



JONES
ACADEMY



Choctaw Nation of Oklahoma

909 Jones Academy Road Hartshorne, OK 74547

Residential Handbook

SCHOOL YEAR 2024-2025
and Choctaw Commitment for Jones Academy

“A Guide for Students, Parents, Community Members and Staff”



SCHOOL MISSION

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

Choctaw Nation
Faith ♦ Family ♦ Culture

Table of Contents

JONES ACADEMY RESIDENTIAL CALENDAR.....	1	VIOLENCE/BULLYING POLICY.....	27
JONES ACADEMY ELEMENTARY SCHOOL CALENDAR	2	Bullying Policy.....	27
HARTSHORNE PUBLIC SCHOOLS	3	Weapons	29
JONES ACADEMY PHONE NUMBERS.....	4	Searching Rooms and Students.....	29
INTRODUCTION.....	5	Search and Seizure Policy	29
Bureau of Indian Education (BIE).....	5	Restitution	30
Vision Statement	5	SUBSTANCE ABUSE POLICY	30
Mission Statement (25 C.F.R. 32.3):	5	WIRELESS INTERNET ACCESS POLICY	32
Program Goals	5	Internet Acceptable Use Policy	32
Message on School Boards	5	Computer Use Policy	33
Student Wellness	6	Electronic Devices Policy	33
Compliance with Anti-Discrimination Laws	6	TRANSPORTATION POLICY	34
Confidentiality	6	PUBLIC DISPLAY OF AFFECTION (PDA)	35
AHERA STATEMENT	7	EMERGENCY PROCEDURES.....	36
Asbestos Hazard Emergency Response Act	7	Emergencies	36
HISTORY OF JONES ACADEMY.....	7	Intruder on Campus	36
JONES ACADEMY MISSION STATEMENT	7	Tornado warning	36
GOALS, OBJECTIVES, AND ACTIVITIES	7	Fire Alarm	36
SAFETY	10	Wildfire.....	37
RESIDENTIAL PROGRAM	12	HONOR ROLL POLICY	38
Jones Academy Student Body.....	12	4-H GUIDELINES.....	38
ENROLLMENT REQUIREMENTS.....	12	INFECTIOUS DISEASE CONTROL POLICY	38
Conditional Acceptance.....	13	Protocol for the Head Lice Prevention and Control	38
STUDENT RECORDS.....	13	DISCIPLINARY ACTIONS.....	39
Confidentiality	13	Suspension	39
SERVICES AND ACTIVITIES AVAILABLE	14	Restriction	39
BEHAVIORAL HEALTH/COUNSELING.....	14	Contracts	39
STUDENT SUCCESS CENTER/TUTORING.....	15	JONES ACADEMY INCIDENT REPORT	41
Academic/Guidance Counseling.....	16	STUDENT INCIDENTS AND CONSEQUENCES.....	44
SCHOOL ATTENDANCE	16	Category A Incidents	44
HARTSHORNE SCHOOL DISTRICT RESIDENCY	16	Category B Incidents.....	45
ORIENTATION UPON ARRIVAL	16	Category C Incidents.....	46
Dormitory Living	16	Public school related incidents	46
Residential Daily Schedule.....	16	Notes:	47
Elementary School Schedule	17	Student Complaints.....	47
Student Banking Services.....	17	STUDENT RIGHTS.....	47
Clothing and Personal Items.....	18	Victim’s Rights in Formal Hearing.....	48
Laundry.....	18	PARENTAL RESPONSIBILITIES.....	49
Details	18	Family Emergencies.....	49
Voluntary Student Service	18	Out of State Flight Student Emergencies	50
Enrichment Programs- Student clubs and activities	19	Home Visits.....	50
Student Boundaries	19	Appointments Made by Parent	50
STANDARD RULES	19	Student Mail	50
Dormitory Rules.....	22	HARTSHORNE PUBLIC SCHOOL.....	50
Dress Code.....	22	Check Out During School Hours	51
HOMELIVING POLICIES AND PROCEDURES	23	Special Education Placement of 7 th – 12 th Grade	
STUDENT CHECK-OUT POLICY	23	Students at Hartshorne School	51
VISITORS.....	25		
MEDICATION ADMINISTRATION POLICY.....	25		
Individualized Health Plan (IHP)	26		
ISOLATION/SEPARATION POLICY	26		
Suicide Attempt or Threat to Self	26		

Jones Academy Residential and Academic Calendar

2024 -2025

Jul 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sep 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Oct 2024						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Nov 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Dec 2024						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 2025						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Feb 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Mar 2025						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Apr 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jun 2025						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Staff in service, professional days, academic work days, non-instructional

Student Orientation—8/5-6

Travel Days—8/3,4; 11/21,22, 30; 12/1, 19,20; 1/5,6; 3/13,14, 24; 5/9,10,15,16; Dorms open

Classes Begin

HHS, HMS Distance Learning Days—9/20;5/16

Snow Days--5

Elementary School Last Day—5/9

Holidays, non-instructional—9/2; 10/17,18; 1/20; 4/18

HMS graduation 5/13, Baccalaureate 5/14, HHS graduation 5/17

Dormitories Closed: Thanksgiving, Christmas, Spring Break, End of School Year

**JONES ACADEMY ELEMENTARY SCHOOL CALENDAR
2024-2025**

August 3-4.....	Students Report to JA		
August 5-6.....	Staff Work Days		
August 7.....	Students Report to Class		
September 2.....	Holiday (Labor Day)		
September 12.....	Parent-Teacher Conference (No school 13 th)		
September 30.....	Professional Day		
October 4.....	1 st Semester Midterms (Report Cards)		
Instruction 39 – Professional Days 1 – Work Days 2		Instruction Hours 289.8	Total Days 42
October 16.....	Parent-Teacher Conference / Staff Work Day		
October 17-18.....	Fall Break		
November 22.....	Staff Work Day		
November 25-29.....	Thanksgiving Break		
December 19.....	(Report Cards)		
December 20.....	End of 1 st Semester / Staff Work Day		
Instruction 45 – Professional Days 0– Work Days 1		Instruction Hours 317.4	Total Days 46
Dec. 23-Jan. 3.....	Christmas Break		
January 6.....	Staff Work Day		
January 7.....	Students Report		
January 20.....	Holiday (Martin Luther King, Jr. Day)		
February 6.....	Parent-Teacher Conference (No school 7 th)		
February 17.....	Professional Day		
February 24.....	SNOW DAY		
March 7.....	2 nd Semester Midterms (Report Cards)		
Instruction 40 – Professional Days 1 – Work Days 1		Instruction Hours 289.8	Total Days 42
March 14.....	SNOW DAY		
March 17-21.....	Spring Break		
March 24.....	Staff Work Day		
April 11.....	SNOW DAY		
April 18.....	Holiday (Good Friday)		
April 25.....	SNOW DAY		
May 2.....	SNOW DAY		
May 9.....	Jones Academy Elementary—Last day (Report Cards)		
May 12.....	Staff Work Day		
May 13.....	Staff Work Day		
TBD.....	Professional Day in Durant		
TBD.....	Professional Day in Durant		
TBD.....	Professional Day in Durant		
Instruction 35– Professional Days 3 – Work Days 3		Instruction Hours 241.5	Total Days 41

**Instruction Days 159 + Professional Days 5 + Teacher Work Days 7 = 171 Total Days
Total Instruction Hours 1138.5**

*Snow Days will be taken on the designated dates unless they are needed during the school year for bad weather or other unforeseen circumstances.

HARTSHORNE PUBLIC SCHOOLS

CALENDAR 2024-2025

Approved July 15, 2024

August 1-6.....	Staff Work Days (1-4)	
August 7.....	Students Report to Class	
September 2.....	Holiday (Labor Day)	
September 12.....	Parent-Teacher Conference (No school 13 th)	
September 20.....	Distance Learning Day (MS/HS)	
September 30.....	Professional Day (1)	
October 4.....	1 st Semester Midterms (MS/HS)	
October 11.....	Staff Work Day (5)	
Instruction 41 – (1DL& 1PTC) – Professional Days 1 -- Work Days 5		Total Days 47
October 16.....	Parent-Teacher Conference / Staff Work Day (6)	
October 17-18	Fall Break	
November 8.....	Staff Work Day (7)	
November 22.....	Professional Day (2)	
November 25-29.....	Thanksgiving Break	
December 17-19.....	Semester Exams (MS/HS)	
December 20.....	End of 1 st Semester / Staff Work Day (8)	
Instruction 43 – Professional Days 1– Work Days 3		Total Days 47
Dec. 23-Jan. 3	Christmas Break	
January 6.....	Staff Work Day (9)	
January 7.....	Students Report	
January 20.....	Holiday (Martin Luther King, Jr. Day)	
January 31.....	Staff Work Day (10)	
February 6.....	Parent-Teacher Conference (No school 7 th)	
February 17.....	Professional Day (3) HEA	
February 24.....	SNOW DAY (1)	
March 7.....	2 nd Semester Midterm / Staff Work Day (11)	
Instruction 39 (1PTC) – Professional Days 1 – Work Days 3		Total Days 43
March 14.....	SNOW DAY (2)	
March 17-21.....	Spring Break	
March 24.....	Professional Day (4)	
April 4.....	Professional Day (5)	
April 11.....	SNOW DAY (3)*	
April 18.....	Holiday (Good Friday)	
April 25.....	SNOW DAY (4)*	
May 2.....	SNOW DAY (5)	
May 13.....	MS Graduation / SR Checkout	
May 14.....	Sem. Exams (MS/HS) HS Baccalaureate	
May 15.....	Sem. Exams (MS/HS)	
May 16.....	Sem Exams (Makeups) / Distance Learning / End of Semester	
May 17.....	HS Graduation	
May 19, 20,21	Staff Work Day – (12, 13, 14)	
Instruction 37 (1DL) – Professional Days 2 – Work Days 3		Total Days 42

Instruction 160 (2DL & 2PTC) + Professional Days 5 + Teacher Work Days 14 = 179 Total Days

*Snow Days will be taken on the designated dates unless they are needed during the school year for bad weather or other unforeseen circumstances.

JONES ACADEMY PHONE NUMBERS

ADMINISTRATION OFFICE

Toll Free number to office 888-767-2518
Administration offices 918-297-2518
Office Fax 918-297-2364

BOYS' DORMITORY

Dormitory Manager
918-297-2250
888-767-2518 Ext 1017

ELEMENTARY BOYS' DORMITORY

Assistant Dormitory Manager
918-297-2809
888-767-2518 Ext 1016 or Ext 1096

BOYS 7-12TH GRADE DORMITORY

Assistant Dormitory Manager
918-297-2360
888-767-2518 Ext 1015 or Ext 1067

RECREATION CENTER

918-297-3426
888-767-2518 Ext 1033 or 1074

SECURITY (Public Safety)

Ext 1101

Kitchen
1st – 6th grades
Library
J. A. Clinic
Agricultural Building
Facilities Management
Warrior House
Programs' Building
Pehlich Project Fax

GIRLS' DORMITORY

Dormitory Manager
918-297-3024
888-767-2518 Ext 1064

ELEMENTARY GIRLS' DORMITORY

Assistant Dormitory Manager
918-297-1127
888-767-2518 Ext 1018

GIRLS 7-12TH GRADE DORMITORY

Assistant Dormitory Manager
918-297-3024
888-767-2518 Ext 1013 or Ext 1022

BEHAVIORAL HEALTH/COUNSELING

BH Manager
918-297-7380
888-767-2518 Ext 1087

918-297-2185
918-297-2518
918-297-7791
918-297-3973
918-297-7373
918-297-7349
918-297-2133
918-297-2758
918-297-3413

INTRODUCTION

This manual provides information for parents, students, community members, and staff about what is expected and offered at Jones Academy. This Handbook is promulgated in accordance with 25 C.F.R. Part 36.

Bureau of Indian Education (BIE)

Vision Statement

“Uniting to promote healthy communities through lifelong learning.”

Mission Statement (25 C.F.R. 32.3):

To provide quality education opportunities from early childhood through life in accordance with a tribes’ needs for cultural and economic well-being and in keeping with the wide diversity of Indian tribes and Alaska Native villages as distinct cultural and governmental entities. The Bureau shall manifest consideration of the whole person, taking into account the spiritual, mental, physical, and cultural aspects of the person within family and tribal or Alaskan Native village contexts.

Program Goals

- All students will meet or exceed academic proficiency levels in reading and/or language arts, science, and mathematics
- All schools will provide a safe and secure environment by decreasing incidents of violence and substance abuse by a minimum of 2% annually
- Student attendance will meet or exceed the United States rural attendance rate
- All schools will enhance the professionalism of all staff to improve education programs for student success through:
 1. requirements for staff to have appropriate certification;
 2. comprehensive systemic and on-going professional development;
 3. recruitment and retention of highly qualified educators; and
 4. development of leadership using best practices
- High school graduation rates will be 95% or higher
- Each school will provide curriculum and instruction in Tribal languages and/or cultures as approved by the local school boards

Message on School Boards

The purpose of the Jones Academy school board is to carry out the mandates of P.L. 95-561, subject to and consistent with the policies of the Indian Self-Determination in Indian Education Act, and other Bureau of Indian Affairs education laws and regulations. Also, to carry out policies and procedures of the Choctaw Nation.

Student Wellness

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 medical centers 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
6. Behavioral Health screen

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 physicals or lab tests, please feel free to contact the school nurse.

Compliance with Anti-Discrimination Laws

The dormitory will comply with the requirements of Title IX of United States Education Amendments of 1972, Section 504 of the Rehabilitation Act, 29 U.S.C. § 794, and 20 U.S.C. §§ 1681–1688, Pub L. No. 92-318, and its implementing regulations (34 C.F.R. part 106). Further, no individual, on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in, a federally conducted education or training program or activity (Executive Order 13160).

Confidentiality

The Bureau of Indian Education protects the confidentiality of personally identifiable information regarding students in accordance with tribal, state, and federal laws dealing with regular and special education students' rights and privacy. The foundation of the rights and laws comes from federal legislation titled, Family Educational Rights and Privacy Act of 1974. All students are covered by the regulations contained in Chapter 12 known as Students' Rights and Responsibilities. It is the intent of this policy to inform both parents/guardians and eligible children (e.g., students eighteen and older) of their rights in the collection, maintenance, release, and destruction of records.

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.

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 despite 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) Tuskaaloosa 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 1st through 6th grades. Today, Jones Academy averages an enrollment of one hundred fifty (150) Native American students.

JONES ACADEMY 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 student's 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 the student's 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 the student's 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.

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. Cameras are also 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.

In addition to the SRO, Jones Academy has two (2) armed security staff on campus.

The Residential Safety Coordinator (RSC) works as the Collateral Duty Safety Officer in order to meet the safety and occupational health program needs on the Jones Academy campus as well as implement the Emergency Management Plan (EMP). The RSC coordinates a Safe School platform for all staff and students, maintenance, and safety records. In addition, the RSC will work closely with dorm managers on safety and security measures.

RESIDENTIAL PROGRAM

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 or at least ¼ degree of Indian blood. 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 successfully 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 to get an application. In addition to a completed application, the following documents must be submitted:

- Copy of student's CDIB card and/or tribal membership documentation
- Copy of original birth certificate
- Copy of social security card
- Up-to-date immunization records
- Most recent report card (1st-9th)
- Transcript (10th – 12th grade)
- Copy of current IEP (Individualized Education Plan) and current testing (if applicable)
- Current list of prescription medications including dosage information and reason 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.*

Applications are reviewed by the Jones Academy admissions committee to determine acceptance. 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.

Conditional Acceptance

Students with a history of drug or alcohol use, or those with a history of problematic behaviors at home or at school can be accepted to Jones Academy on a conditional status. The student's application will be reviewed by the admissions committee who will determine the expectations the student must meet during the conditional period. The expectations of the conditional period will be presented to the student and their parents/guardians for their consideration. If the student and parents/guardian agree to the expectations, the conditional period for the student will begin upon the student's arrival at Jones Academy and continue for 90 days. If the student can follow the rules and policies of Jones Academy, as well as meet the expectations of their conditional period, the student will be removed from conditional status. If the student refuses to follow the expectations of the conditional period, and shows no effort to improve their behaviors, the student will be reviewed by the admissions committee and can be sent back home. In addition to the student following the established rules, expectations, and policies of Jones Academy, it is mandatory that the student attend individual and/or group counseling sessions to support the student and assist them with meeting the expectations of their conditional period.

STUDENT RECORDS

All cumulative records maintained on a student are confidential and are open 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 regarding the confidentiality of these records.

Confidentiality

It is the legal 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 management, medical staff, or counselors' attention.

SERVICES AND ACTIVITIES AVAILABLE

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

BEHAVIORAL HEALTH/COUNSELING

Individual and group outpatient counseling services are available through the Choctaw Nation Behavioral Health Counseling Center located in the Behavioral Health Offices building on Jones Academy campus. Outpatient counseling services offered at Jones Academy adhere to the Choctaw Nation Behavioral Health Policy and Procedures.

Outpatient counseling services are available by staff referrals, self-referrals from students, or at the request of the parental/guardian.

Outpatient counseling services are meant to assist your child in personal and emotional growth, and to assist them in effectively coping with trauma, emotional struggles, and/or behavioral problems. **As a supportive service, individual and/or group outpatient counseling will be mandatory for students placed on a Behavior Contract to help students improve their behaviors and remain at Jones Academy.** The student's progress will be regularly reviewed by the student's support team to determine adequate progress and discharge from outpatient counseling services.

Outpatient Counseling services are confidential and for the benefit of your child. However, if your child is a danger to themselves or others, the parent/guardian will be notified.

In addition to traditional outpatient counseling services, the counselors at Jones Academy also offer educational group sessions to all students to help them work through adjusting to life at Jones Academy and meeting the challenges that students face in today's world. Some of these group topics can include social emotional learning, emotional management skill building, talking circles, substance use awareness and prevention, bullying prevention and awareness, and suicide awareness and prevention. Every effort is made, when possible, to include cultural aspects in the group setting.

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.

STUDENT SUCCESS CENTER/TUTORING

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 Coaches will provide reinforcement of classroom instruction through demonstration, explanation, clarification, modeling, etc. Student Success Coaches will NOT:
 - do your homework for you, or give you the answers,
 - "cram" with you for a last-minute study session,
 - write your paper or give you a topic/idea,
 - 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. Compromises 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.

Academic/Guidance Counseling

Jones Academy 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.

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, Jones Academy and Hartshorne Public School have 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. Should a student no longer reside at Jones Academy, it is at the parents' discretion as to where the student attends school. In the event of a long-term suspension or expulsion, Jones Academy will no longer be responsible for providing academic support services for the student.

ORIENTATION UPON ARRIVAL

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 Handbook, and dormitory meetings.

Dormitory Living

The dormitory program is designed to aid the student in developing habits and routines helpful to successful living, especially in a group living environment. 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.

Residential Daily Schedule

The residential program operates twenty-four (24) hours a day and seven (7) days a week. During academic school hours, administrative and service associates may assist the student or parent/guardian.

Elementary Dormitories

Week Days		Non-Instructional Days
6:30 a.m.	Wake Up	
6:45 a.m.-7:15 a.m.	Daily details	
7:20 a.m.-7:45 a.m.	Breakfast	9 a.m. – 10 a.m.

7:50 a.m.	Commute to school	
11:00 a.m.-11:30 a.m.	Lunch or Brunch	11:30 a.m.- 12:00 p.m.
3:30 p.m - 4:30 p.m.	Homework time	
4:15 – 4:45 p.m.	Dinner	4:15 p.m.
5:00 p.m.-7:00 p.m.	Recreation time	Based on activities
7:15 p.m.	Snack time	
7:30 p. m.	Showers	
8:00p.m. – 8:30p.m.	Story time/ quiet time	
9:00 p.m.	Lights out	Varies, based on activities

Junior High/High School Dormitories

School Days		Non-Instructional Days
6:00 a.m.	Rising time	
6:30 a.m.	Breakfast	
6:35 a.m. – 7:15 a.m.	Daily work details	
7:20 a.m.	On bus to school	
	Brunch	12:00 p.m.
	Gym open for 7 th -12 th grade	2:00 p.m. – 3:00 p.m.
3:35 p.m.	Dormitory check-in from school	
3:45 p.m. – 4:15 p.m.	Dinner	3:45 - 4:15 p.m.
4:00 p.m.-5:00 p.m.	Gym open (Sunday -Thursday)	
5:30 p.m. – 8:00 p.m.	Student Success Center (Sunday -Thursday)	
5:30 p.m. – 8:00 p.m.	Gym open (Sunday -Thursday)	
	Gym open (Friday and Saturday)	5:30-10:30 p.m.
8:30 p.m. – 8:45 p.m.	Snack time	
10:00 p.m.	Students to their room	
10:30 p.m.	Lights out, in bed, off electronics	

Elementary School Schedule

PLEDGE OF ALLEGIANCE AT FLAG POLE		7:55 am
BEGIN 1ST HOUR		8:00 am
LUNCH		RECESS
1 st -2 nd Grade	10:50 am	11:20 am
3 rd -4 th Grade	11:00 am	11:30 am
5 th -6 th Grade	11:50 am	12:20 pm
SCHOOL DISMISSED		3:25 pm
HOME LIVING STAFF ESCORT STUDENTS TO DORMITORIES		3:30 pm

Student Banking Services

Dormitory management can assist in overseeing students' money. Money is to be kept in the safe in the dorm offices. Dorm managers will conduct all transactions. In the absence of a manager, a staff member can be given permission by administration to make the transaction. Both student and staff member will sign for the transaction.

Each dormitory will maintain a student support service as it may relate to the financial assistance of

students at Jones Academy. The dormitory safe will contain financial documents of students and can only be accessed by official personnel. The assistant dormitory manager is considered the provider of student banking services for times the dorm manager is not on duty.

The business office cannot cash student checks from Jones Academy funds. Students may endorse their checks to be cashed when the business manager goes to the bank. The business manager will then call 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 manager at the administration office instead of the dormitory office.

Clothing and Personal Items

Sheets, pillows, pillowcases, 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. Sharing, borrowing, and loaning of personal items is not allowed. Students are to report the loss of items in a timely manner so action can be taken.

Laundry

Laundry facilities are available in each dormitory. Each dormitory maintains a schedule for doing laundry and students are expected to follow the laundry schedule that is provided. Linens are to be changed and washed weekly. Failure to follow the laundry requirements and schedule may result in disciplinary measures. Students are not to add laundry detergent (soap) to washing machines. Students should not remove others' personal items from laundry machines. Students are to notify staff if unattended laundry needs to be removed for student use.

Details

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 the student's 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.

Rooms are inspected every morning and students are rewarded three times during each semester with a reward trip if they have received a specified amount of "Excellents." The Best Rooms reward will be at the end of September, October, before Christmas Break, the end of January, the beginning of March, and the middle of April.

Voluntary Student Service

Any student who shows needs 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. A student must be enrolled in order to receive a card. Should a student no longer be enrolled due to being dismissed or withdrawing, the student will not be eligible to receive a gift card.

Enrichment Programs- Student clubs and activities

After school enrichment programs are made available to the students of Jones Academy by the Choctaw Nation. Students who sign up 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. Students are to follow the specific rules and guidelines established for each program. Students can be removed from programs for failure to follow rules and guidelines for each program. Each student will be required to participate in at least one enrichment program, student club, or activity. This includes extracurricular activities at Hartshorne schools.

Students are required to participate in clubs or activities either on campus or at Hartshorne Public Schools. They must inform the dorm staff about their activities and practice schedules and attend all practices and scheduled competitions.

Student Boundaries

Unless they are at a scheduled activity, students are not to be south of the road at gated entrance, 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 residences 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. See campus boundary map posted in designated locations on campus.

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. Students must 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 and searched 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, vapes, E-Cigarettes, alcoholic drinks, marijuana, marijuana vapes, 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 and consumption of any tobacco product, including any smokeless product, is strictly prohibited on the Jones Academy campus.
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 and control the placement of furniture throughout campus.
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. The following actions are unlawful and can lead to prosecution. Threats of violence, assault and battery, malicious damage to property, theft or shoplifting, use or possession of firearms or dangerous weapons, cyber-crimes, and use, possession, or distribution of illegal or banned substances.
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. This includes actions made by use of electronic devices.
10. Students shall refrain from cursing or using obscene or vulgar words or gestures at all times. This includes actions made in person and/or by use of electronic devices.
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 their own bed, taking care of their own clothing and personal items, and assisting in keeping their 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. Littering and damaging property with graffiti is prohibited.

15. Personal pets are not allowed on campus at any time.
16. Students are not allowed to drive personal vehicles on campus or have any type of motorized vehicle or battery powered transportation devices on campus.
17. Students are not permitted to sit in the driver's seat of any school vehicle unless under the direct supervision of the Drivers Education instructor.
18. 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.
19. 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.
20. All students are to address staff respectfully.
21. 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 the student a detail until restitution is deemed paid by administration.
22. Students are not to order food or drinks from outside sources or vendors to be delivered to campus.

Incident reports shall be written to document student behavior and conduct that 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.

Students will be placed on restriction until incident is resolved.

A copy of the incident report may 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 dormitory management to have the student taken home and the student informed of the charges and his right to a student's rights and responsibilities hearing.

Tribal police will be called if laws are broken.

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 dormitory.
16. Misuse of the living room, e.g., feet on furniture, chewing gum, etc.
17. Removing screens or opening windows.
18. Inappropriate use of cell phones
19. Possession of media or movies that contain vulgar or obscene language or content. Staff will take up and hand over to dormitory management to be returned to the parent/guardian.
20. Borrowing clothing or other personal items belonging to others.
21. Using dormitory 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 dormitory meeting.

Dress Code

1. No sagging or underwear showing.
2. No gang related or alcohol/drug related clothing or insignia is to be worn. (e.g. Bandana's, jewelry)
3. No vulgar artwork or language on clothing.
4. Student's mode of dress or appearance may not be a distraction or disruption on or off campus.

* Students will follow the Hartshorne Public School dress code when attending Hartshorne or Jones Academy school related events.

HOMELIVING POLICIES AND PROCEDURES

STUDENT CHECK-OUT POLICY

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, written approval must be sent forty-eight (48) hours prior to the check out to school administration 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. Telephone calls will not be approved except in emergency situations. In emergency situations, a signed, written documentation approving the designated individual to check out the student shall be required or faxed and approved by school administration.

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 the Labor Day Weekend, Thanksgiving Break, Christmas Break, Spring Break, and Summer Break students may only be checked out or released to their parent/legal guardian. On PROM WEEKEND, only the parent/legal guardian is authorized to check out 9th through 12th grade students. The parent/legal guardian 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. 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



JONES ACADEMY STUDENT CHECK OUT

Jones Academy appreciates your interest in our students. We also want to make sure 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; and
 - 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.

Full Name of Student Being Checked Out:
Individual Checking Student Out:
Phone Number:
Address:
Vehicle Make, Model, and Tag Number:

You must be on the student’s authorized check out list and be twenty-five (25) years of age. Associates may ask to see your driver’s license.

Signature of Person Checking Student Out

Date/Time

Associate Approval Signature

Date/Time

Jones Academy Student Check Out Form
Department Owner: Jones Academy
Reference Number: 8626

Effective Date: 05/10/2023
Page 1 of 1

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 know 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, the suspended student must remain at all times with the parent/guardian who brought them.**

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 dormitory manager.

MEDICATION ADMINISTRATION POLICY

All medications (prescription, over the counter, vitamins, etc.) must be checked in to the dormitory office and logged. All prescription medications, including physician samples, must be up-to-date, clearly labeled, and have the student's name on the prescription bottle. All prescription medications will be counted, logged, and administered by staff in accordance with the student's prescription. Students may not keep any medications in their rooms. Any medication not checked in to the dorm 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 a designated secure area.

Medicines shall be administered by Jones Academy associates. Student refusal to take medication as prescribed may result in an incident report and the student will be sent to the appropriate school administrator.

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. Parent/Guardians are welcome to bring new/unopened, over the counter medications and check them in with dorm staff, with prior approval.

Individualized Health Plan (IHP)

Students are not permitted to self-carry and self-administer medications except for certain medications (inhalers for asthmatic students; EpiPens or Auvi-Q for anaphylaxis; medication for treatment of diagnosed migraine headaches; insulin for diabetic students, etc.). Students who self-carry and or self-administer medication must have an Individualized Health Plan (IHP) signed by a health care provider. The health care provider must indicate on the IHP form, that the student can safely manage the medication. Students must report to the designated staff member if they self-administer their medication.

Students are not allowed to self-carry any medication unless an Individualized Health Plan is signed by a healthcare provider, and on file at Jones Academy.

ISOLATION/SEPARATION POLICY

If a student displays symptoms of a contagious illness, student will be isolated from the rest of the dormitory students. Student will be tested, if applicable. In the case of a positive test, student will be isolated per recommendations of the CDC and the Choctaw Nation. Isolation may occur in a separate room in the dorm, a separate building on Jones Academy property or student may be sent home to recover.

If staff is aware of student in need of close watch because of fear of self-harm or harm to others, the student 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. Staff will ensure the immediate safety of the student. In the event of a physically attempted suicidal emergency, staff will call 911.
2. A counselor will be called to meet with the student to determine if the student is suicidal.
3. If the student is found to be a threat to self by the counselor and placement at an inpatient facility is deemed necessary, 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 and the student is safely transported to the facility.
4. If the parent disagrees with the decision for placement then the superintendent and counselor will discuss options with the guardian.
5. If the student is placed inpatient, then the student will remain for treatment as long as deemed necessary by the physician at that facility.
6. If the guardian wishes the student to be discharged from the facility before they are released from the facility, then the guardian assumes full responsibility of any charges accrued.
7. The counselor will maintain contact with the facility 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 by the committee upon notification of discharge from the facility. A determination will be made whether the student will return to Jones Academy with follow up Behavioral Health Services or be returned to the care of student's parent or guardian. In the event the student is returned to the care of student's parent or guardian, the student may re-apply at the beginning of the next semester for re-admittance. The application will go before the admissions committee for reviewed to determine if the student will be allowed to return to Jones Academy.

VIOLENCE/BULLYING POLICY

The following behaviors are not permitted and are subject to discipline in accordance with the policy outlined below. Further, violation of these policies will result in parent notification, and may result in notification of local law enforcement.

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 inform staff of this. If staff is made aware of bullying behavior or if they observe this behavior, they will notify the dormitory management.

Intervention will consist of offering supportive counseling to the person who has been bullied. Disciplinary measures will be taken against the bully, which may include being placed on a Behavior Contract. Counseling staff will work individually and/or in group settings with the bully to identify socially acceptable ways to get their needs met. If these efforts fail and the bully continues to bully, the student will be suspended from Jones Academy.

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

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 dormitory management and school administration. 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 dormitory management and school administration. 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 dormitory management and school administration. Punishment will range from restriction to the dormitory to short term or indefinite suspension or expulsion from 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, tasers, 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.

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.

Search and Seizure Policy

Students are entitled to the guarantees of the Fourth Amendment, and in accordance with the Fourth Amendment when there is reasonable suspicion that students may be in possession of drugs, weapons, alcohol, and other materials (contraband) in violation of school/dorm policy or state/federal/tribal law, school authorities (including dorm staff), may search any student, student locker, dorm room, furniture, or student automobile in accordance with the policy outlined below, and may seize illegal, unauthorized, or contraband material discovered in the search. A student's failure to cooperate with searches as provided in this policy will be considered grounds for disciplinary action. School authorities may utilize canines and metal detectors to assist in searches.

To meet the standard of reasonable suspicion, the school authorities must have specific and articulable facts or inferences, obtained from either personal observation or a reliable informant, that leads him or her to conclude – based on his or her experience and in the totality of the circumstances – that the search will lead to a discovery of contraband, or evidence of contraband. Examples of reasonable suspicion may include, but are not limited to, smelling marijuana or alcohol odors, observing students with drug paraphernalia or alcohol containers, observing behavior consistent with intoxication, or hearing from a credible source that a student possesses contraband on his or her person, or elsewhere on dorm property.

Searches of Individuals

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized material. The scope of any inspection conducted under this policy shall be reasonably related to the objectives of the inspection, and shall not be unreasonable in light of the age and sex of the student and the nature of the infraction. If a pat down search of a student's person is conducted, it will be conducted in private by a dorm official of the same sex, and with an adult witness present, when feasible, and will be no more intrusive than necessary to uncover the suspected illegal or unauthorized material.

School Property

The school exercises exclusive control over school property which includes property within the dorm, and the students have no expectation of privacy regarding items placed in school property because school property is subject to search at any time by school officials. The students are responsible for whatever is contained in their dorm rooms, and any furniture assigned to them. School authorities may conduct a general inspection of dorm rooms for any reason at any time without notice, without student consent, and without a search warrant.

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 dormitory management or school administration. Parents/Guardians will be notified.

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.

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 39)

SUBSTANCE ABUSE 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.

Any returning student or new student who has been identified as having a history of Substance Use or Abuse, including inhalants will be assessed by the admissions committee and may be required to attend appropriate individual and/or group counseling sessions. An assessment will be initiated by a licensed Behavioral Health Counselor soon after the student arrives to determine the severity of use and services needed to help them address their substance use or abuse. Students will be given the opportunity to learn about substance use disorders (SUD) and process information in groups. Students will also attend individual sessions for more in-depth concerns or concepts.

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. In addition, a referral will be made to the Behavioral Health Department.

The **Tvshka Sia (I am a Warrior) Prevention Program** will be for students who have violated the Jones Academy Alcohol/Drug policy and have met criteria for needed services. **This is a mandatory program.** The program will consist of regularly scheduled individual and/or group sessions focused on SUD as deemed necessary by a licensed Behavioral Health Counselor and support team. Follow-up sessions will consist of discussion of progress, aftercare plan, and resources. 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 If a student is proven to be or admits to using alcohol or other drugs for a second violation, their progress or lack of progress in the Tvshka Sia Prevention Program, in school, and in the dorms will be reviewed by the counselor and the support team. Depending on the findings of the counselor and the support team's review, the student can be suspended for the remainder of the school year. If the student attends a certified outpatient 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 participation in a follow-up program at Jones Academy.

WIRELESS INTERNET ACCESS POLICY

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

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 labs;
2. No food or drink in the computer labs;
3. Do not modify equipment or installed software, No personalizing with screensavers, wallpaper, etc. as the computers are for all students to use;
4. If page does not print, do not keep hitting print because the jobs will stack up in the printer memory;
5. No horseplay, pushing, or shoving around in the computer labs.
6. 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 computer labs.

Electronic Devices Policy

Students may keep electronic devices 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. Device log in credentials may be required.

Students may not use electronic devices after their dormitory lights out/bedtime schedule. Elementary students are to check their cell phones and electronic devices into the dormitory office at bedtime. Elementary students may check out their electronic devices after school but are not allowed to take their electronic devices to mealtime.

If a student is put on restriction for other than cell phone restricted violations, cell phones privileges will still be allowed. 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. **Staff has the right to request the cell phone for review of content. Students will be expected to provide sign in/login credentials upon request.**

Jones Academy middle and high school students will follow the cell phone policy of Hartshorne Public School. Elementary students are not allowed to take cell phones to school.

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 of questionable content. If the student refuses, the camera will be confiscated. Students will be held accountable for the content on the camera.

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.

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

TRANSPORTATION POLICY

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 pick up 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. Booster seats are mandatory for students who meet State of Oklahoma requirements.
3. Students are to keep hands and head inside the vehicle at all times upon entering and until leaving the vehicle.
4. Refraining from loud talking and laughing or unnecessary confusion that may distract the driver.
5. Students are to be quiet upon approaching a railroad crossing.
6. Horseplay in and around the vehicle is prohibited.
7. Use of profane language is strictly prohibited at all times.
8. Use of tobacco, drugs, and alcohol is strictly prohibited at all times.

9. Keep back packs, packages, coats and all other objects out of the aisles.
10. Do not throw anything out of the vehicle window.
11. Students may not eat or drink while on the vehicles or being transported, unless permitted by staff.
12. Once a student is seated, the student may not move from the seat unless instructed to do so by the driver.
13. Student must meet State of Oklahoma requirements to ride in front seat of vehicle.
14. 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 43.

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.

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.

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:

Elementary Girls & Cafeteria	Northwest door
Big Girls Dorm	Southwest door
Elementary Boys	Northeast door
Big Boys Dorm & Gym	Southeast door
Administrative Offices	Safe room on 5 th /6 th hall

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

Dorms: Boys - middle activity rooms	Elementary Girls - East/West hall
Big Girls - North/South hall	Campus Gym - the hall by the concession area.
Kitchen - staff office, hallway	Main Office – shelter on 5 th /6 th grade hall.
Out on campus - 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.

- Elementary Girls' Dorm:** Parking area across the playground, east of the girls' dormitory
- Big Girls' Dorm:** Parking area across the playground, east of the girls' dormitory
- Big Boys' Dorm:** Across the street, east of Spurlock Hall
- Elementary Boys' Dorm:** In front of Elementary School doors, north of boys' dormitory
- Cafeteria** Parking area across the playground, southeast of building
- Recreation Center:** Parking area across the street, west of building
- Student Success Center:** Parking area across the playground, southeast of building
- Behavioral Health:** Parking area across the street, west of building
- Academic Building:** Parking area southeast corner of the 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.

Emergency Management and Continuity of Operations Plan (Coop)

Jones Academy and the Choctaw Nation has developed a plan to prevent, detect, and respond to any emergency situation that may occur at the school. During the first month of school the residential staff will review safety protocols with students including evacuation protocols, lock down protocols, and shelter in place protocols. In case of an emergency, students, parents, and visitors will be given instructions and guidance by school personnel in accordance with the Emergency Management/COOP Plan. The Emergency Management /COOP Plan can be viewed at the academic front office and home living staff office.

EMERGENCY CONTACT AND PHONE NUMBER

Choctaw Nation Dispatch 580-920-1517

HONOR ROLL POLICY

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	
	Meal & movie	Meal & movie	Meal & movie

Dormitory management 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 4th 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.

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.
7. Students who fail to complete the program will not be compensated.

INFECTIOUS DISEASE CONTROL POLICY

If a student displays symptoms of an infectious disease, student will be isolated from the rest of the dormitory students. Student will be tested, if applicable. In the case of a positive test, student will be isolated per recommendations of the CDC and the Choctaw Nation. Isolation may occur in a separate room in the dorm, a separate building on Jones Academy property or student may be sent home to recover.

Protocol for the Head Lice Prevention and Control

Parent(s)/guardians(s) are 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. Parents(s)/guardian(s) are to report to Jones Academy if head lice are found.

Students are to be checked the day of arrival at Jones Academy and after home leave before going to their rooms. If anything is found, all personal belongings shall be washed before being taken to the rooms.

Routine checks will be performed in each dorm at Jones Academy.

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, dormitory management or Jones Academy staff will meet with student to impose restriction. Alcohol/drug incidents, AWOL, etc. results in automatic restriction. If dormitory management is unavailable, the student will remain on restriction until they are available. Any time served on restriction before the meeting with dormitory management will be credited to time already served.

Students who are already on restriction and 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 them at risk of suspension. By signing the contract, the student acknowledges that they know what is expected and agrees to it. If student breaks the contract with a Category A incident, the student 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, student 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)

Note: All special needs students will be held accountable for their actions. All necessary accommodations such as counseling, intervention, IEP revisions, and manifestation hearings will be implemented before or with any disciplinary action for suspension of no more than 10 days in a school year. All discipline of special education students will be conducted consistent with special education policy. If any serious incidents do occur, the student is subject to a 45 school day suspension.



JONES ACADEMY INCIDENT REPORT

The purpose of this report is to inform you of a disciplinary incident involving the student. You are asked to appreciate the action taken by Jones Academy and to cooperate with the corrective action taken on behalf of the student.

Student Information:	
Full Name:	Dormitory:
Date and Time of Incident:	Location of Incident:
Incident Information:	
Category A:	
<input type="checkbox"/> A.W.O.L. <input type="checkbox"/> Battery <input type="checkbox"/> Harassment/Bullying <input type="checkbox"/> Fighting <input type="checkbox"/> Threat/Intimidation <input type="checkbox"/> Alcohol: <input type="checkbox"/> Use <input type="checkbox"/> Possession <input type="checkbox"/> Illegal Drugs: <input type="checkbox"/> Use <input type="checkbox"/> Possession <input type="checkbox"/> Inhalants RX and OTC Drugs: <input type="checkbox"/> Use <input type="checkbox"/> Possession <input type="checkbox"/> Tobacco: <input type="checkbox"/> Use <input type="checkbox"/> Possession <input type="checkbox"/> Destruction to Property: <input type="checkbox"/> Vandalism <input type="checkbox"/> Misuse	<input type="checkbox"/> Drug Paraphernalia <input type="checkbox"/> Theft <input type="checkbox"/> Possessing Stolen Property <input type="checkbox"/> Sexual Misconduct <input type="checkbox"/> Opposite Sex's Dorm Room <input type="checkbox"/> Sexual Harassment: <input type="checkbox"/> Verbal <input type="checkbox"/> Physical <input type="checkbox"/> Inappropriate Use of Social Media <input type="checkbox"/> Inappropriate Behavior <input type="checkbox"/> Weapons
Category B:	
<input type="checkbox"/> Insubordination <input type="checkbox"/> Vocal Aggression <input type="checkbox"/> Disrespectful Defiance <input type="checkbox"/> Breaking Restriction <input type="checkbox"/> Profanity/Vulgar Language <input type="checkbox"/> Public Display of Affection <input type="checkbox"/> Physical Altercation <input type="checkbox"/> Unauthorized Area <input type="checkbox"/> Off-Limit Building/Grounds	<input type="checkbox"/> On Another Hall without Consent <input type="checkbox"/> Campus Curfew Violation <input type="checkbox"/> Skipping Scheduled Activity <input type="checkbox"/> Skipping Study Hall <input type="checkbox"/> Disrupting Study Hall <input type="checkbox"/> Disorderly Conduct <input type="checkbox"/> Other: _____
Category C:	
<input type="checkbox"/> Tardiness <input type="checkbox"/> Late Sleeping <input type="checkbox"/> Missing Breakfast <input type="checkbox"/> Missing School Bus <input type="checkbox"/> Late for Study Hall <input type="checkbox"/> Unruly Behavior	<input type="checkbox"/> Not Completing Details <input type="checkbox"/> Disregarding Dorm Rules <input type="checkbox"/> Lights Out/Room Curfew <input type="checkbox"/> Horseplay/Running in Halls <input type="checkbox"/> Other: _____

Jones Academy Incident Report Form
 Department Owner: Jones Academy
 Reference Number: 8752

Effective Date: 06/05/2023
 Page 1 of 2



Associate's Narrative:
Associates Signature and Date:
Student's Comments:
Student's Signature and Date:

Action Taken:	
<input type="checkbox"/> Student Given Warning	<input type="checkbox"/> Held Conference with Student
<input type="checkbox"/> Student Regrets Incident, Cooperative	<input type="checkbox"/> Extra Work _____
<input type="checkbox"/> Referred to Supervisor	<input type="checkbox"/> Referred to Counselor
<input type="checkbox"/> Referred to Dorm Manager	<input type="checkbox"/> Restriction _____
<input type="checkbox"/> Contacted Parent/Guardian on _____	<input type="checkbox"/> Referred to Administration
<input type="checkbox"/> Conference with Parent/Guardian	<input type="checkbox"/> Student put on Contract/Probation
<input type="checkbox"/> Student Suspended	<input type="checkbox"/> Involvement of Choctaw Nation Tribal Police
<input type="checkbox"/> Incident Sent to Parent/Guardian _____	Items Taken Up if any:
Comments:	
Associate Name Taking Action:	
Date and Time Action Taken:	
Supervisor/Dorm Manager/Administrator:	
Date and Time Action Taken:	

Jones Academy Incident Report Form
 Department Owner: Jones Academy
 Reference Number: 8752

Effective Date: 06/05/2023

Page 2 of 2



Jones Academy Student Behavior Contract

Jones Academy
Division of Tribal Services

Student's Name: _____ Age: _____ DOB: _____

Jones Academy has dormitory rules and policies which 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, the student must be suspended from Jones Academy. This student is very close to being suspended. The student has reviewed the incident(s) with the Jones Academy Associate(s) and has been told specifically what is needed to avoid suspension.

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

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

Student: _____ Date: _____

Superintendent: _____ Date: _____

Dormitory Manager: _____ Date: _____

Associate: _____ Date: _____

Associate Initials: _____ Date Mailed to Parent/Guardian: _____

Jones Academy Student Behavior Contract
Department Owner: Jones Academy
Reference Number: 8617

Effective Date: 05/31/2023
Page 1 of 1

STUDENT INCIDENTS AND CONSEQUENCES

Category A Incidents

If student receives a Category A incident, the student will be put on dormitory restriction until dormitory management and/or school administration 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 use social media
6. Alcohol: Use/Possession	12. Possessing Stolen Property	18. Inappropriate behavior
		19. 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. Dormitory management 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 and
Put on behavior contract
- 4) **Use of Tobacco**

1st Offense: Student will be verbally warned and an incident report written.

2nd 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 assistant dormitory manager unless consequence defined. If student is continuously written for a Category B infraction, the student can be referred to dormitory manager and/or administration.

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	12. Other

Category B Incidents that have defined consequences:

- Profanity toward staff:** 3 days restriction to the dormitory
(If behavior continues--parental counseling or another appropriate action possible)
- Breaking restriction:** Day(s) will be added to restriction
- 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.
- Student with hickey:** Restriction to dormitory until hickey goes away
- 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 4th day.

2nd Incident: The phone or device will be taken up for five (5) days and returned on the 6th 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 dormitory management.

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

Category C incidents that have defined consequences:

- Missing bus:** Restriction to dormitory that evening
3rd time = 3 days restriction to dormitory
- Missing Breakfast:** 1st referral, warning
2nd & 3rd, Friday restriction,
4th & 5th, 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. Incident count 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 Devices: students subject to Hartshorne Schools policy.

A positive drug test given by Hartshorne Public Schools will be considered a positive for the Jones Academy substance use policy.

Notes:

- If put on restriction before dormitory management sees incident, then time served will count toward restriction.
- If able to work off second half of the restriction:
 - 1st Serve 1st half of restriction without breaking restriction or another incident
 - 2nd 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. **Dormitory management 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 Complaints

Any student who has a complaint or feels that they or a group of students has been treated unfairly by other students or staff is encouraged to discuss the complaint informally with the dormitory management, counselor, dean of students or superintendent. The student might consider bringing up the subject in dormitory meetings or refer it to the dormitory management for discussion at Dormitory Management meetings. If a student and/or guardian thinks that a consequence or staff was unjust, the student 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.

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

*Applicable to students attending grades that are provided by Jones Academy. Hartshorne Public School policy applies to Jones Academy students attending school at Hartshorne Middle School and High School.

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 them 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.

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 3 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. Parent/guardian is responsible to contact the Medical Coordinator with two-week advance notice of student's parent 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 dormitory and must sign for it. **Students are required to open packages and envelopes in presence of dormitory staff.**

HARTSHORNE PUBLIC SCHOOL

All Jones Academy students in grades 7-12 are given a Hartshorne High School and Middle School handbook during enrollment. Jones Academy students are to follow the policies, procedures and guidelines that are provided in the student handbook.

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

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.

Special Education Placement of 7th – 12th 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.

