

Dear Students, Parents and Guardians:

Welcome to Ada Junior High School, Home of the Cougars!

We are excited for the 2021-2022 School Year. Our students were incredible in less than favorable circumstances over the past 18 months of school. Our students and staff did a fantastic job dealing with every protocol and directive and continued to work towards all our common goals.

The entire AJHS staff is excited to welcome you and your family in becoming a part of keeping our schools and community strong. We have worked hard to put together the safest learning environment possible for each and every student. Our tradition of academic excellence balanced with extra-curricular activities will continue with your accomplishments under the guidance of our highly qualified and caring faculty and staff. As demands and complexities of teaching children increase, it becomes more evident that we all need to work together to ensure that our children reach their potential. We believe that all of us – the school and the community – must work together in an extended family environment to ensure success for all our students. We believe it is everyone's responsibility to empower children with the creative, intellectual, and decision-making skills necessary for them to become academically, socially, physically, and emotionally successful and responsible. The AJHS Student Handbook is designed to provide your family with information necessary to become familiar with the facilities, activities, and guidelines concerning our school. Please take time to read through the handbook to become aware of items that pertain to your family. The Ada Junior High School family wishes each student the very best in achieving all their goals during your time at AJHS.

We ask for two things from all our students at AJHS: 1) Be Present and 2) Be Awesome. If we can work together as a community of stakeholders to ensure our students achieve these two directives, then success will follow for them, our staff, our school and our community.



J. Scott Lowrance  
AJHS Principal

**IMPORTANT INFORMATION****ADA JUNIOR HIGH SCHOOL**

223 W. 18<sup>TH</sup> STREET                      ADA, OK              74820  
PHONE:              (580) 310-7260              FAX:              (580) 310-7261  
WEB:              WWW.ADACOUGARS.NET

**AJHS CENTRAL OFFICE STAFF:**

J. Scott Lowrance	Principal	lowrances@adapss.com	580.310.7264
Ben White	Asst. Principal	whiteb@adapss.com	580.310.7262
Lora Anderson	Counselor	andersonlo@adapss.com	580.310.8133
Carrie Draper	Counselor	draperc@adapss.com	580.310.7265
Marcy Jack	Counselor	jackm@adapss.com	580.310.7217
Ashley Layton	Admin. Asst.	laytona@adapss.com	580.310.7381
McKenzie Griggs	Admin Asst.	griggsm@adapss.com	580.310.8281

**SITE KEY TIMES: See Handbooks for Explanation of Each****DOORS OPEN - KIDS ALLOWED IN CLASS: 7:30 AM****BLOCK 1 - BOTH**

BEGINS: 8:00 AM

**BLOCK 2****A - LUNCH (7th)**

BEGINS: 10:30 AM

ENDS: 10:55 AM

**B - LUNCH (8th)**

BEGINS: 11:00 AM

ENDS: 11:25 AM

**C - LUNCH (9th)**

BEGINS: 11:30 AM

ENDS: 11:55 AM

**BLOCK 4 - BOTH**

ENDS: 3:05 PM

**PM DETENTION (MONDAY-THURSDAY)**

BEGINS: 3:15 PM

ENDS: 4:00 PM

**TUTORING:**

BEGINS: 3:15 PM

ENDS: 4:00 PM

**GRACE:**

BEGINS: 3:15 PM

ENDS: 5:00 PM

The **Ada Junior High School Student/Parent Handbook** contains policies and procedures of AJHS and that of the Ada City Schools District. Questions about the handbook may be directed to the building principal. Hard copies of this handbook may be obtained from the AJHS office at any time during normal school hours. Copies of the Ada City Schools Board of Education Policies and Administrative Regulations are available at the Ada City Schools Board Office located at 324 W. 20<sup>th</sup> Street, Ada, OK, 74820.

**ADA CITY SCHOOLS ADMINISTRATION**

Mr. Mike Anderson	Superintendent
Mr. Bryan Harwell	Executive Dir. of Human Resources/Title IX Coordinator
Mr. Eddie Jacobs	Director of School Operations
Mrs. Sue Young-Harmon	Adult Education Director
Mrs. Lisa Fulton	Director of Assessment & Accountability Federal Programs Director
Mrs. Shonna Self	EL Learner Services/Homeless & Foster Care Liaison
Mrs. Charity Eakens	Director of Indian Education
Mrs. Ali Lawson	Project AWARE Coordinator
Mr. Chris Eckler	District STEAM Director
Mrs. Linda Dickinson	Director of Special Services
Mrs. Jeanie Neal	Coordinator of Special Services
Ms. Celena Galbreath	Director of Technology
Mr. Gary McNutt	Transportation Director
Ms. Alicia Cupps	School Nurse

**Ada City Schools Board of Education**

Mr. Kyle Stuart	Office 2, Ward 3
Dr. Todd Boone	Office 3, Ward 4
Mrs. Anne Nicole Flinn	Office 5, Ward 5
Mr. Russ Gurley	Office 4, Ward 1
Ms. Kiah Anderson	Office 1, Ward 2

Ada City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and other activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Bryan Harwell, Assistant Superintendent, 324 W. 20th, Ada, Oklahoma 74820, (580) 310-7200.

## ADA JUNIOR HIGH SCHOOL

### BELL SCHEDULES

#### NORMAL DAY

**BLOCK 1:**            8:00 AM - 9:30 AM

**ADVISORY:**        9:35 AM - 9:50 AM

**BLOCK 2:**            9:55 AM - 11:55 AM

**A - LUNCH (7th)**

BEGINS: 10:30 AM

ENDS: 10:55 AM

**B - LUNCH (8th)**

BEGINS: 11:00 AM

ENDS: 11:25 AM

**C - LUNCH (9th)**

BEGINS: 11:30 AM

ENDS: 11:55 AM

**BLOCK 3:**            12:00 PM - 1:30PM

**BLOCK 4:**            1:35 PM - 3:05 PM

ASSEMBLY**BLOCK 1: 8:00 AM - 9:25 AM****ADVISORY: 9:30 AM - 9:40 AM****ASSEMBLY: 9:45 AM - 10:15 AM****BLOCK 2: 10:20 AM - 12:10 PM****LUNCH (7th)**

BEGINS: 10:30 AM

ENDS: 10:55 AM

**LUNCH (8th)**

BEGINS: 11:00 AM

ENDS: 11:25 AM

**LUNCH (9th)**

BEGINS: 11:30 AM

ENDS: 11:55 AM

**BLOCK 3: 12:15 PM - 1:40PM****BLOCK 4: 1:45 PM - 3:05 PM**EARLY RELEASE SCHEDULE**BLOCK 1: 8:00 AM - 9:00 AM****ADVISORY: 9:05 AM - 9:15 AM****BLOCK 2: 9:20 AM - 10:20 AM****BLOCK 3: 10:25 AM - 11:55 AM****LUNCH (7th)**

BEGINS: 10:45 AM

ENDS: 11:05 AM

**LUNCH (8th)**

BEGINS: 11:10 AM

ENDS: 11:30 AM

**LUNCH (9th)**

BEGINS: 11:35 AM

ENDS: 11:55 AM

**BLOCK 4: 12:00 PM - 1:00 PM**

*Student Breaks: Students will be allowed to go to break the first and last 15 minutes of class. The middle of the class is to be protected for educational purposes.*

**ATTENDANCE:****Ada Junior High Attendance Policy:**

The administration and staff of Ada Jr. High realize that good school attendance is imperative to ensure student academic achievement and success. Every day of school is an opportunity to learn. In addition, regular, punctual school attendance builds a good foundation which benefits students throughout their lives. Repeated unexcused absences will be viewed as truancy and may be dealt with through Detentions, Grace, In School Restriction, or other disciplinary actions including the reporting of the absences to the Office of Juvenile Affairs.

**Ada Junior High Attendance Policy:**

At any point if a student has 10 CONSECUTIVE absences, the student will be dropped and must be fully reenrolled prior to a student's return to class.

Students must have a 90% attendance rate for **all** classes.

Each Semester: A Student is allowed 9 total absences

A student may receive no credit for a course in which he/she has 10 absences

Absences are classified as Excused or Unexcused.

**Excused Absence:** A parent/guardian must make personal contact with the office within 48 hours of the absence for the absence to be 'excused.'

**Unexcused Absence:** An absence where no personal contact from a parent or guardian within 48 hours of the student's absence. Assignments missed due to unexcused absences may not be made up for work missed due to the absence.

**Excused Absences:**

- Parent/Guardian Contact
- School Activity
- Administrative
- Medical/Dental
- Extended Illness

Virtual/Distance Learning Absences Information:

**Distance Learning Permissions:**

In order for a student to be allowed to be placed on Distance Learning at any point during the School Year, it must be PRE-APPROVED by the administration of the site or the district.

COVID and District Return to Learn Plan:

Masks are Highly Recommended and Encourages, but not Required

Contract Tracing Will Occur and Isolation/Quarantine Recommendations Will Continue

School Sites/Classrooms Will Be Disinfected and Cleaned on a Routine Basis

Buses Will Be Disinfected Before and After Each Route

Hand Washing and Use of Hand Sanitizers Will Be Stressed on a Daily Basis

*A student will not be considered absent from school if:*

- They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
  - The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
  - The student is on pace for on-time completion of the course as required by the school district,
  - The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year

★ Semester Testing and Exemption Policy

- Semester Test Exemptions are based on Attendance and Grade Average for **EACH** of student's class which he/she is enrolled using the following guide:
  - C (70-79%) and no more than 2 excused absences
  - B (80-89%) and no more than 4 excused absences
  - A (90-100%) and no more than 6 excused absences



- Absences and grades are determined class by class. A student may be able to be exempt in one class, but not another due to grades and attendance.
- Any student that has been suspended may not be exempt for any exam.
- Any student that has spent more than 3 days in ISD may not be exempt for any exam.
- Semester Tests will be taken on the designated test day. Parents may notify the office to discuss arrangements to test at a later date due to medical or other approved absences. An absence on semester test day without arrangements being made through the office will result in a '0-zero' on the exams.

#### School Activity Absence Policy:

The maximum number of absences for activities whether sponsored by the school or from an outside agency/organization which removes students from the classroom shall be (10) for any one class period each year. Excluded from this number are state and national levels of school sponsored contests. State and National contests are those for which a student must earn the right to compete.

#### Arrivals and Departures:

School Day - All students are restricted to the school campus from time of arrival in the morning until scheduled time of departure for the school day. **STUDENTS WILL REPORT TO THEIR FIRST BLOCK UPON ARRIVAL. DOORS WILL OPEN AT 7:30 AM.** No student may leave campus during the school day unless checked out through the office by the parent/guardian. The parent/guardian must appear in person to check out the student unless otherwise deemed necessary by administration and/or school nurse. The office staff may request a valid form of identification for the student to be checked out to leave the campus. Any student who leaves campus without checking out in this way will be classified as 'truant' and discipline for such may be assigned.

#### GRACE:

The GRACE Program was created for the targeting of students that are at risk of failing due to excessive absences.

The GRACE program works as follows: Once a student has exceeded the attendance limit (9 absences for the semester), or is assigned GRACE due to the possibility of exceeding the allotted absences, he/she will be assigned GRACE by the office. GRACE meets most Tuesdays and Thursdays from 3:20 p.m. until 5:00 p.m. One day of GRACE makes up for one class

absence. Once the student has made up his/her time in GRACE, the office will inform each individual teacher of the student's status.

***Because of the GRACE program, no student has to fail due to excessive absences, unless the absences exceed the number of days available in GRACE.***

*\*Note: Any student who fails a course due to absences and refuses GRACE MAY not be given the opportunity to attend summer school for recovery of the failing class. The student may/may not be moved to the next grade level, but must repeat all classes that were failed due to absences/refusal of GRACE.*

#### Ada Junior High Tardy Policy:

All students are expected to be in their assigned class prior to the tardy bell beginning to ring. Students who arrive frequently late for school or class lose valuable instructional time, learn unproductive work habits for the future, and create needless disruption to the teaching/learning environment. If a student arrives after the tardy bell begins to ring, the Ada Junior High School has the following policies for the infraction:

- ★ Students will not be granted an excused tardy unless granted by the office or the teacher of the student's assigned class.
- ★ Parents/Guardians may call in for tardies that cause a student to arrive after the first morning bell. These tardies may be excused and will not count towards the student's totals and may not be factored into the need for disciplinary action or exemptions.
- ★ Unexcused tardies may result in the following:
  - AM Detention – 7:40 am - 8:00 am. Students will be on campus and in an assigned classroom with designated rules.
  - Lunch Detention - Students will be assigned an area of the cafeteria or area designated by administration to be seated and have lunch.
  - PM Detention - 3:15 pm - 4:00 pm. Students will be on campus and in an assigned classroom with designated rules.
  - ISD - In School Detention
  - Tardies and Exemption Policy – A student with more than 3 tardies in a class may not qualify for A semester test exemption in that class no matter the student's grade or attendance.
  - During detentions, no cellular devices are allowed to be used. Failure to comply with the policy may result in further disciplinary action which may result in the forfeiture of the ability to use the cellular device at any time on campus. Additional disciplinary action may include more detentions or further disciplinary actions.

### Make-Up Work:

When a student is absent from class, it is the *student's* responsibility to get missing assignments and to turn them into the class. Each student will receive one calendar day for every day absent in which to turn in work. For homework on days absent, please call the AJHS office prior to 8:30 a.m. to request assignments. They may be picked up after 3:30 p.m. at the main office.

### Lunch:

***Ada Jr. High School is a closed campus.*** Students are required to eat their lunches in the assigned areas of our school. Any student that has lunch brought from off campus must eat the lunch in the assigned areas and must return to class on time.

### Student Lockers/Searches:

Lockers are provided for all students. Students are not allowed to write on or in lockers. If the student's locker is written on or in, the student will clean the locker and may be assigned discipline. However, lockers remain under jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. According to Oklahoma School law (§70-24-102.), students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. The United States Supreme Court has decided that the need by teachers and administrators to maintain order outweighs the privacy interests of students in a case called *New Jersey v. TLO*. A student has full responsibility for the security of the locker and is responsible for the contents of his/her locker.

### Grading/Eligibility:

The scholastic eligibility rule will require a student to pass six (6) classes in the preceding semester. Students failing to meet this standard may regain their eligibility at the end of six (6) weeks by passing all classes they are currently enrolled in during that semester. Only one summer school credit earned during the June or July session may be used to meet the end of semester requirements. The eligibility rule requires a student to be passing all classes on a week to week basis. This is for all competitive extracurricular activities, field trips, and school activities. In addition to academic eligibility, students must be in good standing to represent the school in any co-curricular activities. This Eligibility rule will apply for all junior high school

students; students are not allowed to leave school or participate in any activity if their name appears on the ineligible list.

Athletics and Eligibility:

Students enrolled in athletics, as a representative of our school, are expected to maintain eligibility at all times. If a student/athlete is placed on the probation/ineligible list, the student will be assigned Study Hall DURING the athletic hour. He/She/They will not be allowed to attend practice during this time. If a student/athlete is failing, we feel that the extra time in a classroom setting with a teacher present better serves the student, rather than continuing practice for the week in which he/she/they are ineligible to participate in their activity. During this class time, no cell phones are allowed and it will be up to the coach if the student will be allowed to be at the activities for the week in which the student can not participate.

AJHS Bottled Water - Buy One-Leave One Program:

AJHS has water for sale in the main hall of the school. The cost of each water is \$.50. However, change will not be provided. A student may take two water bottles when paying \$1.00 or he/she/they may take one and then place the other water bottle in the basket whereas a student without the ability to pay may take a water bottle as well.

## ADA JUNIOR HIGH SCHOOL DISCIPLINE GUIDE

The main goal of the administration and staff at Ada Jr. High is for each student to get the best possible education. Our goal, as a staff, is to educate, not to discipline. Any student who engages in activities or behaviors preventing another student or himself/herself from reaching this goal will be disciplined. In order to create the most effective teaching/learning environment we feel each student must be given the opportunity to listen, recite, share, and concentrate without interference. At Ada Jr. High, our desire is to protect each person's right to an education without interference. However, education also includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher/administrator, in a public school, has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district.

The administrator has the discretion to choose any disciplinary action in regard to unacceptable student behavior. The following examples of behavior are not acceptable in society generally and in the school environment particularly:

1. Disrespectful conduct/language toward another student, teacher, substitute teacher or staff member in or out of the classroom
2. Failure or refusal to follow reasonable directives of the school staff, administrators, instructional aides, bus drivers, or any other authorized school district employee.
3. Using profanity or expressing vulgarities
4. Leaving class; the school building; or the school campus without permission
5. Disorderly conduct that hinders or interferes with a school function.
6. Disorderly conduct that disrupts the educational process.
7. Unauthorized use of electronic devices during the school day.
8. Violation of our dress code
9. Failure to follow bus rules and regulations.

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10. Any public display of affection.
11. Any conduct which jeopardizes the safety of others.
12. Sexual, physical and verbal harassment, threats or threatening behavior, bullying, intimidation, hazing, racial slurs or stalking of students or employees to include, but not limited to, in person and/or through any cyber platform.
13. Fighting, Assault, and Battery
14. Off campus conduct which could have an adverse impact on order, discipline, or the educational process
15. Truancy or Irregular Attendance.
16. Excessive Tardiness
17. A violation of any school/classroom rule or policy
18. Developing non-factual accounts for absence or behavior
19. Cheating on school work
20. Other disruptive or insubordinate behavior
21. Misuse of the internet and/or local area network computer.
22. Vandalism/arson
23. Theft
24. Gang-related behavior, including gestures, language or dress
25. Use or possession of tobacco products, electronic cigarettes/vapor devices or any other product packaged for smoking or the simulation of smoking on campus or school activity
26. Possessing, selling, distributing or use of alcohol, illicit substances or paraphernalia including intoxicating and/or non-intoxicating substances
27. Possessing, selling, distributing and/or use of prescription, non-prescription drugs in violation of school policy
28. Possessing, selling, distributing and/or use of substances represented as intoxicating or non-intoxicating

29. Possession, threat or actual use of dangerous or offensive weapons including "fake" weapon
30. Any act of violence
31. Repeated minor offenses

**These examples are not intended to be exhaustive and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.**

In considering the different forms of disciplinary action, the faculty and the administration of the school district will consider the following; however, the school is not limited to these various methods, nor does this list reflect any order of sequence of events to follow in disciplinary actions:

1. Conference with student
2. Conference with parent via phone/in-person meeting
3. Detention (AM - PM - Lunch)
4. Behavior contract
5. Restriction of privileges
6. In-School Detention
7. Short-term suspension
8. Long-term suspension
9. Referral to police
10. Other appropriate disciplinary action as required and as indicated by circumstances (can include change of placement).

## Notes Concerning Disciplinary Actions:

### AM Detention:

1. Detention will be held at 7:40 AM Daily.
2. The student is required to bring school work to detention.
3. No cellular devices may be used during detentions.
4. Any student who is late or causes problems in detention will receive additional consequences.
5. Skipping detention will result in either ISD or an additional day(s) of detention until all detentions are served.

### PM Detention:

1. Every means will be used to contact the parent/guardian each time a detention is given.
2. Detention is Monday - Friday from 3:15 – 4:00 and is to be served on the day the detention is given. If this is not possible, then the student may receive additional consequences until the detention is served. No cellular devices may be used during detentions.
3. The student is required to bring school work to detention.
4. Any student who is late or causes problems in detention will receive additional consequences.
5. Skipping detention will result in either ISD or an additional day(s) of detention until all detentions are served.

### In School Detention – ISD:

1. A student failing to adhere to the written policies of ISD may receive further consequences that may include short-term/long-term suspension.
2. A student may not participate in any extra-curricular activity while serving an ISD assignment.

### Short-Term/Long-Term Suspension:

- Assignments that are provided by teachers must be completed before the student may return to school. This may be accomplished both in paper copy of virtual work, as assigned by the teacher.
- A suspended student may not participate in any extracurricular activities.
- A suspended student may not attend any/all school activities during suspension.

Note: Any student who receives special education services will be offered during any/all in-school/out of school detentions and/or suspensions.



**Bullying/Harassment:**

This regulation is a result of the legislative mandate and public policy embodied in the School Bullying Protection Act, 70 O.S. §24-100.2. The Oklahoma Legislature requires school districts to adopt a policy to prevent harassment, intimidation, and bullying in an effort to “create an environment free of unnecessary disruption” and also requires school districts to actively pursue programs for education regarding bullying behaviors.

**The Ada Public Schools’ student conduct code prohibits****Harassment, intimidation, and bullying.****Harassment:**

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

Harassment set forth above may include, but is not limited to, the following: 1. Verbal, physical, electronic, 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 Ada City Schools has 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.

### Sexual Harassment:

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.

#### 1. Sexual Harassment

For the purpose of this policy, sexual harassment includes:

- A. Verbal, Electronic, written 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.
- B. 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.
- C. 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.
- D. Any of the aforementioned conduct that effectively deprives a student of access to educational opportunities or benefits provided by the school.

## 2. Specific Prohibitions

### Administrators and Supervisors

- A. 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.
- B. 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.
- C. 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 18 may constitute a crime under state or federal law.

### Hazing:

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity, upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

Act of, Resemblance of, Promotion/Coordination of, or Recording of Fighting/Assault:

Any act of/resemblance of/ promotion/coordination of/ or recording of any Fight/Assault will receive disciplinary action. The administration will conduct an investigation and will determine the degree of punishment which may range from ISD to suspension (short/long term). After investigating the situation, may involve law enforcement which may include a police report and/or an arrest for a fight. However, any act involving an assault, all students involved will be turned over to law enforcement. Any student involved in more than one of these acts may be disciplined with long-term suspension up to the remainder of the semester or the remainder of the semester and all of the following semester.

Drug-Free Schools:

It is the policy of the Ada Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well-being of students, employees, and the community, the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through twelve (K-12).

Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all school in this district, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities.

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state, and federal laws, up to and including probation and suspension, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Weapons:

It is the policy of the Ada Board of Education that possession of dangerous instruments or weapons or facsimiles of such on school property, at school-sponsored functions, or while in

any school bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fire-works, explosives, knives, razors, clubs, chains, or other instruments used for assault or injury. No one may use any article as a weapon to threaten or injure another person. Students found to be in violation of this policy will be suspended and the police will be notified.

#### Weapons-Free School:

In order to provide a safe environment for the students and staff, Ada Jr. High School has adopted a policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person. For purposes of this policy, "possession of a dangerous weapon" includes, BUT IS NOT LIMITED TO, any person having a dangerous weapon:

- 1) on his/her person;
- 2) in his/her backpack, bag, purse or other accessory
- 3) in his/her locker;
- 4) in his/her vehicle;
- 5) held by another person for his/her benefit; or
- 6) At any place on school property, a school bus or vehicle, or at any school activity.

A dangerous weapon may include, BUT IS NOT LIMITED TO, a pistol, revolver, rifle, shotgun, air gun, or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife of which can be opened by a flick of a button or pressure on the handle, any pocket knife, regardless of incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, choking devices, mace pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent.

THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION

UNDER THIS POLICY THAT THE STUDENT POSSESSING THE DANGEROUS WEAPON  
DID NOT KNOW THAT IT IS A DANGEROUS WEAPON.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45-calendar days at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

- An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee. Disciplinary action will be determined on a case-by-case basis.

Students found to be in violation of this policy shall be referred to the appropriate criminal or juvenile justice system.

Possession of Tobacco-Tobacco Paraphernalia/Vapor-Vapor Paraphernalia/Facsimiles of Such:

**According to Oklahoma Statute: 10A OK Stat § 10A-2-8-224 (2017)** - It is unlawful for a person who is under twenty-one (21) years of age to purchase, receive, or have in his or her possession a tobacco product, or vapor product, or to present or offer to any person any purported proof of age which is false or fraudulent, for the purpose of purchasing or receiving any tobacco product or vapor product. However, no matter the age, Ada City Schools is a tobacco free campus.

*For this policy, tobacco, and its products will be defined as:*

Conventional combustible tobacco products are lit and smoked, and they include cigarettes, cigars, little cigars, and cigarillos. Traditional smokeless tobacco products are chewed or snorted, and they include chewing tobacco, moist snuff (also known as dip), snus, and nasal snuff.

*For this policy, vapor, and its products will be defined as:*

Okla. Stat. Ann. tit. 63 § 1-229.12(8) (2019) - "Vapor product" shall mean noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit, or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. "Vapor products" shall include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or electronic device.

#### Disciplinary Action regarding Tobacco/Vapor:

*(At no point, will products that are illegal to possess by a minor be returned to the student – all product(s) will be given to the school resource officer/city of Ada Police/Office of Juvenile Affairs).*

First Offense – The product(s) will be confiscated from the student. The parent of the student will be notified. The student will face disciplinary action including, but not limited to ISD.

Second Offense – The product(s) will be confiscated from the student. The parent of the student will be notified. The student will face disciplinary action including ISD and may include a combination of actions with suspension being the maximum action.

Third and each subsequent offense - The product(s) will be confiscated from the student. The parent of the student will be notified. Local authorities will also be notified. The length and severity of the disciplinary action will continue to rise with each violation.

#### Dress Code:

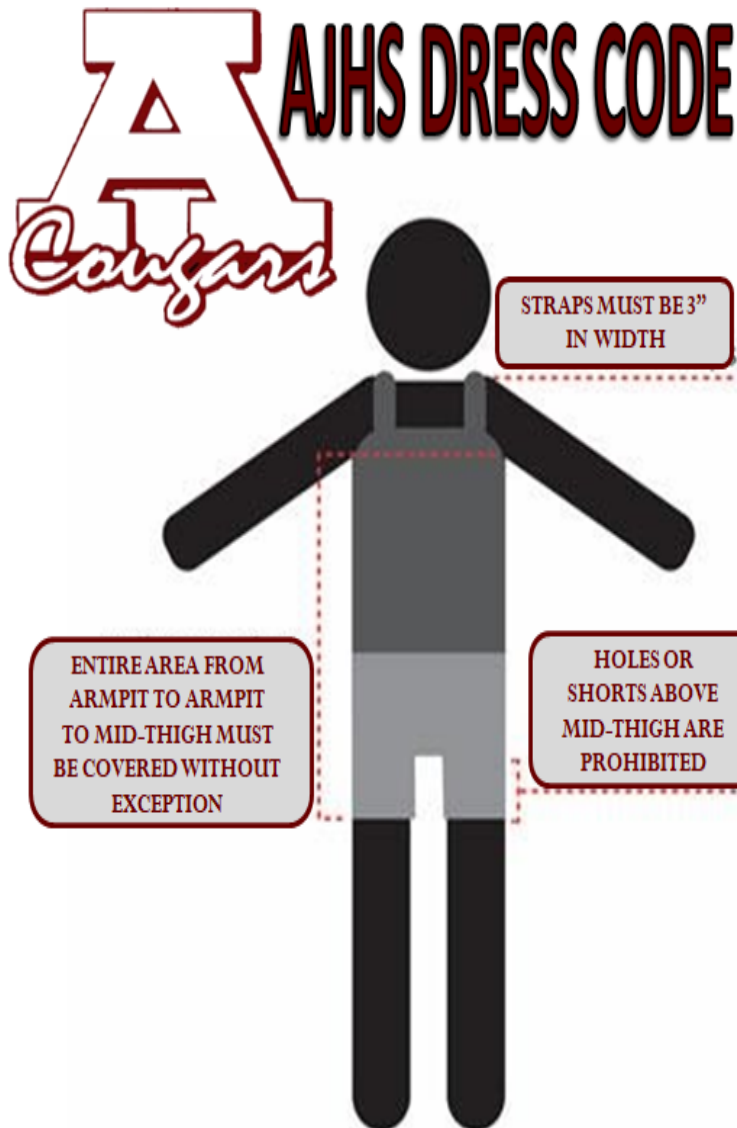
It is the intent to permit students to dress according to current fashions and, at the same time, restrict extremes and indecency which distract from the main purpose of the educational process. Any attire which disrupts the educational process is prohibited. Any apparel or accessory determined to be inappropriate by the administration is not allowed. The student dress code applies at school, on school vehicles, and at school sponsored activities. Routine dress code checks will occur each school day. Students who are dressed inappropriately will be asked to change and may be counted tardy or absent from any classes they miss. Students who fail to comply with the dress code and/or the decision of the administration in the

correction of such violation may be alternatively placed until corrected with the possibility of disciplinary action. At any point a student does not comply with dress code, every effort to contact the parent/guardian will be made by the administration.

Dress Code Regulations:

**AJHS does not require, but does recommend, a mask or facial covering to be worn at all times covering mouth and nose unless otherwise directed by the administration or classroom teacher. These face coverings must not contain any graphics, drawings or logos deemed inappropriate by school administration.**





The administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below).
2. Tops must have shoulder straps.
3. Rips or tears in clothing should be lower than the 3 to 4 inches in length.
4. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
5. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
6. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reason by school administration.
7. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
8. Clothing may not depict or imply pornography, nudity, or sexual acts.
9. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
10. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
11. Sunglasses may not be worn inside the building.
12. Clothing and accessories that endanger student or staff safety may not be worn.
13. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.
14. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, distracts one or more students from the educational process is prohibited.

### Religious Accommodation:

If a legitimate religious belief of a student conflicts with the dress code, then reasonable accommodations shall be considered by the building administrator. Any parent or guardian of a student desiring accommodation on the basis of religious beliefs shall notify the building principal in writing of the requested accommodation and the factual basis for the request before the student begins school.

### Electronics, including Cell Phones and School-Issued Devices:

At AJHS, our staff holds learning as a core value. It is imperative that school districts be sensitive to changes in technology and culture which increase the probability of student academic growth. Cell phones, widely used for communication, are now undisputed tools for learning. Ada Junior High School believes that this technology must be embraced if our students are to have access to the best resources. Naturally, cell phones and other electronic devices possess functions which if used inappropriately can disrupt the learning environment and create the possibility for other problematic behavior. Ultimately, in a changing world, we must be willing to respond by embracing innovation but also limiting potential risks. Realizing the undeniable benefits, AJHS has the policy of acceptable cell phone/device usage at school while creating reasonable expectations for limits of use that do not provide a benefit to the school environment.

Student use of cell phones at Ada Public Schools is a privilege not a right. Failure to adhere to established guidelines will result in consequences similar to the consequences levied for other disruptions to the educational process including the confiscation or banning of cell phones.

### Electronic Device Restrictions:

- Students and parents/guardians must sign the AJHS Electronic Use/Misuse Contract to be able to use the device at any time at school or on school transportation/grounds.
- Teachers have the authority to allow or ban cell phones/devices use during their respective class times.
- Cell phones/devices may not be used for any voice, text, or social media communication during instruction time.
- Academic dishonesty or cheating will result in disciplinary action.
- Cell phones/devices may not be used to view/listen to videos, music, etc. without the use of headphones.
- Cell phones/devices may not be used on assessments unless otherwise directed by the teacher.

- Cell phones/devices are not allowed to be used when a substitute teacher is in the classroom unless given permission by the teacher.
- Cell phones/Devices may be used in the hallway without the use of the camera function.
- Cell phone/Device cameras and audio recorders may only be used for specific educational benefits and only with prior permission of the teacher or administrator and may not be used at any time in the hallway between classes.
- The use of cameras/recorders in any private area to include, but not limited to, restrooms, locker rooms, or dressing areas may result in disciplinary action up to and including the revocation of a student's ability to have an electronic device on campus, in-school detention, short/long term suspension, and/or contact with the local law enforcement.
- Students are expected to respect and protect the privacy of others and are not permitted to capture, transmit, or post photographs/videos of any person on campus or in attendance of any event to individuals, public or social networking sites unless directed by school staff.
- The use of cell phones/devices in the act of, promotion of, coordination of, sharing of or any act which may be deemed bullying, hazing, or harassment may result in disciplinary action up to and including the revocation of a student's ability to have an electronic device on campus, in-school detention, short/long term suspension, and/or contact with the local law enforcement.
- Sexting, which includes intentionally creating, producing, distributing, presenting, transmitting, posting, exchanging, disseminating, or possessing, through any computer or digital media, any photograph or digitized image or any visual depiction of a person in any condition of nudity, or involved in any prohibited sexual act;
- Cell phones/Devices must be on silent upon entering the school building, unless directed by the teacher, and remain on silent throughout the remainder of the class day.
- Cell phones/Devices may be used in other areas within the school, on school grounds, and on school transportation as designated by the administration.
- Students must immediately comply with teachers'/administrators' request to shut down devices or close the screen. Failure to comply when asked is defiance. Defiance can result in disciplinary action including but not limited to detention, ISD, or suspension.
- Students who choose to bring cell phones/devices to school do so at their own risk. The school district assumes NO LIABILITY for lost or stolen cell phones.
- Any use of a student's cell phone/device by another student in which an act that requires disciplinary action may result in disciplinary action for all parties involved. A student is encouraged to have his/her/their cell phone/device locked at all times that it is not in use. The excuse that another student used the cell phone/device due to the fact he/she/they know the passcode to enter the cell phone/device will not be accepted.

### Cell Phone/Device Misuse Actions:

Cell Phones/Devices that are confiscated for misuse will be secured in the Assistant Principal's Office.

Certain steps may be bypassed and other disciplinary action may be added based on the misuse of the cell phone/device.

First Violation: The cell phone/ device will be returned to the parent/guardian of the student at the conclusion of the day. No cell phones/devices will be returned prior to the final bell at 3:05 pm. If a parent/guardian is unable to come to school to accept the cell phone/device, the student may have it returned to him/her at the end of the school day 24 hours from the time when it was confiscated.

Second Violation: The cell phone/ device will be returned to the parent/guardian of the student at the conclusion of the day. No cell phones/devices will be returned prior to the final bell at 3:05 pm. If a parent/guardian is unable to come to school to accept the cell phone/device, the student may have it returned to him/her at the end of the school day 48 hours from the time when it was confiscated. Students will also be assigned 3 days detention.

Third Violation: The phone will only be returned to the parent/guardian. The student will also be assigned 6 days detention and/or 3 days ISD.

Fourth Violation: The phone will only be returned to the parent/guardian. The student will be assigned 5 days ISD. The student will also forfeit the privilege to have his/her phone for use at any point during the school day, prior to or after the school day, or at/on school grounds.

### School Phones:

School phones are for school business purposes only! Students will not be allowed to use school phones during the school day except in the case of an emergency. Students will not be called out of class to take phone calls except in the case of an emergency. The school staff will try to deliver messages in a timely manner but students will not be allowed out of class to return phone calls.

### Medication:

- Prescription medicines will be given to students by school personnel only when prescribed and ordered by a physician for that particular student.
- School personnel must be informed in writing by the parent/guardian directing that the medication be given to the student at school.
- Specific information regarding the medicine, dosage, and time of administration must be clearly stated.
- Students are not to keep medication of any kind in their possession except in the case of self-administered inhalers. The students must provide appropriate documentation on file at the school.
- All prescription medication must be presented to the school nurse in the original labeled prescription bottle, which will include the student's name, date, and instructions for administering, name of drug, and name of issuing physician.
- Non-prescription medicine will be given only for a short-term duration (less than 2 weeks) and only when in the original container accompanied by a written parental request and directions for administering. The container must be labeled with the student's name.

#### School Visitors:

Visitors on campus should go first to the AJHS office. All visitors allowed on campus are recommended to wear a mask or facial covering while on campus. Visitations and conferences should be arranged in advance through the office. Parents are also invited to attend their student's schedule in a shadowing effort should the parent/guardian and the administration agree that it could/would benefit the student. Due to current circumstances, visitation will be strictly limited to parents/guardians and only as needed/directed by administration. **School visitation by other students, friends and other relatives will not be allowed.**

#### Animals on School Property:

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the Building Principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, (b) students will not be exposed to a dangerous animal or an unhealthy environment, and (c) an application must be approved, and can be obtained through the Principal's office before an animal may be brought into any school facility.

#### Distribution of Materials on Campus:

Distribution of materials of any kind (other than those being distributed by the school) are not to disrupt the educational process in any way and must meet guidelines as established by the state and federal court systems. All posted items must be approved in advance by the building administration. Most material will be placed on a distribution table where parents and students can elect to pick up. Any material distributed or provided for distribution does not necessarily reflect the opinions of Ada City Schools.

#### Petitions:

There will be no petitions allowed to be circulated on campus without the prior approval of the principal.

#### Verification of Residence:

Students within the Ada City Schools District may be required at any time to show verification of residence. Examples would be a lease agreement, current utility bill, and/or real estate contract showing your name and address. Along with the above listed items, you may be required to provide a letter from the property manager and/or landlord. Those disagreeing with the determination by the administration will be allowed to appeal a residency dispute in accordance with district policy.

#### Safety Drills:

In accordance with state and district laws and policies; all schools will have tornado, fire, school choice drills, and security drills. Each teacher will have a copy of all procedures including warning signs and will instruct each class in safety procedures. (70 O.S. § 5-148-149)

#### Family Educational Rights and Privacy Act:

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are as follows:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The 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 the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. 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 District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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 District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll

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

a. Family Policy Compliance Office U.S. Department of Education 600 Independence Avenues, SW Washington, D.C. 20202-4605 Copies of the complete FERPA policy may be obtained by contacting the district assistant superintendent, Mr. Bryan Harwell. The District will arrange to provide translations of this notice to non-English speaking parents in their native language.