

# ADA CITY SCHOOLS ENROLLMENT POLICIES & PROCEDURES

The following is a list of enrollment policies and procedures:

School Health Services Information	Meningitis
Protection of Pupil Rights Notice	Acceptable Use and Internet Safety Policy
Nondiscrimination & Grievance Policies	Required records for cumulative folders (proof of age, proof of residency and current immunization records)
Drug and Alcohol Policy	“Parents Right to Know” Provision of the Every Student Succeeds Act
Tobacco Use Prohibited Policy	Reading Sufficiency Act
Bullying & Sexual Harassment of Students Policies	Gifted Program information
Wireless Telecommunications Devices	Notification of Destruction of Annually Collected Educational Records
Asbestos Hazard Emergency Response Act	e-Funds/School Messenger Information
Directory Information	Athletic Department All-Sports Passes
Notice to parents regarding child identification, location, screening and evaluation	Bus Riding Safety Rules
Information on Annual Notice of Family Educational Rights and Privacy Act (FERPA)	Bus Routes
HIV Prevention Curriculum Notice	

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By signing below, I acknowledge I have access to this policies & procedures at [www.adacougars.net](http://www.adacougars.net). I also understand that I may request hard copies of any or all of the above and have the right to ask any questions concerning the policies or procedures.

Translation/Interpretation Needed: Y or N \_\_\_\_\_ How was the interpretation given? \_\_\_\_\_  
(initial)

Child's Name \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\*PLEASE NOTE: Individual School Handbooks can be downloaded from the school's webpage or are available by request.\*\***



## ADA CITY SCHOOLS SCHOOL HEALTH SERVICES

### **Head Lice Policy**

The Head Lice Policy for Ada City Schools was developed according to guidelines from the Oklahoma State Department of Health. Ada City Schools will assist in managing head lice in the school system by screening students as needed. Screening may occur as a large group, small group, or individual. The parent/guardian of a student identified with head lice will be notified by phone and/or note. The student may be readmitted with a note from a physician or health department stating no live lice. We no longer have a **No Nit Policy**.

The School Nurse is available to answer questions. Confidentiality will be maintained.

### **Medication Policy**

The medication policy for Ada City Schools was developed according to Oklahoma School Health Law, and for the safety of your child. Only necessary medications should be given at school. Medications prescribed by a physician to be administered at school will require a completed “**Authorization to Administer Medication**” form signed by the physician and the parent/guardian. The medication consent form is available in the school office. If it is necessary for the student to take prescribed medication during school hours, the medication must be administered by the school nurse, principal or designated employee only. Medication must be in the original prescription container and match the Authorization to Administer Medication form, or the medication will not be administered.

Non-prescription medication will be administered when necessary and when a consent form has been completed by the parent/guardian. The medication **must be in the original container with written parent consent and the following information:** child’s name, name of medication, dosage, time to administered, date, parent’s signature, and contact number. Medication not meeting these requirements will not be given. Only recommended for age dosage of non-prescription or over the counter medication will be administered.

Any medication not picked up by the parent/guardian at the end of the school year will be destroyed.

## **Protection of Pupil Rights Notice**

The Protection of Pupil Rights Amendment (PPRA) requires Ada City Schools District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents;  
or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

If the Ada City Schools District should ever participate in, or ask its students to participate in any survey, analysis, or evaluation that concerns one or more of the eight areas listed above, the Ada City Schools District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

**Ada City Schools  
Office of the Superintendent  
P.O. Box 1359  
Ada, OK 74821-1359**

**NOTICE OF NONDISCRIMINATION**

The Ada Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

“Ada City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. See the contact information below for the person who has been designated to handle inquiries regarding the nondiscrimination policies:”

Initial Process and Contact Information for Filing Complaints Alleging Discrimination  
and/or Title IX Issues:

Prior to the filing of a written complaint, the student, parent or guardian, employee or patron is encouraged to visit with the building principal or the District's Grievance and Title IX Coordinator, as applicable, and reasonable effort should be made by the District at this level to resolve the problem or complaint.

Ada City Schools Title IX Coordinator:  
Bryan Harwell  
Executive Director of Human Resources, Maintenance & Athletics  
324 W. 20th Street  
Ada, Oklahoma 74820  
(580) 310-7200

## **ADA CITY SCHOOLS DRUG AND ALCOHOL ABUSE POLICY**

The policy of the Ada Board of Education shall be that no student shall possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, or any alcoholic beverage or fortified wine or other intoxicating liquor, or possess, use, or transmit drug paraphernalia or counterfeit drugs, or possess, use, transmit or be under the influence of any other chemicals or products with the intention of bringing about state of exhilaration or euphoria or of otherwise altering the student's mood of behavior.

This policy shall apply to all students before, during and after school hours at school, in any school building and on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function; or during any period of time when students are subject to the authority of school personnel.

This policy shall not apply to the proper possession and use of prescriptive medication or to the legal possession and use of above-listed substances in connection with an approved school project.

- A. Any JUNIOR HIGH or HIGH SCHOOL students in violation of this policy will be reported to the parents or legal guardians and to the proper police or juvenile authorities. On the first offense the student must complete counseling sessions recommended by the school and/or proper legal authorities and spend twenty (20) school days in the In School Suspension Program. Any subsequent violation of this policy will result in suspension for the remainder of the current school year.
  
- B. Any ELEMENTARY student in violation of this policy will be reported to the parent or legal guardian and to the proper juvenile authorities. On any violation of this policy the Principal shall take appropriate steps to secure counseling, guidance, psychiatric treatment or whatever sources of rehabilitation services might be available. It will only be at the last resort that an elementary student will be suspended from school and only with cooperation of district court.

The Board of Education recognizes that students who have alcohol and drug abuse problems should be encouraged to seek professional assistance. Every effort will be made to work with parents and the proper authorities to ensure student referral to a proper agency of assistance. Local agencies that provide drug and alcohol counseling and rehabilitation services are:

Rolling Hills Hospital  
Mental Health Services of Southern Oklahoma  
Ada Area Council on Alcohol  
Chickasaw Nation Medical Center  
Chickasaw Nation Alcohol-Drug Rehabilitation

Federal law mandates that each parent be provided a copy of school policy concerning drug and alcohol abuse. Please indicate on the enrollment form that you have received this form.

**TOBACCO USE PROHIBITED**

The use of a tobacco product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity.

Tobacco use is also prohibited by students, staff and volunteers at all events away from school property where they represent the school district.

1. "Educational facility" is defined as any property building, permanent structure, facility, auditorium, stadium, arena or recreational facility owned, leased, or under the control of the school district.
2. "School Vehicle" is defined as any transportation equipment or auxiliary transportation equipment as defined in 70 O.S. §9-104.
3. "Chewing tobacco" is defined as any Cavendish, twist, plug, scrap, and any other kinds and forms of tobacco suitable for chewing.
4. "Smoking tobacco" is defined as any granulated, plug, cut, crimp cut, ready rubbed, and any other kinds and forms of tobacco suitable for smoking in a pipe or cigarette.
5. "Tobacco product" is defined as any bidis, cigars, cheroots, stogies, smoking tobacco and chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof. Tobacco product will also include any vaping product.

Signs will be posted in prominent places on school property to notify the public that smoking or other uses of tobacco products is prohibited.

Students are also prohibited from possessing tobacco on, in, or upon any school property. If students are found to be carrying cigarettes or other tobacco products, the tobacco product will be confiscated.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined.

**REFERENCE: 21 O.S. §1247  
63 O.S. §1-1522, et seq.  
70 O.S. § 1210.212  
20 U.S.C. §6083**

## **BULLYING**

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance:

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the Office of Juvenile Affairs
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

**BULLYING (Cont.)**

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

**A copy of this policy will be furnished to each student and teacher in this school district.**

**REFERENCE: 21 O.S. §850.0  
70 O.S. §24-100.2**

***THIS POLICY REQUIRED BY LAW.***



## **SEXUAL HARASSMENT OF STUDENTS**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Ada Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:
  - a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;
  - b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or
  - c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

For the purpose of this policy, examples of sexual harassment include, but are not limited to:

Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.

Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. Use of e-mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.

Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions
  - A. Administrators and Supervisors
    1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
    2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

3. The "off-duty" conduct of school personnel that has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.
3. Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.
4. Reporting Allegations of Sexual Harassment
  - A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.
    1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.
    2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
  - B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.
5. Grievance Procedure.
  - A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

- B. **Objective Evaluation of Evidence.** All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.
  - C. **Conflict of Interest.** Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.
  - D. **Presumption.** There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.
  - E. **Timeliness.** The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.
  - F. **Possible outcomes.** A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.
  - G. **Standard of Review.** The school district will utilize a preponderance of the evidence standard to determine responsibility.
  - H. **Privileged Information.** The school district will not require, allow or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.
6. **Written Notice.** Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:
- A. Notice of the grievance process, including any informal resolution process;
  - B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;
  - C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;
  - D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.
  - E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

7. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.
  - A. The burden of proof and of gathering evidence remains on the school district.
  - B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.
  - C. Neither the complainant or respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.
  - D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.
  - E. Written notice of the date, time, participants, purpose and location of any investigate interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.
  - F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.
  - G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.
8. Hearing. The Title IX coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for K-12 schools). Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants asked of another party or witness. Both parties will be provided with the answers and follow up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.
9. Determination of Responsibility. A decisionmaker, who is not the Title IX coordinator or the investigator, will apply a preponderance of the evidence standard to determine responsibility, and will issue a written determination of responsibility that:
  - A. Identifies the allegations that potentially constitute sexual harassment;

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

- B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination;
  - C. Includes findings of fact to support the determination;
  - D. Includes conclusions regarding applicants of the discipline code to the facts;
  - E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant; and
  - F. The procedures and permissible basis for appeals.
10. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:
- A. A procedural error affected the outcome.
  - B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;
  - C. Conflicts of interest on the part of the Title IX coordinator, investigator or decision maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker who is not the Title IX coordinator, the investigator or the original decisionmaker. The appeal decisionmaker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decisionmaker will receive training as mandated by law. The decision of the appeal decisionmaker will be final and nonappealable. The written decision of the appeal decisionmaker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

11. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.

**SEXUAL HARASSMENT OF STUDENTS (Cont.)**

The district will also post the training materials used to train Title IX coordinators, investigators, and decisionmakers on the district website at: [www.adacougars.net](http://www.adacougars.net). These materials will also be available to the public.

12. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process.

Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

**REFERENCE:** Title VII of the Civil Rights Act of 1964  
42 U.S.C. §2000e-2  
29 C.F.R. §1604.1, et seq.  
U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sexual Harassment.

**WIRELESS TELECOMMUNICATIONS DEVICES**

It is the policy of the Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parents or guardian, and the superintendent or the superintendent's designee.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any electronic communications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any personal communication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including confiscation of the device pending parent/guardian conference, detention, or suspension. Where appropriate, police authorities may be contacted.

**REFERENCE:** [70 O.S. §24-101.1](#), et seq.

[70 O.S. §24-102](#)

**CROSS-REFERENCE:** Policy [FO](#), Student Discipline

**Ada City Schools  
Office of the Superintendent  
P.O. Box 1359  
Ada, OK 74820-1359**

**Notification  
Asbestos Hazard Emergency Response Act**

**Dear Parents and Ada City Schools' Staff Members:**

**The Ada City Schools has complied with the Asbestos Hazard  
Emergency Response Act (AHERA). A complete management plan and  
inspection reports are available in the Administration Office. If you  
have any questions, you may contact:**

**Mike Anderson, Superintendent  
Ada City Schools  
324 West 20<sup>th</sup>  
Ada, OK 74820  
580-310-7200**



**ADA CITY SCHOOLS  
STUDENT DIRECTORY INFORMATION**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Ada City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Ada City Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Ada City Schools to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Ada City Schools to disclose directory information from your child’s education records without your prior written consent, you must notify the District in writing by September 1, 2011. Ada City Schools has designated the following information as directory information: (Note, an LEA may, but does not have to include all the information listed below.)

- Student’s name
- Photograph
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

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If you wish to respond in writing, please check the appropriate line, sign the form, and return it to your child’s building principal or counselor.

**I DO NOT WANT** my child’s directory information disclosed.

Child’s name: \_\_\_\_\_

School: \_\_\_\_\_

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

## **ANNUAL NOTICE TO PARENTS REGARDING CHILD IDENTIFICATION, LOCATION, SCREENING, & EVALUATION**

This notice is informing parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by Ada City Schools in coordination with Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in keeping with the *Family Educational Rights and Privacy Act (FERPA)*.

### **Referral**

Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special education and related services may be referred for screening and evaluation through Ada City Schools. Ada City Schools coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age.

### **Screening**

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments.

#### ***(1) Readiness Screening***

Personally identifiable information is collected on all students participating in school wide readiness screenings. No child shall be educationally screened for readiness or evaluated whose parent or legal guardian has filed written objection with Ada City Schools.

#### ***(2) Educational Screenings***

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. No child shall be educationally screened whose parent or legal guardian has filed written objection with Ada City Schools.

### **Evaluation**

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and do not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent from the parent or legal guardian for such evaluations must be on file with Ada City Schools prior to any child receiving an initial evaluation for special education and related services purposes.

## **COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION**

Educational records containing personally identifiable information collected by Ada City Schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with *Family Educational Rights and Privacy Act (FERPA)* and the *Policies & Procedures for Special Education in Oklahoma*. The Ada City School District has developed and implemented a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the Superintendent.

## **Annual Notification of Rights under FERPA for Elementary and Secondary Students**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the date the Ada City School District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request an amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the Ada City School District to amend a record should write the school principal, clearly identifying the part of the record they want changed, and specifying why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use of and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Ada City School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202

The Ada City School District will make all necessary arrangements for this document to be translated in the parent or eligible student’s native language if needed.

## **HIV Prevention Curriculum Notice**

School districts are required to present HIV Prevention Curriculum to students in grades 7-12. This curriculum must be presented once during a student's enrollment in grades 7-9, and once during a student's enrollment in grades 10-12. HIV Prevention Education will be presented as part of your child's regular science or health curriculum. Highly qualified teachers who have received State Department of Education approved training in this curriculum will be responsible for its implementation.

A parents meeting to discuss the HIV Prevention Curriculum adopted by the Ada City Schools District will be held at least 30 days before it is introduced in the classroom. Notice of this meeting will be sent home with every applicable student. The parent meeting will provide parents the opportunity to ask questions and examine the curriculum to be presented.

Parents also have the opportunity to opt their child out of the HIV Prevention Curriculum if they so desire. Forms to opt your child out of the HIV Prevention Curriculum will be available at the parents meeting or in the central office at school.

## **Meningococcal Disease**

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### ***What is meningococcal disease?***

Meningococcal disease is a disease caused by the bacteria *Neisseria meningitidis*, also called meningococcus. This bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis.

***How is this disease spread?*** Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

***Who is at risk of getting this disease?*** Some groups of people have a higher risk of meningococcal disease, such as first year college students living in dormitories or new military recruits living in barracks. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, people without a spleen, and people traveling to parts of the world where meningococcal disease is more common. Exposure to tobacco smoke and having a concurrent upper respiratory infection also increase the risk of meningococcal disease. Infants are at highest risk, but rates decrease after infancy and then increase in adolescence and young adulthood.

### ***What are the symptoms?***

Ten percent or more of people are thought to be carrying *Neisseria meningitidis* in their nose and throat without being ill, which is called “asymptomatic carriage”. Of these people, about 1% can develop illness, which may be meningitis or a bloodstream infection called septicemia or meningococcemia. As described above, some people can carry the bacteria in their nose and throat without ever becoming ill. Signs of illness may include fever, severe headache, nausea, vomiting, and a rash. People who develop meningitis can have fever, intense headache, nausea, vomiting, stiff neck, and extreme sensitivity to light. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Meningococcal disease has a 15% risk of death if it is not treated promptly.

***How soon do the symptoms appear?*** The symptoms may appear two to ten days after infection, but usually within three to four days.

### ***What is the treatment for meningococcal disease?***

Antibiotics, such as penicillin or a cephalosporin such as ceftriaxone, are used to treat meningococcal disease.

### ***Should people who have been around a person infected with meningococcal disease receive treatment?***

When meningococcal disease occurs in one person, only the people who have had recent close contact with that person’s respiratory secretions are recommended to receive antibiotics. These include household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, day care center playmates, etc. Such people are usually advised to obtain a prescription for a specific antibiotic (rifampin, ciprofloxacin, ceftriaxone, or azithromycin) from their physician. The health department will contact the individuals who are recommended to receive antibiotics, and advise them of options to obtain antibiotics. Casual contacts including classmates, co-workers, or those in a factory setting are not at increased risk of disease when a single person has meningococcal illness. When clusters or outbreaks occur, the health department may expand the recommendations for which groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure to *Neisseria meningitidis*.

### ***Is there a vaccine to prevent meningococcal disease?***

Three types of meningococcal vaccines are available in the United States. They are effective against four of the five most common disease-causing types of meningococcal disease: A, C, Y, and W-135. An additional vaccine is now available that protects against serogroup B, but is currently only licensed for high-risk children over ten years of age. Consult with your healthcare provider or the local health department about receiving the vaccine.

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# STUDENT ACCEPTABLE USE AND INTERNET SAFETY POLICY OF ADA SCHOOL DISTRICT

The purpose of providing Internet and other computer network access is to provide access to significant educational materials and opportunities. The use of the network and the Internet is a privilege, not a right. All students must take responsibility for appropriate and lawful use of the access. A user, who violates this policy, will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school, or referred for disciplinary action, and/or referral to legal authorities. Violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law. The District utilizes filtering software to prevent access by minors to inappropriate matter on the Internet and World Wide Web. Students will be educated about appropriate online behavior, including interaction with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Upon reviewing, signing, and returning this policy as directed, each student agrees to follow the policy, report any misuse of the network, and will be given the opportunity to enjoy the Internet access at school. If a student is under 18 years of age, he/she must have his/her parent or guardian read and sign the policy. The school district will not provide access to any student who fails to sign and submit a policy with signatures as directed.

1. Be polite. Take pride in communication. Check spelling and grammar. Use appropriate language. Avoid language and uses that may be offensive to other users.
2. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another is not allowed.
3. Do not use the network to send false, malicious, embarrassing, obscene, harassing, or misleading information, which may be injurious to a person or a person's property. **Cyber bullying** – when one or more people intentionally harm, harass, intimidate, or reject another person using technology will not be tolerated. This includes, but is not limited to the following:
  - a. Sending mean or threatening messages via email, instant messaging, or text messages.
  - b. Spreading rumors about others through electronic means.
  - c. Creating web sites or social networking sites that target another person.
  - d. Sharing fake or embarrassing photos or videos of someone via electronic means.
  - e. Stealing another person's logins to send embarrassing messages from that account.
4. Be safe. No unauthorized disclosure, use, and dissemination of personal information.
5. The district technology is to be used for educational purposes only, not for playing multi-user or other network intensive games, downloading excessively large files, accessing non-educational streaming audio and/or video files or chat rooms and instant messaging.
6. Illegal activities are strictly prohibited. Copyright and licensing laws will not be intentionally violated.
7. Do not use the network in such a way that you would disrupt the use of the network by other users. Deliberate tampering with the network hardware or software may result in cancellation of privileges
8. Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy hardware, data of another user, the Internet, or any other agencies or other networks, which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses, the downloading of virus infected files, "hacking" and other unlawful activities.
9. Do not use disks from non-school sources without first scanning the material with the school-approved virus checking software. If you suspect that a virus has been introduced into the network, notify the system administrator immediately. Users shall report any problems to the supervising teacher or system administrator.
10. There shall be no expectation of privacy for information stored on or transmitted with district equipment. The school has the right to monitor activities of users, through direct observation and/or technological means, and log any and all aspects of the computer system.
11. The district has the right and responsibility to identify and block access to the Internet sites containing inappropriate material. Deliberate attempts to access filtered sites will result in immediate disciplinary actions. Users must take responsibility to stay away from inappropriate sites.

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his/her parents or guardians) arising out of the user's use of its computer network or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use and parents/guardian of a minor take responsibility of that minor's use. Users agree to cooperate with the school in the event of an investigation of the District network and the Internet on a school computer or one outside the school district's network.

## REQUIRED RECORDS FOR ADA CITY SCHOOLS CUMULATIVE FOLDERS

Oklahoma State Law required that certain records **MUST** be in your child’s cumulative folders for them to continue to attend school.

### All students’ files must contain the following:

- **A copy of the birth certificate issued by the State Department in the state where your child was born – not the certificate of birth issued by the hospital.**
- **Your child’s Social Security Number.**
- **A current immunization record.**

Each office has the required forms to obtain the birth certificate issued by the Oklahoma State Department.

### REQUIRED IMMUNIZATIONS FOR SCHOOL:

VACCINES	PS-KG	KG-6 <sup>TH</sup>	7 <sup>th</sup> – 12 <sup>th</sup>
DTaP (diphtheria, tetanus, pertussis)	4 DTaP	5 DTP/DTaP*	5 DTP/DTap* and 1 Tdap booster
IPV/OPV (inactivated polio/oral polio)	3 IPV/OPV	4 IPV/OPV ◀	4 IPV/OPV
MMR (measles, mumps, rubella)	1 MMR	2 MMR	2 MMR
Hep B (hepatitis B)	3 Hep B	3 Hep B	3 Hep B ■
Hep A (hepatitis A)	2 Hep A	2 Hep A	2 Hep A
Varicella (chickenpox)	1 Varicella	1 Varicella	1 Varicella

- If the 4<sup>th</sup> dose of DTP/DTaP is administered on or after the child’s 4<sup>th</sup> birthday, then the 5<sup>th</sup> dose of DTP/DTaP is not required.
- ◀ If the 3<sup>rd</sup> dose of IPV/OPV is administered on or after the child’s 4<sup>th</sup> birthday, then the 4<sup>th</sup> dose of IPV/OPV is not required.
- Previously unimmunized students 11 through 15 years of age may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger/older) must receive 3 doses of hepatitis B vaccine.

# ADA CITY SCHOOLS

OFFICE OF THE SUPERINTENDENT

P.O. BOX 1359

ADA, OKLAHOMA 74821-1359

[www.adacougars.net](http://www.adacougars.net)

August 3, 2020

Dear Parents and Guardians:

In accordance with the *Every Student Succeeds Act* (ESSA), Section 111(h)(6) PARENTS' RIGHT-TO-KNOW, this letter is notification from the Ada City School District to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived.
- The teachers baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

In addition to the above information, you will be notified if your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified.

If you have questions or concerns, please feel free to contact your child's principal at:

## Ada City Schools Principals

Early Childhood Center – Cindy Brady	<a href="mailto:bradyc@adapss.com">bradyc@adapss.com</a>	310-7283
Hayes Grade Center – Diana Clampitt	<a href="mailto:clampittd@adapss.com">clampittd@adapss.com</a>	310-7294
Washington Grade Center – Tatum Sallee	<a href="mailto:salleet@adapss.com">salleet@adapss.com</a>	310-7303
Willard Grade Center – Eddie Jacobs	<a href="mailto:jacobse@adapss.com">jacobse@adapss.com</a>	310-7250
Ada Junior High – Scott Lowrance	<a href="mailto:lowrances@adapss.com">lowrances@adapss.com</a>	310-7260
Ada High School – Jeff Maloy	<a href="mailto:maloyj@adapss.com">maloyj@adapss.com</a>	310-7220

Sincerely,

Mike Anderson, Superintendent  
Ada City Schools



**Important Information for Parents**  
**Reading Sufficiency Act**  
**Third Grade Reading Retention – the Law**

As always, it is the desire of the Ada City School District to keep parents informed of important legislation that may affect students. The Oklahoma Legislature continuously modifies mandatory third-grade retention requirements. Currently, the Reading Sufficiency Act (RSA) states:

*A third grade student cannot be automatically promoted to the fourth grade if he or she does not meet RSA criteria on the reading comprehension and vocabulary portion of the Oklahoma School Testing Program (OSTP) except for demonstrating “Alternate Proficiency” (70 O.S. §1210.508C(H)(1) or meeting a “Good Cause Exemption” (70 O.S. §1210.508C(J-K) or receiving “Probationary Promotion” (70 O.S. §1210.508C(H)(4).*

It is the District’s desire to keep you informed of this requirement and of any new requirements that may arise. Rest assured that the Ada City School District will continue to develop and implement appropriate programs of remediation designed to enable students to acquire appropriate grade level reading skills. Student progress will be monitored throughout the school year, and parents will be informed of reading deficiencies when they occur.

For further information regarding RSA go to [www.sde.ok.gov/sde/rsa-legislation](http://www.sde.ok.gov/sde/rsa-legislation). Should you have additional questions about this legislation or the Ada City School District’s program of reading instruction, please contact your child’s principal.

**ADA CITY SCHOOLS  
OFFICE OF THE SUPERINTENDENT  
P. O. BOX 1359  
ADA, OKLAHOMA 74821-1359**

Dear Parent,

You may be aware of the gifted program we presently have for students in the Ada City Schools. Children in third through twelfth grades are considered for placement periodically throughout the school year.

Referrals for the gifted program are initiated through screening with group tests or nominations by self, peer, parents, and/or the teachers. A child who has been in a gifted program in another school will automatically be placed on the screening lists as soon as the Ada City Schools are notified of the precise placement. If you wish to nominate your child for this program, please call your school counselor.

When a child has a very high composite score on the achievement test profile or is nominated, individual and group tests will be administered by school counselors or a certified psychometric.

The decision for placement in the gifted program is made by a committee who considers nominations, scores on achievement tests, intelligence, and creative thinking ability.

Some behaviors often displayed by gifted youngsters are:

1. Learns easily and rapidly.
2. Remembers easily what has been learned.
3. Shows great curiosity about surroundings.
4. Seeks own answers to solutions and problems.
5. Develops earlier than others the same age.
6. Tends to direct the activities of peers.
7. Usually tends to keep busy with many different interests or one sustained interest.

**Sincerely,  
Ada City Schools Counselors**

<b>High School – Terry Swopes/Ali Lawson/Kelly Lowrance</b>	<b>310-7220</b>
<b>Junior High – Carrie Draper/Lora Anderson/Marcia Jack</b>	<b>310-7260</b>
<b>Willard – Anne Gray/Dana McNutt</b>	<b>310-7250</b>
<b>Washington – Tara Burns</b>	<b>310-7303</b>
<b>Hayes – Randi Wilkins</b>	<b>310-7294</b>
<b>Early Childhood Center – Loretta Feiler</b>	<b>310-7283</b>

**NOTIFICATION OF DESTRUCTION  
OF  
ANNUALLY COLLECTED EDUCATIONAL RECORDS**

On the last school day of each year, it is the policy of Ada City Schools to dispose of the following annually collected educational records unless the parent/guardian, in writing, notifies the School that (s)he wants to obtain such records:

*School Handbook and policy information*  
*Authorization for Emergency Care for Minor*  
*Parental Authorization to Administer Non-Prescription Topical Medication*  
*ACS assumes No Financial Responsibility for Medical Cost Letter*  
*Code of Behavior for Bus Riders*  
*Title I Compact*  
*Permission for use of Multimedia/Internet Presentation*  
*Enrollment Form*

**If the parent does not want the Ada City School District to dispose of the annually collected educational records of his/her child on the last day of school; then, the parent must notify the District in writing within two weeks of the last day of school that they want to obtain the child's records instead of having them destroyed.**

# ADA CITY SCHOOLS

OFFICE OF THE SUPERINTENDENT

P. O. BOX 1359

ADA, OKLAHOMA 74821-1359

[www.adapss.com](http://www.adapss.com)

## Online Payment & School Messenger Systems Bring Convenience to Ada City School District Parents

### *e-Funds*

The Ada City School District offers an online payment processing system, *e-Funds*, to allow parents easy and convenient online access to purchase and pay for items and fees 24 hours a day, 7 days a week.

Parents can now make payments on the school's Web site, [www.adapss.com](http://www.adapss.com) with an e-check or credit card. Just follow the line to *e-Funds* and you will be directed to this site. To ensure your security, *e-Funds* does not store personal bank or credit card information.

At the present time, Ada City Schools is offering parents the ability to purchase breakfast and lunch tickets using *e-Funds*. Our hope is to expand the *e-Funds* service to include items such as afterschool fees, yearbooks, library fees and products associated with activity fundraising efforts in the future.

### *School Messenger System*

Ada City Schools has elected to use the *School Messenger* system to notify you of school announcements. These include notifications regarding such things as open house, parent teacher conferences, and picture day. The school messenger system will also be used to notify you in case of an emergency or unexcused absences. Emergency notifications include, but are not limited to school closings, school lock-downs, etc.

At enrollment, you will be asked to complete a short form indicating your preference for receiving messages or to opt out of receiving non-emergency notifications. However, please understand that you cannot opt out of receiving emergency notifications. If you choose not to complete the form, you will receive all notifications from our school district.

Ada City Schools' Director of Technology, Celena Galbreath, is available to answer questions about e-Funds or School Messenger process at 310-7218.

# ADA CITY SCHOOLS

OFFICE OF THE SUPERINTENDENT

P.O. BOX 1359

ADA, OKLAHOMA 74821-1359

[www.adacougars.net](http://www.adacougars.net)

## STUDENTS AND PARENTS:

The Athletic Department of the Ada City Schools is once again offering our students the opportunity to purchase an all-sports season ticket for all home athletic events. This ticket will be good for:

Varsity Football Games

Junior Varsity Football Games

7<sup>th</sup>/8<sup>th</sup>/9<sup>th</sup> Football Games

Girls/Boys Basketball

Soccer Matches

7<sup>th</sup>/8<sup>th</sup>/9<sup>th</sup> Basketball Games

Varsity Wrestling Matches

Junior High Wrestling

Track Meets

The only home events that your all-sport season ticket will not be good for are state playoff games and tournaments.

Please take note that the only student allowed in free to each athletic event will be:

The players competing, cheerleaders (in uniform) of the participating team, the band and Couganns (in uniform) of the participating team.

All 9<sup>th</sup> – 12<sup>th</sup> grade students enrolled and participating in athletics, band, cheerleading and couganns can purchase a participation pass for \$20 which will allow entry to all high school home athletic contests. The participation pass is not valid for tournament games and OSSAA playoff contests.

If you do not fall in one of the above mentioned categories or do not have an all-sport season ticket, you will have to purchase a ticket at the gate for any event you attend.

You may purchase your all-sport season ticket, for only \$50.00. In the event you should lose your ticket, your replacement will cost you \$10.00.

The all-sport ticket is nontransferable laminated picture I.D. card similar to a driver's license.

You will be notified when you may purchase your ticket.

## ADA CITY SCHOOLS BUS RIDING SAFETY RULES

Riding a school bus is a privilege and that privilege may be withdrawn for not following the bus rider rules.

Before loading:

1. Be on time at the designated school bus stops in order to keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.
4. Approach the bus stop with caution.
5. Respect people and their property while waiting for the bus.
6. Receive proper authorization to be discharged at places other than the regular bus stop.

While on the bus:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Keep in mind that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident.
6. Treat bus equipment as you would furniture in your own home. Damage to seats, etc., will be paid for the by offender.
7. Never tamper with the bus or any of the bus equipment.
8. Help look after the safety and comfort of small children.
9. Maintain possession of books, lunches, and other articles to keep the aisle clear.
10. Do not throw objects in or out of the bus.
11. Remain in your seat while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow students, bus driver, and assistants.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to your safety.

Upon leaving the bus:

1. If you must cross traffic, go at least ten (10) feet in front of the bus, stop, check traffic, and wait for the bus driver's signal before leaving the bus stop.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.
4. **If you drop anything near the bus at the bus stop, do not try to pick it up. Wait until the bus has left the bus stop and traffic is clear.**

Extracurricular trips:

1. The above rules apply to all trips under school sponsorship.
2. Sponsors will be appointed by school officials.

## **2020 - 2021 SECONDARY BUS STOPS**

(Willard, Junior High, & High School)

### **BUS # 3**

Broadway & Napier  
Broadway & Mayo  
Seabrook & Douglas Johnston  
Rosedale & Douglas Johnston  
Rosedale & Egypt Rd.  
N. Oak & Linden Apts.  
Oak & Cottage  
1st & Ash  
2nd & Ash  
4th & Ash  
4th & Cherry  
3rd & Cherry  
3rd & Johnston  
2nd & Johnston  
1st & Cherry  
1st & Stockton  
Cottage & Nadine  
3rd & Rennie

### **BUS # 4**

7th & Stockton  
7th & Cherry  
10th & Cherry  
10th & Johnston  
9th & Johnston  
7th & Johnston  
6th & Johnston  
6th & Ash  
8th & Ash  
9th & Ash  
10th & Ash  
10th & Hickory  
7th & Hickory  
6th & Hickory  
6th & Bluff  
8th & Bluff  
9th & Bluff  
10th & Bluff  
Sandy Creek Tr. Park  
CR 1549 & CR 3541 (Portland Park Oxford Square Apts. (B Street)

### **BUS # 6**

1400-1500 Blk. Pine St.  
Wintersmith Dr.  
Murfield & Augusta (West)  
Murfield & Augusta (East)  
1100 Blk. Scenic Dr.  
20th & Lakehurst  
Willowbrook & Whispering Hill  
Meadowwood & Mockingbird  
Ada Terrace Apts. (1100 Kerr Lab)  
Ahloso Rd. (Faith Baptist Church)  
Ahloso Rd. & Boggy Creek Rd.  
Kerr Research Dr. & Pre-Paid Way  
Kerr Lab & CR 1565  
Kerr Lab & CR 1562  
32nd & Broadway Blvd.  
1800 Blk. S. Broadway  
Kings Rd. & Broadway Blvd.  
Broadway Blvd. & 26th  
Broadway Blvd. & Ray  
Richardson & Melody  
Kerr Lab & 30th  
Kerr Lab & Rivendell  
Kerr Lab & Magnolia  
Rolling Meadows Apts.

### **BUS # 7**

Mississippi & Gardena  
Gardena & Francis  
Francis & Williams  
Williams & Highland  
Williams & Texas  
Gardena & Texas  
Francis & Orchard  
Francis & Corona  
Corona & Texas  
Texas & Beverly  
Beverly & St. Joseph  
Beverly & Nancy  
Beverly & Susan  
B St. & Crestview  
Crestview (Masonic Lodge)

### **BUS # 9**

18th & Broadway  
22nd & Broadway  
Thompson Dr. & Highschool  
Highschool & 21st  
22nd & Stockton  
22nd & Cherry  
22nd & Johnston  
22nd & Oak  
23rd & Oak  
23rd & Ash  
23rd & Hickory  
23rd & Charles  
22nd & Charles  
21st & Hickory  
21st & Oak  
20th & Oak  
20th & Hickory  
19th & Hickory  
18th & Hickory  
18th & Oak  
18th & Cherry

**2020 -2021 SECONDARY BUS STOPS (CONT.) PAGE 2**

**BUS # 11**

17th & Country Club  
16th & Morrison  
15th & Morrison  
14th Place & Morrison  
13th & Country Club  
12th & Country Club  
11th & Crown Point  
11th & Morrison  
Morrison & Woodland  
Woodland & Rock Hollow  
Woodland & Mayfair  
Woodland & Hillcrest  
7th & Webb  
Webb & Arlington Blvd.  
Arlington Blvd. & Hillcrest  
Arlington Blvd. & Mayfair Way  
Mayfair Way & Mayfair Dr.  
Hillcrest & Kirby  
Mayfair Way & Timber Terrace  
West end of Foliage  
East end of Foliage  
S. Monte Vista at The Manors  
S. Monte Vista at Lakewood Dr.  
S. Monte Vista at Harding Dr.

**BUS # 23**

16 & Hope  
Sleepy Hollow Apts.  
22nd & Mississippi  
22nd & Taylor  
17th & Stonewall  
17th & Center  
Francis & 15th  
15th & Center  
14th & Center  
13th & Center  
12th & Stonewall  
15th & Hope  
13th & Hope  
9th & Hope  
8th & Hope  
7th & Hope  
10th & Stonewall  
9th & Stonewall  
8th & Beard  
6th & Beard  
6th & Francis  
6th & Highland  
7th & Highland

**BUS # 24**

17th & Constant  
15th & Constant  
14th & Constant  
13th & Constant  
12th & Constant  
12th & Townsend  
14th & Townsend  
17th & Townsend  
17th & Cherry  
15th & Cherry  
13th & Cherry  
12th & Ash  
12th & Hickory  
12th & Bluff  
12th & Maywood  
13th & Maywood  
14th & Ash  
16th & Ash  
14th & Oak

**BUS # 16**

Tanglewood Apts. (18th St.)  
18th & Stadium  
15th & Stadium  
8th & Highland  
Northcrest & W. Parkway  
6th & Country Club  
Rain Tree & Surrey Lane  
Ann & Fullview  
Fullview & Rollow  
Foster & Fullview  
Foster & Rebecca  
Foster & Crown Point  
Crown Point & Woodland



**2020 -2021 ELEMENTARY BUS STOPS**

(HAYES & WASHINGTON)

**BUS # 3**

Mayo & Townsend  
Douglas Johnston Blvd.  
Rosedale & Egypt Rd.  
N. Oak & Linden Apts.  
Oak & Cottage  
1st & Oak  
1st & Cherry  
1st & Forrest  
Cottage & Nadine  
3rd & Rennie

**BUS # 4**

8th & Stockton  
8th & Cherry  
8th & Johnston  
7th & Johnston  
7th & Cherry  
6th & Cherry  
6th & Johnston  
5th & Johnston  
5th & Cherry  
5th & Stockton  
5th & Townsend  
4th & Stockton  
3rd & Cherry  
2nd & Cherry  
2nd & Johnston  
3rd & Oak

**BUS # 5**

Mississippi & Gardena  
Gardena & Francis  
Francis & Williams  
Francis & Howard  
Highland & Williams  
Williams & Texas  
Texas & Gardena  
Francis & Orchard  
Francis & Corona  
Corona & Texas  
Texas & Beverly  
Beverly & Nancy  
Beverly & Susan

**BUS # 6**

Sleepy Holow Apts.  
22nd & Mississippi  
22nd & Taylor  
1400-1500 Blk. Pine St.  
Muirfield & Augusta (West)  
Muirfield & Augusta (East)  
20th & Lakehurst  
Willowbrook & Whispering Hill  
Meadowwood & Mockingbird  
Ada Terrace Apts. (1100 Kerr Lab)  
Ahloso Rd. (Faith Baptist Church)  
Ahloso Rd. & Boggy Creek Rd.  
Kerr Research Dr. & Pre-Paid Way  
Kerr Lab & CR 1565  
Kerr Lab & CR 1562  
Kerr Lab & 30th  
Kerr Lab & Rivendell  
Kerr Lab & Magnolia  
Rolling Meadows Apts.

**BUS # 16**

Tanglewood Apts. (18th St.)  
18th & Stadium  
15th & Stadium  
8th & Highland  
Northcrest & W. Parkway  
6th & Country Club  
Oxford Square Apts. (B St.)  
B St. & Crestview  
Crestview (Masonic Lodge)  
Country Place & Meandering Way  
Rain Tree & Surrey Lane

**BUS # 9**

19th & Broadway  
1800 Blk. S. Broadway  
32nd & Bois D'Arc  
32nd & Broadway Blvd.  
Melody Lane & Richardson  
Broadway Blvd. & Ray  
Broadway Blvd. & 26th  
Broadway Blvd. & Kings Rd.  
Broadway & 22nd  
21st & Belmont  
21st & Highschool  
22nd & Stockton  
22nd & Cherry  
22nd & Johnston  
22nd & Oak  
23rd & Oak  
23rd & Ash  
23rd & Charles  
22nd & Charles  
21st & Hickory  
21st & Oak  
20th & Oak  
20th & Ash  
19th & Hickory  
19th & Ash

**2020 - 2021 ELEMENTARY STOPS (PAGE 2)**

**BUS # 11**

17th & Country Club  
16th & Morrison  
15th & Morrison  
14th Place & Morrison  
13th & Morrison  
13th & Country Club  
12th & Country Club  
11th & Crown Point  
11th & Morrison  
Morrison & Woodland  
Woodland & Crown Point  
Foster & Rebecca  
Foster & Fullview  
Fullview & Rollow  
Fullview & Ann  
Mayfair Way & Arlington Blvd.  
Mayfair Way & Mayfair Dr.  
Mayfair Way & Woodland  
Woodland & Hillcrest  
7th & Webb  
Webb & Arlington Blvd.  
Arlington Blvd. & Hillcrest  
Hillcrest & Kirby  
Mayfair Way & Timber Terrace  
West end of Foliage  
East end of Foliage  
S. Monte Vista at The Manors  
S. Monte Vista at Lakewood Dr.  
S. Monte Vista at Harding Dr.

**BUS # 20**

10th & Ash  
9th & Ash  
8th & Ash  
7th & Ash  
6th & Ash  
4th & Ash  
2nd & Ash  
2nd & Bluff  
4th & Bluff  
6th & Bluff  
8th & Bluff  
9th & Bluff  
10th & Bluff  
Sandy Creek Tr. Park

**BUS # 23**

17th & Center  
15th & Francis  
15th & Center  
14th & Center  
13th & Center  
12th & Stonewall  
16th & Hope  
15th & Hope  
14th & Hope  
13th & Hope  
9th & Hope  
8th & Hope  
7th & Hope  
10th & Stonewall  
9th & Stonewall  
8th & Beard  
7th & Beard  
6th & Beard  
6th & Francis  
6th & Highland  
7th & Highland

**BUS # 21**

CR 1549 & CR 3541 (Portland Park)  
14th & Maywood  
13th & Maywood  
12th & Maywood  
12th & Bluff  
12th & Hickory  
13th & Hickory  
14th & Ash  
16th & Ash  
17th & Hickory  
18th & Hickory  
18th & Cherry

**BUS # 24**

17th & Constant  
16th & Constant  
15th & Constant  
14th & Constant  
13th & Constant  
12th & Constant  
12th & Townsend  
14th & Townsend  
17th & Townsend  
17th & Cherry  
15th & Cherry  
13th & Cherry  
10th & Cherry  
10th & Johnston  
9th & Johnston  
9th & Oak  
12th & Oak  
14th & Oak