parents are encouraged to write regularly. Mail should be addressed to the student, Jones Academy, 909 Jones Academy Road, Hartshorne, OK 74547. Students enjoy receiving a letter from family each week and this provides them with an important link to home.

Substantial amounts of money should not be sent through the mail. Cashier checks, money orders, WalMart Moneygrams, and/or Western Union should be used. The student usually receives money orders sent by mail sooner.

All mail is received at the Administration office and sent to the dormitories to be distributed to the students. Mail is not delivered on Saturday. Students are not allowed to pick up mail before it is logged in at the dorm and must sign for it. **Students are required to open packages and envelopes in presence of dormitory staff.**

## **VISITORS**

All visitors to the Jones Academy campus are required to have a visitor's badge. They must sign in at the Administration Office located on the North side of the campus at the elementary school during business hours. **When the Administration Office is closed or after 3:00 P.M. weekdays, visitors may sign in at the appropriate Dormitory Office to receive and return a pass. It is imperative that staff knows when visitors are on campus and the nature of their visit. Visitors will be expected to conduct themselves as guests and leave when requested. If a student who has been suspended from Jones Academy comes to visit a family member on campus, he/she must remain at all times with the parent/guardian who brought him/her.**

All visitors and parents must park in front of the dormitory they are visiting. Students are encouraged to invite their parents to eat in the dining room when on campus at mealtime and the student will clear the request with the dormitory and kitchen staff. Arrangements can be made for family members to see their child's room, but visiting time in the room should be for only a few minutes as this disrupts the privacy of the other students. Ample facilities for visiting are provided in the various offices, TV rooms, activity building, etc.

\*\*\*NOTE: Jones Academy welcomes students from the community to visit. The established curfew for visitors with the exception of parent/guardians is at dark or 8:00 p.m. whichever comes first. All visitors must receive a pass and abide by all Jones Academy rules. If they violate such rules after being advised of what the rule is, a letter will be sent to the visitor/guardian. The letter will be signed by the superintendent or dorm manager.

## CHECKOUT

The following checkout policy has been adopted for all students, regardless of age:

All students must sign out for school activities, home visits, and trips off campus. An adult must sign out the student. If the student wishes to leave campus with someone not authorized by the school or on the student's authorized checkout list, and the parent or legal guardian does not personally check the student out, a letter must be sent to the dormitory manager from the parent or legal guardian giving permission for the student to leave the campus with that person. This is a one use only permission. Faxes must be received in a timely manner in advance of the check out. Telephone calls will not be approved except in emergency situations. Any person who checks out a student is responsible for the behavior, welfare and safety of that student until the student is checked back in the dormitory.

Only the parent/guardian may check student out during the academic school week. We prefer that if a parent/guardian needs to check out the student during the school week, they first contact the administration office to make sure there are no tests or other conflicts involved with the student missing school.

If a student is on restriction, the student cannot be checked out unless by the parent/guardian. Students who wish to visit in any other home than their own, must have permission of their parent/guardian and permission of the parents of the home to be visited. Students are not to be given permission in blank form and the authorization should be clear if this is for one visit or for several visits. The superintendent or dorm manager must approve overnight checkouts.

Students are to obtain permission of dormitory staff and employee before visiting an employee's home. The superintendent or dorm manager will also have to approve the visit.

**DURING LABOR DAY WEEKEND**, students will not be allowed to check out with anyone other than their parent/legal guardian. On **PROM WEEKEND**, only the parent/legal guardian is authorized to check out 7<sup>th</sup> through 12<sup>th</sup> grade students. **The legal guardian/parent is considered to be the person who signed the enrollment papers.**

The dormitory will fill out a Student Check Out form when a student is checked out by someone other than his or her legal parent/guardian. The form is shown on the next page:

\*A person must be 25 years of age or more to be on a student's checkout list.

## STUDENT CHECK OUT INFORMATION

Jones Academy appreciates your interest in our students. We also want to make sure in all fairness that you understand the responsibilities involved with checking students out.

- 1) Jones Academy is not responsible for students checked out by you. Should they become injured, intoxicated, or incur legal problems, you are the primary person the authorities will be talking with.
- 2) The student(s) you are checking out is to be checked back in no later than **9:00 pm on school nights and 11:00 pm on non-school nights**. Failure to do so can result in you being removed from all check out lists.
- 3) Should the student come up missing while in your care, you should:
  - a) Notify the appropriate dormitory as soon as possible.
  - b) Notify the local police department giving them a description of the student, what they were wearing, and with whom they were last seen. If they were in a vehicle, you also need to give all vehicle information known.

We also need the following information should the student's parent/guardian call us regarding a family emergency, etc.

Student being checked out \_\_\_\_\_

Your Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

The type of vehicle you drive: Make \_\_\_\_\_

Model \_\_\_\_\_ License Tag Number \_\_\_\_\_

You must be on the student's authorized check-out list and be 25 years of age. Staff may ask to see your driver's license.

Thank you very much for your cooperation

\_\_\_\_\_  
Signature of person checking student out

\_\_\_\_\_  
Date

Date \_\_\_\_\_

Time \_\_\_\_\_

Approved by \_\_\_\_\_

**CHECKING STUDENT IN AFTER CHECK-OUT**

In order for Jones Academy to resume responsibility of a student who has been checked out, the student must be checked in to the administrative office if during the school day or in to the dormitory office at any other time. In no case, is the student to be returned to Jones Academy without making staff aware.

To be filled out:

Date: \_\_\_\_\_ Time Checked In: \_\_\_\_\_

Student: \_\_\_\_\_

Person returning student: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Vehicle make and model: \_\_\_\_\_

Additional Information (Concerns of parent/guardian; demeanor of student, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff: \_\_\_\_\_ Date: \_\_\_\_\_

## BEHAVIORAL HEALTH/COUNSELING

Counseling is available through the Choctaw Nation Behavioral Health Counseling Center, located on Jones Academy campus. Counseling services offered at Jones Academy adheres to the Choctaw Nation Behavioral Health Policy and Procedures.

Counseling services are available as an out-patient option, as needed and/or by staff referrals, self-referrals from students or by parental/guardian request.

Counseling is a service meant to assist your child in personal and emotional growth; and to assist them in more effectively coping with trauma and emotional and/or behavioral problems.

Counseling services are confidential for the benefit of your child. However, if your child is a threat to their self or others you the parent/guardian will be notified.

Please contact the Counseling Center at 918-297-7380 for any further information regarding these services and/or requests to have your child meet with a counselor.

### **Academic/Guidance Counseling**

Jones Academy also has academic and guidance counseling. The counselors can help the student with scheduling, tutoring, or any concerns dealing with academics. The guidance counselor can provide information and assist the student in planning for the future.

### **Honor Roll**

Jones Academy has three (3) levels to its honor roll system.

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

The Dormitory Supervisors will be given the Walmart Cards for safekeeping for the elementary students until they are used. Seventh through twelfth grade students will sign for their own cards at the administration office.

The 4<sup>th</sup> nine weeks honor roll students receive their rewards upon return as students to Jones Academy for the fall semester. Graduating seniors and non-returning students are not eligible for the fourth quarter rewards.

### **Student Success Center**

1. Students are expected to be fully prepared and bring the following items to each tutoring appointment: Homework directions, textbook (if needed), calculator (if needed), notebook, writing utensils, etc.).
2. Students are expected to have all homework and other materials ready prior to the tutorial session and have appropriate questions prepared.
3. Students can receive tutoring in multiple subject areas.
4. Students can schedule appointments to discuss future career and college goals with the Student Success Coordinator.



5. Students are always expected to show respect to staff. If an issue arises with staff, please discuss the matter with the Student Success Coordinator.
6. Students are expected to leave their study area clean and free of trash.
7. Student Success Coach's will provide reinforcement of classroom instruction through demonstration, explanation, clarification, modeling, etc. Student Success Coach's will NOT: do your homework for you, "cram" with you for a last-minute study session, write your paper, give you the answer, give you a topic/idea, or perform under an unreasonable time limit.
8. Students agree that tutoring will not necessarily result in perfect work and does not guarantee an "A" or a passing grade. Success in a course is dependent on the student implementing sound study strategies and putting in the needed effort, not on the tutor.
9. Tutoring is required for C's and below. This can be discussed with the Student Success Coordinator if you have questions about required tutoring. Comprises may be made.
10. Students will have a study zone that allows them to study in a comfortable quiet environment regardless of their grades. The Student Center is open to all students seeking help and study space.
11. Students are expected to control the noise level in the Student Success Center. Your fellow students are trying to better their grades and future. Please do not interrupt the learning process for others.
12. Students will be asked to use cell phones responsibly. If the student cannot have respectful cell phone use during Study Hall, they will be asked to turn in their phone until Study Hall is complete and not to return with the phone. Disrespectful phone use may result in a write up.
13. Students will use respectful language at all times during study hall.

#### **4-H GUIDELINES**

1. Showing livestock is considered a school sponsored activity.
2. Any student making a grade below a D in any class cannot show.
3. Boys will not be allowed to wear earrings and must have an acceptable haircut.
4. Students must take care of their animal or will not be allowed to show.
5. Students will be required to wash and prepare their own animal.
6. Students who violate these rules will be suspended from showing.

## HARTSHORNE PUBLIC SCHOOL

### Check Out During School Hours

The Hartshorne Schools instituted a policy whereby the parent/guardian or designated person on the student's check out list must receive a signed authorization slip from the Jones Academy Administration Office before going to the Middle School or High School to check out a Jones Academy student during school hours. The Hartshorne Schools will not release the student by phone authorization.

### Dress Code

Students will observe modesty, appropriateness, and neatness in clothing and personal appearance. A student is not appropriately dressed if he/she is a disruptive influence in class or school because of his/her mode of dress or appearance. The student who does not comply with this code will be sent home unless he/she conforms to it.

We expect you to remove your hat, hood or any type of head garment when you enter our school building. We will make exceptions for special dress-up or fun days. We expect you to wear clothing that is appropriate to a school setting just like you would wear on any other job where you meet the public. The following are not suitable or in good taste for school and are expressly not permitted.

1. Hats or headwear are not permitted at school.
2. Tank tops (basketball jersey type with low cut underarms) or spaghetti straps.
3. Clothes which expose the midriff, navel, buttock, or chest.
4. Non-prescription dark glasses.
5. Clothing or accessories that display pictures, lettering or numbering that is profane, vulgar, repulsive or obscene, or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low point beer, drugs, drug related items or paraphernalia.
6. Spandex or skin-tight clothing (Leggings will be permitted as long as the shirt/blouse meets the length requirements for mini-skirts/dresses).
7. See-through garments.
8. Boxer shorts -- as outerwear.
9. Under garments should not be exposed.
10. Clothing should be worn in proper manner.
11. Shirts or blouses without complete backs or a finished/hemmed sleeve.
12. Body piercing jewelry, except earrings.
13. Pajamas, house shoes, blankets, and trench coats are not permitted.
14. Heely's shoes are not permitted.

The following will be permitted:

1. Culottes
2. Jams and shorts
3. Sweats
4. Mini-dresses and skirts

The garment must be of a length so that from a standing position it measures no more than six (6) inches from the knee, except for approved uniforms. As a general guide, the garment must be

past the fingertips as the student stands upright and places arms to the sides of the body. Pants or shorts should be pulled up to the waistline. Pants with holes will be required to follow the same rules as shorts.

### **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, Pagers, Personal Digital Assistants (PDA), CD Players, MP3 Players, Portable DVD Players, Radios, Cassette Players, Tape Players, Walkmans, etc.

All the above devices will not be allowed on school premises during the school day, but may be kept in student's car in the parking lot. 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 the student's parent/guardian can pick it up in person. Plus the student will be assigned to ISS for up to 3 days.

**Second Offense** – The electronic device will be seized. The device will be sent to the Principal's office where the student's parent/guardian can pick it up in person. Plus the student will be assigned to ISS for up to 5 days.

**Third Offense** – The electronic device will be seized. The device will be sent to the Principal's office where the student's parent/guardian can pick it up in person. Plus the student may be suspended.

Any use of cellular devices or electronic video devices to record audio/video of students or staff members is a violation of this policy and the Cyber-bullying policy of Hartshorne Public Schools and will result in additional disciplinary action.

### **Toys, Skateboards, Etc.**

Toys, skateboards, roller blades, and roller shoes are not allowed at school. We request that toys of any kind, or any article that causes a distraction or disruption, not be brought to school. Items of this nature will be confiscated, and the student may be disciplined, depending upon the situation.

### **Gang Activity**

Membership in secret fraternities or sororities or in other clubs or gangs not sponsored by established agencies or organizations is prohibited.

Gangs which initiate, advocate, or promote activities that threaten the safety or well being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Any student wearing, carrying, or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which

intimidate or affect the attendance of another student will be subject to disciplinary action including out of school suspension.

### **Special Education Placement of 7<sup>th</sup> – 12<sup>th</sup> Grade Students at Hartshorne School**

Students will be placed in Special Education classes under the guidelines of Public Law 94142. Hartshorne Public School Special Education Department will contact the parent/guardian and Jones Academy to discuss placement and assessment of the student. Hartshorne Public School Special Education staff will obtain signatures of the parents for placement and assessment. Jones Academy will assign a staff member to attend placement meetings for each student. Jones Academy will not sign as parent/guardian for placement purposes. Prior to placing students in remedial or bilingual classes, the Jones Academy Superintendent or counselors will be consulted with regard to placement of the child. The Jones Academy Superintendent or counselor will meet with the student's teacher, counselor, 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 Hartshorne Public School will be scheduled by Hartshorne Special Education teachers. Notifications for these meetings will be sent to the parent/ guardian and Jones Academy. 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. Jones Academy will assign a staff member to attend all IEP meetings. One copy of the IEP will be mailed to the parent/guardian and a second copy will be given to Jones Academy.

\*\*\*NOTE: For information on Hartshorne Public Schools calendars and activities go to: <http://www.hartshorne.k12.ok.us/>

### **Special Education Placement of 1<sup>st</sup> – 6<sup>th</sup> Grade Students**

Placement of first through sixth grade students in Special Education classes under the guidelines of Public Law 94-142 is explained in the Jones Academy Elementary School Student/Parent Handbook. Please refer to that handbook on this subject.

## **EMERGENCY PROCEDURES**

### **Emergencies**

The safety and welfare of the students will take precedence over any other action. Students are to follow staff directions quickly and quietly in emergency situations. An Alertus system was installed and will automatically sound weather related alarms throughout campus.

### **Intruder on Campus**

There will be at least one (1) drill per month held for each dormitory. Different circumstances and responses to each circumstance will be discussed during the drill and periodically throughout the school year.

## Tornado warning

When a threatening weather report is received, Alertus will sound the alarm and show up on computer monitors and staff cell phones. If backup signal is needed, it will be sounded by the Boys' Dormitory personnel. That signal is five short sounds of siren. Security and/or dorm managers will notify staff supervising the students in the storm shelter when all is clear.

All students are to go to the storm shelter in the campus library if there is time as follows:

<b>Elementary Girls &amp; Cafeteria</b>	Northwest door
<b>Big Girls Dorm</b>	Southwest door
<b>Elementary Boys</b>	Northeast door
<b>Big Boys Dorm &amp; Gym</b>	Southeast door
<b>Administrative Offices</b>	Safe room on 5 <sup>th</sup> /6 <sup>th</sup> hall

If there is no time to reach the storm shelter, then rooms are to be cleared and students shall be positioned as follows:

<b>Dorms: Boys</b> - middle activity rooms	<b>Elementary Girls</b> -East/West hall
<b>Big Girls</b> - North/South hall	<b>Campus Gym</b> - the hall by the concession area.
<b>Kitchen</b> - staff office, hallway	<b>Main Office</b> – shelter on 5 <sup>th</sup> /6 <sup>th</sup> grade hall.
<b>Out on campus</b> - go to the nearest ditch and lie down if a tornado is sighted.	

Roll call and head count of occupants and students will be taken at each location. Students are to remain in the building they are in.

There will be one (1) tornado drill held each month by the dormitories.

## Fire Alarm

In case of fire, the signal alarm in the girls' dorm is continuous beeping and in the boys' dorm a continuous ringing. Any building where the fire alarm goes off shall be evacuated immediately in compliance with posted building evacuation plans and students assembled in designated areas. All students will be accounted for in the following locations regardless of the facility they are in when the alarm sounds.

<b>Girls Dorm</b>	Parking area across the playground, EAST from girls' dormitory
<b>Big Boys Dorm</b>	Across the street, EAST from Spurlock Hall
<b>Elementary Boys Dorm</b>	In front of elementary school doors, NORTH of boys' dormitory
<b>Campus Library</b>	Parking area across the playground, SE from building.
<b>Campus Gym</b>	Parking area across the street, WEST from building.
<b>Cafeteria/Kitchen</b>	Parking area across the playground, SOUTHEAST from building

After facilities are evacuated and students are accounted for, the employee on duty will then check, if possible, the alarm indicator panels located in each dormitory. Students must stay in the designated assembly areas until an all clear is given.

There will be one (1) fire drill held each month by the dormitories.

## **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.

## **DISCIPLINARY ACTIONS**

Jones Academy is intent upon exploring every possible and appropriate means of keeping our students in school. Additionally, we are concerned that every student is given equal opportunity and that rules are met by all.

A student is entitled by law to a free education until he graduates or reaches 21 years of age. This right is contingent upon the student's behavior and fulfilling his responsibility to attempt to complete his academic program. A student who does not fulfill this responsibility may be denied the right to continue his education at Jones Academy.

Disciplinary problems are preferably handled by Jones Academy staff members with the superintendent dealing with the more serious problems that can result in a student being suspended long term from Jones Academy. Due process procedures will be followed at all times. The superintendent may skip or repeat any step depending on the severity of the incident and conditions of the action. Unlawful actions will be addressed by the school resource officer (Choctaw Nation Tribal Police.)

## **Suspension**

Suspension is the removal of the student from school or dormitory for a determined amount of time. Short term suspension may be up to ten (10) school days. The student is not allowed to participate in any school activities and is restricted to the dormitory if the suspension is from the Hartshorne School District. If suspended from the dormitory, the student will be transported home to the parent or guardian. At the end of the suspension, the parent/guardian will bring the student back and meet with the superintendent and/or dormitory manager. Long term suspension may be for the remainder of the semester or the remainder of the school term. The student is not allowed on campus if suspended from the dormitory. The student may be allowed to reapply for admission to Jones Academy after meeting certain goals spelled out by the superintendent to the parent/guardian and student in relation to the offense.

## **Restriction**

Restriction is one of the tools used at Jones Academy to address disregard of the rules. Restriction may be levied for one day or up to two weeks. *Campus restriction* allows students to go anywhere on campus that is normally authorized while *dormitory restriction* allows the student to go only to the cafeteria for meals or to a required event. Dormitories may levy restriction from a game room and/or TV room.

Students on restriction are not permitted to engage in extracurricular activities excluding graded school activities until they have served their restriction or have worked it off. At time of incident, the Dormitory Supervisor or Jones Academy staff will meet with student to impose restriction. Alcohol/drug incidents, AWOL, etc. results in automatic restriction. If the Dormitory Supervisor, Dormitory Manager, or Superintendent is unavailable, the student will remain on

restriction until they are available. Any time served on restriction before the meeting with the supervisor, manager, or superintendent will be credited to time already served.

Students already on restriction who have incidents requiring restriction during the time being served will be given additional restriction and extra work or details.

## **Contracts**

A Behavioral Contract may be required of a student. The student is told the specific behaviors that are putting him/her at risk of suspension. By signing the contract, the student acknowledges that he/she knows what is expected and agrees to it. If the student breaks the contract with a Category A incident, he/she can be suspended for the remainder of the school year.

An Academic Contract is also offered to enforce the seriousness of getting an education. The student agrees to cooperate and work up to potential. If the student refuses to try, he/she may be dismissed from Jones Academy.

The offenses which can result in these disciplinary measures include, but are not limited to the following:

1. AWOL
2. Battery of a student or staff
3. Threatening, intimidating, or persistent bullying of student or staff
4. Possession of a firearm, explosive, ammunition, or lethal weapon
5. Fighting
6. Use or possession of illegal drugs, alcohol, or any inappropriate use of substances (including inhalants, prescription drugs, OTC drugs, and mood altering substances) or possession of drug paraphernalia.
7. Stealing
8. Maliciously destroying or damaging property; students will be held responsible for any destruction of furniture, walls, closets, etc. in rooms belonging to them.
9. Sexual misconduct
10. Being suspended from the public school
11. Inappropriate behaviors
12. Repeated incidents listed under Categories B and C when no attempt is made to follow rules.

(See Jones Academy Incident Report form on next page)

# JONES ACADEMY INCIDENT REPORT

NAME OF STUDENT: \_\_\_\_\_ DATE OF INCIDENT \_\_\_\_\_ TIME OF INCIDENT \_\_\_\_\_ DORMITORY: \_\_\_\_\_  
 \_\_\_\_\_ OF \_\_\_\_\_ A.M. \_\_\_\_\_ P.M. \_\_\_\_\_

NOTICE TO PARENT/GUARDIAN

1. THE PURPOSE OF THIS REPORT IS TO INFORM YOU OF A DISCIPLINARY INCIDENT INVOLVING THE STUDENT.

2. YOU ARE ASKED TO APPRECIATE THE ACTION TAKEN BY JONES ACADEMY AND TO COOPERATE WITH THE CORRECTIVE ACTION TAKEN ON BEHALF OF THE STUDENT.

**CATEGORY A:**

- A.W.O.L 1240
- BATTERY 1300
- HARASSMENT/ BULLYING 1800/1810
- FIGHTING 1700
- THREAT/INTIMIDATION 3200
- ALCOHOL 1000
  - USE
  - POSSESSION
- ILLEGAL DRUGS 1600
  - USE
  - POSSESSION
- INHALANTS, RX and OTC DRUGS 2100
  - USE
  - POSSESSION
- DRUG PARAPHERNALIA 1670
- TOBACCO 3300
  - USE
  - POSSESSION
  - SALE
- THEFT 3100
- POSSESSING STOLEN PROPERTY 3110
- DESTRUCTIVE TO PROPERTY 3500
  - VANDALISM
  - MISUSE
- SEXUAL MISCONDUCT 2900
- IN OPPOSITE SEX'S DORM ROOM 9000

- SEXUAL HARASSMENT 1900
  - VERBAL
  - PHYSICAL
- INAPPROPRIATE USE OF SOCIAL MEDIA 2440/2441/3240
- INAPPROPRIATE BEHAVIOR 9000
- WEAPONS (KNIVES, FIREARMS, CHAINS, CLUBS, EXPLOSIVES, ETC.) 3700

**CATEGORY B:**

- INSUBORDINATION 2200
  - VOCAL AGGRESSION
  - DISRESPECTFUL DEFIANCE
- BREAKING RESTRICTION 3600
- PROFANITY/VULGAR LANGUAGE 2460
- PUBLIC DISPLAY OF AFFECTION 2410
- PHYSICAL ALTERCATION, MINOR 2500
- UNAUTHORIZED AREA 2200
  - OFF-LIMIT BLDG/GROUNDS
  - ON ANOTHER HALL W/O CONSENT

- CAMPUS CURFEW VIOLATION 2200
- SKIPPING SCHEDULED ACTIVITY 2200
- SKIPPING STUDY HALL 1220
- DISRUPTING STUDY HALL 3600
  - REFUSING TO WORK
  - NO STUDY MATERIAL
- DISORDERLY CONDUCT 1500

**CATEGORY C:**

- TARDINESS 1230
  - LATE SLEEPING
  - MISSING BREAKFAST
  - MISSING SCHOOL BUS
  - LATE FOR STUDY HALL
- NOT COMPLETING DETAILS 3600
- DISREGARDING DORM RULES 3600
  - LIGHTS OUT/ROOM CURFEW
  - HORSEPLAY/RUNNING IN HALLS
- UNRULY BEHAVIOR

**LOCATION OF INCIDENT:** \_\_\_\_\_

**STAFF'S NARRATIVE:** \_\_\_\_\_

**STAFF'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

AS THE STUDENT NAMED IN THIS REPORT, I HAVE READ THE REPORT. MY SIGNATURE DOES NOT NECESSARILY MEAN THAT I AM IN AGREEMENT WITH IT.

**STUDENT'S COMMENTS:** \_\_\_\_\_

**STUDENT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACTION TAKEN:**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> STUDENT GIVEN WARNING 05</li> <li><input type="checkbox"/> HELD CONFERENCE WITH STUDENT 05</li> <li><input type="checkbox"/> STUDENT REGRETS INCIDENT, COOPERATIVE 05</li> <li><input type="checkbox"/> EXTRA WORK _____ 01</li> <li><input type="checkbox"/> REFERRED TO SUPERVISOR</li> <li><input type="checkbox"/> REFERRED STUDENT TO COUNSELOR</li> <li><input type="checkbox"/> REFERRED TO DORM MANAGER</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> RESTRICTION _____ 15</li> <li><input type="checkbox"/> CONTACTED PARENT/GUARDIAN _____ 32</li> <li><input type="checkbox"/> REFERRED TO ADMINISTRATOR</li> <li><input type="checkbox"/> CONFERENCE WITH PARENT/GUARDIAN</li> <li><input type="checkbox"/> STUDENT PUT ON CONTRACT, PROBATION 16</li> <li><input type="checkbox"/> STUDENT SUSPENDED 11, 12, 13</li> <li><input type="checkbox"/> INVOLVEMENT OF CHOCTAW NATION TRIBAL POLICE</li> <li><input type="checkbox"/> INCIDENT SENT TO PARENT/GUARDIAN _____</li> </ul> |
|--|--|

DATE

ITEMS TAKEN UP, IF ANY:

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

STAFF TAKING ACTION	DATE	TIME ACTION TAKEN
---------------------	------	-------------------

SUPERVISOR/DORM MANAGER/ADMINISTRATOR	DATE	TIME ACTION TAKEN
---------------------------------------	------	-------------------



**BEHAVIOR CONTRACT**

Student's Name: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Jones Academy has dormitory rules and policies that students must follow in order to maintain a safe learning environment. These rules and policies are explained in the Student/Parent Handbook. In addition to the handbook, these rules are posted in the dormitories and are reviewed with students in regularly scheduled dormitory meetings. When a student breaks a rule or violates a policy, an *Incident Report* is written and the student receives either a warning or a consequence.

Occasionally, a student's behavior is so unacceptable or disruptive that the student has to be suspended from Jones Academy. This student is very close to being suspended. The student has reviewed the incident(s) with staff and has been told specifically what is needed to avoid suspension.

By signing this contract, the student is acknowledging that he/she knows what must be done to remain at Jones Academy.

This contract is being sent to you with the hope that you, also, will encourage this student to do what is needed to remain at Jones Academy.

Signatures:

\_\_\_\_\_ Date: \_\_\_\_\_  
Student

\_\_\_\_\_ Date: \_\_\_\_\_  
Superintendent

\_\_\_\_\_ Date: \_\_\_\_\_  
Dormitory Manager

\_\_\_\_\_ Date: \_\_\_\_\_  
Staff

Date Mailed to Parent/Guardian: \_\_\_\_\_ Staff Ini \_\_\_\_\_

## STUDENT INCIDENTS AND CONSEQUENCES

### Category A Incidents

If student receives a Category A incident, the student will be put on dormitory restriction until the Dormitory Supervisor and/or the Dormitory Manager and/or Superintendent meets to discuss the incident unless the consequence is defined.

1. AWOL	7. Illegal Drugs: Use/Possession	13. Destructive to property
2. Battery	8. Inhalants, Rx and OTC use/possess	14. Sexual Misconduct
3. Harassment/Bullying	9. Drug Paraphernalia	15. In opposite sex's dorm room
4. Fighting	10. Tobacco: Use/Possession	16. Sexual Harassment
5. Threat/Intimidation	11. Theft	17. Inappropriate behavior
6. Alcohol: Use/Possession	12. Possessing Stolen Property	18. Weapons

Staff will follow the approved consequences of the incidents shown below:

- 1) **AWOL:** Fourteen (14) days restriction to the dormitory (may work last seven (7) days off.
- 2) **Fighting:** When a fight is mutually instigated, each participant will receive five (5) days restriction to the dorm. If a student seeks out another person and a fight ensues, the student starting the fight will receive five (5) days and the other student three (3) days. If it can be determined that a student is participating only in self-defense, there will be no consequence but an incident report will still be written noting no consequence. The dormitory supervisor and/or administration will make the determination of self-defense.
- 3) **Drug/Alcohol Incident:** Fourteen (14) days restriction to the dormitory (may work last seven (7) days off)  
Six (6) sessions with drug & alcohol counselor  
Put on contract
- 4) **Use of Tobacco**
  - 1<sup>st</sup> Offense: Student will be verbally warned and an incident report written.
  - 2<sup>nd</sup> Offense: Student will serve three (3) days restriction to the dorm on the following Friday, Saturday, and Sunday. If the offense takes place on a Friday, Saturday, or Sunday, restriction will be instituted that day and the remainder of the restriction will be served the following weekend.

In the event a student is on this restriction, only a parent or guardian can check the student out during the restriction; however, they will be informed of the restriction and asked not to check the student out. If the parent or guardian checks the student out anyway, the following Friday, Saturday, and Sunday will be served on restriction.

If the parent/guardian insists on checking the student out on the substitute weekend, the parent/guardian and student will have to meet with the school administration before the student is allowed back into Jones Academy.

## Category B Incidents

If student is written up for a Category B incident, student will be placed on restriction to the dormitory until conference with dormitory supervisor unless consequence defined. If student is continuously written for a Category B infraction, the Dormitory Supervisor can then refer to Dormitory Manager and/or Superintendent.

1. Insubordination	5. Unauthorized area	9. Skipping study hall
2. Breaking restriction	6. Physical Altercation, Minor	10. Disrupting study hall
3. Using profanity/vulgarity	7. Campus curfew violation	11. Disorderly conduct
4. Public display of affection	8. Skipping scheduled activity	

Category B Incidents that have defined consequences:

1. **Profanity toward staff:** 3 days restriction to the dormitory  
(If behavior continues--parental counseling or another appropriate action possible)
2. **Breaking restriction:** Day(s) will be added to restriction
3. **Public Display of Affection**  
  
1st step: An incident will be written and the student will be talked to regarding the incident and informed of what will happen if this type of behavior continues.  
  
2nd step: Student will be restricted for this behavior and will possibly be requested to work. (3 days)  
  
3rd step: Students will meet with dormitory manager and/or superintendent and will be informed of consequences.
4. **Student with hickey:** Restriction to dormitory until hickey goes away
5. **Cell phone/electronic device non-compliance (not school related):**  
  
1st Incident: The phone or device will be taken up for three (3) days and returned on the 4<sup>th</sup> day.  
  
2nd Incident: The phone or device will be taken up for five (5) days and returned on the 6<sup>th</sup> day.  
  
3rd Incident: The phone or device will be taken up for two (2) weeks.  
  
**Major Violation:** The phone or device will be taken up and use privileges revoked for a semester and/or the rest of the school year. The phone or device will be turned over to the parent/guardian. If the student replaces the cell phone or device, the replacement may be confiscated and kept by Jones Academy administration.

## Category C Incidents

An incident will be written. Staff will have conference with student and give warning unless the consequence is defined. If same type of incident continues, staff will refer to supervisor.

1. Tardiness & types of	3. Dorm rules & types
2. Not completing details	4. Unruly behavior

Category C incidents that have defined consequences:

1. **Missing bus:** Restriction to dormitory that evening  
3<sup>rd</sup> time = 3 days restriction to dormitory
2. **Missing Breakfast:** 1<sup>st</sup> referral, warning  
2<sup>nd</sup> & 3<sup>rd</sup>, Friday restriction,  
4<sup>th</sup> & 5<sup>th</sup>, Friday and Saturday restriction

If student continues missing breakfast, the student will be required to meet with dorm manager. Consequences then may include conference with Parent/Guardian, suspension, and/or being put on a Behavior Contract. Incidents will start over each 9 weeks.

### 3. **Student Details: Cleaning Rooms, etc.**

- 1st. step: A warning will be given and an incident report will be written.
- 2nd step: Student or students will be required to clean after school.
- 3rd step: Student will lose privileges for that day.
- 4th step: If student or students fail to abide by cleaning policy, student will be restricted for the weekend.
- 5th step: If the student fails to comply with policy, student will be required to meet with the dormitory manager and superintendent.

Incident count will start over each 9 weeks.

## Public school related incidents

**Suspension from school:** On restriction to dormitory until student returns to school

**Sick from school:** Restricted to the dormitory for the evening

### **Cell Phone and Electronic Device Referrals:**

- 1<sup>st</sup> Referral: The Principal may keep the phone or device for three (3) days and return it to the student on the 4<sup>th</sup> day.
- 2<sup>nd</sup> Referral: The device will be kept for five (5) days and will be returned to the student on the 6<sup>th</sup> day.
- 3<sup>rd</sup> Referral: The student will serve dorm restriction if suspended from school and will not have possession of the device for two (2) weeks.

**Notes:**

- If put on restriction before Supervisor sees incident, then time served will count toward restriction.
- If able to work off second half of the restriction:  
1<sup>st</sup> Serve 1<sup>st</sup> half of restriction without breaking restriction or another incident  
2<sup>nd</sup> Work extra details as many days as staff need during the second half of restriction
- Dorm staff will maintain log of students on restriction with starting day and ending day.
- Students on restriction are not allowed to go on trips (shopping, movies, ballgames, etc). However, if the student participates in an extra-curricular activity at school where they receive a grade, then they are allowed to go on the trip but will continue their restriction upon returning to Jones Academy.
- Students who are checked out for home leave during restriction will still have to serve the full or remaining amount of restriction upon returning. **Supervisor may require student to serve remaining restriction on the following weekend.** Only the parent/guardian may check out a student who is on restriction.
- If students are suspended from school, they are not allowed to participate in extra-curricular activities, even though they receive a grade for their participation.

In some instances, Administration will make changes to consequences listed.

**STUDENT RIGHTS**

Individual students have and must be accorded the following rights:

- a) the right to an education that may take into consideration Native American or Alaska Native values;
- b) the right to an education that incorporates applicable Federal and Tribal constitutional and statutory protections for individuals; and
- c) the right to due process in instances of disciplinary actions.

**Victim's Rights in Formal Hearing**

When appropriate, victim may:

- a) Participate in disciplinary proceedings either in writing or in person;
- b) Provide a statement concerning the impact of the incident on the victim;
- c) Have the outcome explained to the victim and to his or her parents or guardian by a school official, consistent with confidentiality.

For the purposes of this part, the victim is the actual victim, not the parents or guardian.

## **FORMAL HEARING**

### **I. Written Notice of Charges**

1. The student must be notified in writing of the charges against him/her within a reasonable time before the hearing.
2. Notice of the charges will include:
  - (a) A copy of the school policy allegedly violated;
  - (b) The facts related to the alleged violation;
  - (c) Information relating to the charge and instruction on how to obtain copies of those statements; and
  - (d) Information regarding those parts of the student's record that will be considered in making a disciplinary decision.
3. A hearing panel must be convened and a hearing scheduled within ten (10) days of the incident.
4. The student should be allowed to remain in school prior to the hearing unless his presence in school poses a danger to the physical or emotional safety of himself, other students, staff, or institutional property, or to the continuation of the learning process.
5. If the student feels that he has not had enough time to prepare a defense, the panel chairman may grant a reasonable postponement.
6. If the student fails to appear at the hearing at the appointed time, he loses by default. When students fail to appear for a hearing, the school shall proceed to present charges to the panel for the record.

### **II. Right to Fair and Impartial Hearing**

1. It is the responsibility of the school superintendent to see that the hearing is fair and impartial. The hearing panel should be composed of people who, as far as can be determined, have not prejudged the student.
2. Participants in the hearing may be limited to interested parties. At the hearing, persons having direct knowledge of the facts should be called to testify. Hearsay evidence alone is not sufficient. There must be some direct evidence of guilt of the charges. As in courts, the burden of proving guilt of the charges rests upon the person making the charge and the student is entitled to a presumption of innocence of wrong doing unless the contrary is proved.

### **III. Right to Counsel**

A student has the following due process rights in a formal disciplinary proceeding

1. The right to have present at the hearing the student's parents or guardians (or their designee);
2. The right to be represented by counsel (legal counsel will not be paid for by the Bureau funded school or the Secretary);
3. The right to produce, and have produced, witnesses on the student's behalf and to confront and examine all witnesses;

4. The right to the record of the disciplinary action, including written findings of fact and conclusions;
5. The right to administrative review and appeal under school policy;
6. The right not to be compelled to testify against himself or herself; and
7. The right to have an allegation of misconduct and related information expunged from the student's school record if the student is found not guilty of the charges.

**IV. Record of Hearing**

1. The school must provide an accurate record of the hearings. There need not be a verbatim account of the proceedings.
2. The student must be given a copy.
3. Hearing records should be maintained for at least one school year.

**V. Right to Administrative Review and Appeal**

Students may appeal adverse decisions to the Choctaw Nation Tribal Headquarters Durant, OK. An appeal must be filed within 15 days of the date of the panel's decision.

### **STUDENT WELLNESS POLICY**

Our goal is to help our student body maintain optimum health and well-being and to provide health care for those in need. To this end, we have an educational nutrition program for the elementary students to establish good habits early. Jones Academy uses the Choctaw Nation Diabetes and Wellness Center at Talihina for those students who have been identified with health issues such as diabetes, high blood pressure, and obesity that can lead to health problems. All students are encouraged to participate in the physical activities available.

Students arriving at the beginning of the school term will be required to undergo an intake examination comprised of the following:

1. Physical examination
2. Vision screen
3. Dental screen
4. Audiology screen
5. Immunization review

Students requiring further medical attention will be provided with necessary services within the means of the Choctaw Nation of Oklahoma.

If you have any questions concerning the physicals or lab tests, please feel free to contact the school nurse.

## **Protocol for the Control and Treatment of Head Lice**

- I. It is the responsibility of parent(s)/guardian(s) to inspect their child(ren)'s head(s) before entering child(ren) into Jones Academy's care prior to enrollment, returning from weekend visits, and after scheduled school breaks. Parent(s)/guardian(s) are to report to Jones Academy if head lice are found.
- II. All students will have their scalps inspected upon arrival to facility by dorm personnel. Inspection will be recorded on the lice treatment calendar. Initial head check by dorm staff is mandatory, as well as a 24 hour head/scalp recheck.
- III. Students suspected of having head lice may be checked by the school nurse. Head lice checks may be done on any student as necessary. Evidence of persistent itching or visualization of live lice or nits/eggs will be a reason to initiate an examination.
- IV. Parents will be notified, by mail, if lice or nits/eggs have been found on their student(s) scalp.

### **Procedure for dormitory staff if live lice or nits/eggs are present:**

- a. Eggs must be removed within seven (7) calendar days. Treat the student and remove the nits/eggs with herbal medicated shampoo and nit combs. Do not use a combination shampoo/conditioner, or conditioner before using lice medicine. Do not rewash the hair for 1–2 days after the lice medicine is removed
- b. Initial treatment will be logged on the lice treatment calendar. Keep records of students with head lice and/or eggs confidential.
- c. Notify respective dorms of siblings as necessary. Check siblings for live lice and/or eggs within 24 hours of the initial discovery.
- d. ALL clothing and fabric items NEED to be washed upon initial discovery of lice or nits/eggs.
- e. During the seven (7) day process all common areas will need to be cleaned, vacuumed, linens/sheets washed daily with 130° hot water, and pillows placed in dryers for at least thirty (30) minutes on HIGH. Large pillows, stuffed animals, comforters and any other items that cannot be washed will be sealed in a plastic bag for 2 weeks. Soak all nit combs used to treat the students scalp in rubbing alcohol for one hour.
- f. On seventh (7<sup>th</sup>) day re-inspect hair for active LIVE lice. If hair and scalp are clear, record on lice treatment calendar. If active LIVE lice are found, treat again with the herbal medicated shampoo and comb out nits/eggs and record on calendar.
- g. If active LIVE lice are found after the seventh (7<sup>th</sup>) day re-inspection, refer student to nurse the following day after being retreated.

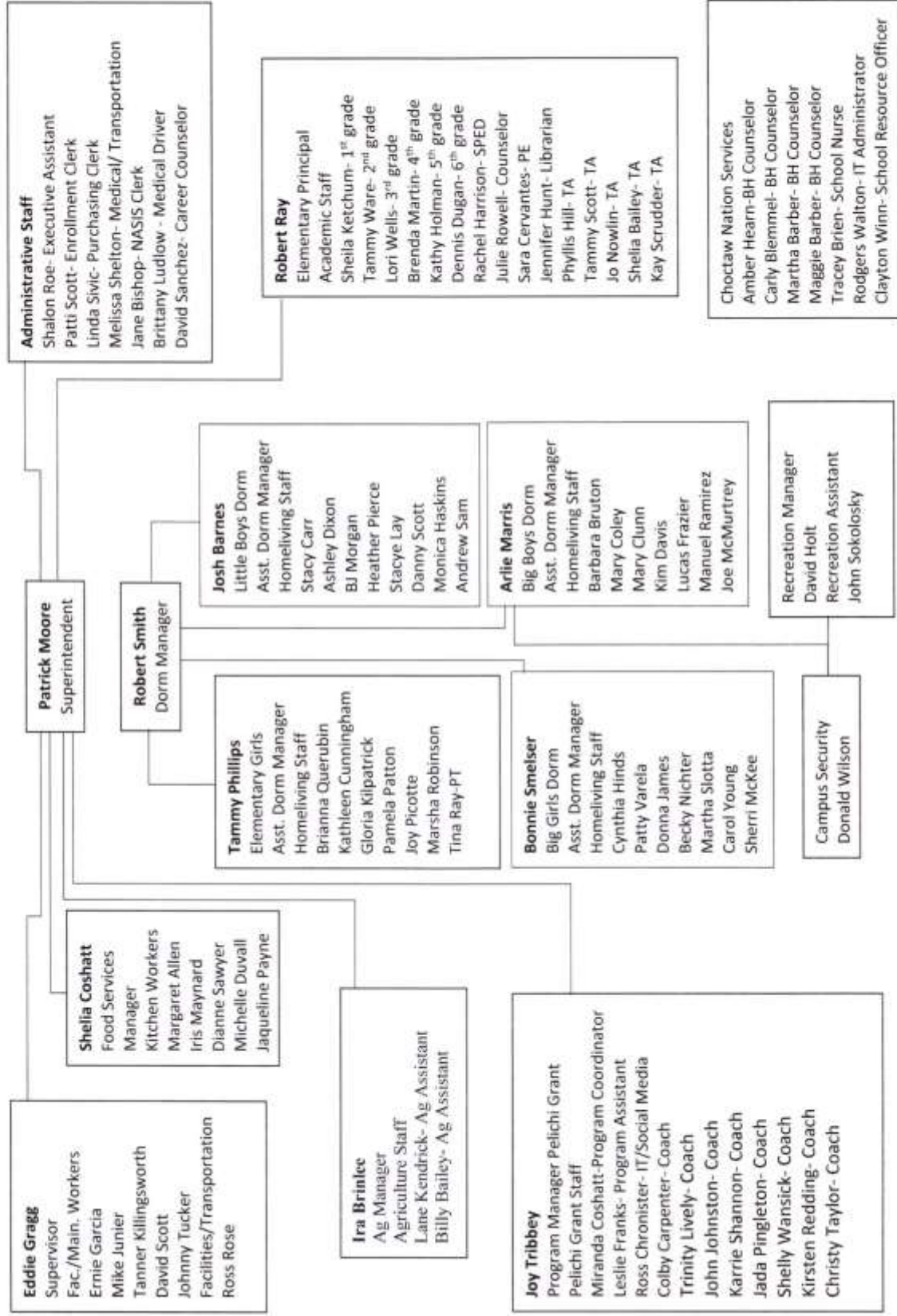
### **Preventive measures taken by Jones Academy to maintain a lice free campus**

- Common areas are cleaned and vacuumed daily.
- Linens/sheets are washed at the appropriate temperature to kill lice and/or nits/eggs.
- Lice detection educated staff members.

Students will NOT be treated more than three (3) times in a school year with the same lice-killing medication containing permethrin and/or malathion.



# Jones Academy Organizational Chart



## TELEPHONE NUMBERS

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	<b>Days</b>	<b>Hours</b>	<b>Numbers</b>
Administration Office	Monday - Friday	8:00 a.m.	918-297-2518
Dormitory Manager		to	918-297-2250
Toll free		4:30 p.m.	888-767-2518
Main Office Fax			918-297-2364
Programs' Bldg fax			918-297-3413

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### **During School Term**

<b>All Dormitories</b>	<b>Days</b>	<b>Hours</b>	<b>Numbers</b>
Boys Dormitory Office	Monday - Friday	2:30 p.m.	918-297-2360
Girls Dormitory Office		to	918-297-3024
Elementary Girls		8:00 a.m.	918-297-1127
Elementary Boys		24 hours	918-297-2809
	Sat. - Sun	24 hours	

**Toll Free** **888-767-2518**

Gymnasium	918-297-3426
Kitchen	918-297-2185
Student Success Center	918-297-7791
Career Counselor	918-297-2518
Counseling	918-297-2518

Mailing address:

Jones Academy  
 909 Jones Academy Rd.  
 Hartshorne, OK 74547