

**ADA JUNIOR  
HIGH SCHOOL  
2022-2023  
STUDENT HANDBOOK**



*Our Pursuit*

We will be *Brave* like *Ave*,  
**LOVE** like **WYATT**, and  
*Change* the World like *Rachel*

**WE ARE ADA**  
**A**

---

Dear Students, Parents and Guardians:

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

We are excited for the 2022-23 School Year. There are a lot of exciting classes, activities and assemblies planned for this year that will continue to push our students, reward our students and also put forth the climate we wish to have within our school.

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 three things from all our students at AJHS: 1) Be Present and 2) Be Awesome and 3) Be Kind. If we can work together as a community of stakeholders to ensure our students achieve these three 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 580.310.7264	Principal/ JH Athletic Coord .	lowrances@adapss.com
Carrie Draper 580.310.7265	Asst. Principal	draperc@adapss.com
Ben White 580.310.7262	Asst. Principal	whiteb@adapss.com
Lora Anderson 580.310.8133	Counselor	andersonlo@adapss.com
Krystal Barnes 580.310.8203	Counselor	barnesk@adapss.com
Deedra Brantley 580.310.7217	Counselor	brantleyd@adapss.com
Brad Odom 580.310.7348	Tardy & Truancy Coordinator	odomb@adapss.com
Ashley Layton 580.310.7381	Admin. Asst.	laytona@adapss.com
McKenzie Griggs 580.310.8281	Admin Asst.	griggsm@adapss.com

2022-23 BELL SCHEDULE  
NORMAL DAY

<u>7:30</u>	DOORS OPEN	
<u>8:00 - 9:00</u>	1ST PERIOD	
<u>9:05 - 9:50</u>	2ND PERIOD	
<u>9:55 - 10:40</u>	3RD PERIOD	
<u>10:45 - 11:30</u>	4TH PERIOD	
	<u>10:45 - 11:00</u> 7TH ADVISORY	<u>1:05 - 11:30</u> 7TH LUNCH
<u>11:35 - 12:20</u>	5TH PERIOD	
	<u>11:35 - 11:50</u> 8TH ADVISORY	<u>11:55 - 12:20</u> 8TH LUNCH
<u>12:25 - 1:10</u>	6TH PERIOD	
	<u>12:25-12:50</u> 9TH LUNCH	<u>12:55 - 1:10</u> 9TH ADVISORY
<u>1:15 - 2:00</u>	7TH PERIOD	
<u>2:05 - 3:05</u>	8TH PERIOD	

2022-23 BELL SCHEDULE  
INTERVENTION or ASSEMBLY DAY

<u>7:30</u>	DOORS OPEN	
<u>8:00 - 8:50</u>	1ST PERIOD	
<u>8:55 - 9:35</u>	2ND PERIOD	
<u>9:40 - 10:20</u>	3RD PERIOD	
<u>10:25 - 10:35</u>	ADVISORY - INTERVENTION INSTRUCTION	
<u>10:40 - 11:20</u>	4TH PERIOD	
	<u>10:40 - 10:50</u> 7TH ADVISORY	<u>10:55 - 11:20</u> 7TH LUNCH
<u>11:25 - 12:05</u>	5TH PERIOD	
	<u>11:25 - 11:35</u> 8TH ADVISORY	<u>11:40 - 12:05</u> 8TH LUNCH
<u>12:10 - 12:50</u>	6TH PERIOD	
	<u>12:10-12:35</u> 9TH LUNCH	<u>12:40 - 12:50</u> 9TH ADVISORY
<u>12:55 - 1:25</u>	INTERVENTION or ASSEMBLY	
<u>1:30 - 2:10</u>	7TH PERIOD	
<u>2:15 - 3:05</u>	8TH PERIOD	

SITE KEY TIMES: See Handbooks for Explanation of Each

DOORS OPEN - KIDS ALLOWED IN CLASS: 7:30 AM

1st Period:

BEGINS: 8:00 AM

Lunches:

10:40 - 10:50 7TH ADVISORY 10:55 - 11:20 7TH LUNCH

11:25 - 11:35 8TH ADVISORY 11:40 - 12:05 8TH LUNCH

12:10-12:35 9TH LUNCH 12:40 - 12:50 9TH ADVISORY

Period 8:

ENDS: 3:05 PM

PM DETENTION (MONDAY-FRIDAY)

BEGINS: 3:15 PM

ENDS: 4:00 PM

TUTORING: (MONDAY-THURSDAY)

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	Exec. 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/Homeless & Foster Care Services
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. Jonathan Boeck	Transportation Director
Ms. Alicia Cupps	School Nurse

Ada City Schools Board of Education

Kiah Anderson, President, Ward 2  
 Russ Gurley, Vice-President, Ward 1  
 Kyle Stuart, Clerk, Ward 3  
 Anne Nicole Flinn, Member, Ward 5  
 Dr. Todd Boone, Member, Ward 4



## MAJOR NEW POLICY FOR 2022-2023

Electronic Communication Devices: AJHS will be a NO ECD during any class time school. Teachers will provide an area for all ECDs from students to be placed during the instructional time at the first bell. Students will regain their ECD upon the ringing of the bell of that class. Students will be allowed to use ECDs in the halls between classes, prior to the final bell of the morning, and during lunch. Students who fail to provide any ECD to the area provided by the teacher and use such during the class period will face disciplinary action. Teachers will not allow students that are complete with work to regain access at any point to their ECD during the class period.

ALL STUDENTS AND STAFF WILL BE REQUIRED TO WEAR CREDENTIALS (STUDENT/STAFF ID) AT ALL TIMES.

Door Dash/Delivery of Food. Students who receive lunches delivered will only be called to the office during that student's lunch period to receive the delivery. Students will not be allowed to receive food after their lunch to eat in another classroom. Late deliveries will be kept in the office until the conclusion of the school day. No deliveries will be accepted for students in ISD/Lunch Detention.

No Snacks will be sold other than during seller's advisory. There will be no snacks sold prior to school or during lunch. No interruption will occur during any class and violators of this will face disciplinary action.

Exemptions: Should a student fail to be exempt in 3 or more classes, the student will forego any exemptions and will be responsible for all semester tests.

Blankets are not allowed to be used in any way in the hallway. Blankets may be left in a classroom with teacher permission or they are to be stored in the student's backpack.

Phone Detention/Lunch Detention (After School Detention is still in place) will be in place. The parameters are explained on Page 18.

The AJHS Tardy Policy and Actions is included in this handbook as Appendix C

DRESS CODE UPDATES: (the dress code from 2021-2022 is still in place)

Students are allowed to wear leggings. If leggings are worn, the student's shirt/sweatshirt must cover the student's hips.

No sagging of the pants is allowed at any time.

**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 Detention, 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. For a student to be counted present on a PRE-APPROVED Distance Learning Day, the student must login to each class and perform any/all tasks that are assigned by the teacher for that particular day of instruction. Teachers will provide alternate information to the office should the student not log into his/her/their classes. Should a student be granted/approved Distance Learning absences and not log in and perform tasks as assignments will result in the student being counted absent and will disallow the student from being placed on Distance Learning the remainder of the school 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.
- Should a student fail to be exempt in 3 or more classes, the student will forego any exemptions and will be responsible for all semester tests.
- Any student that has been suspended may not be exempt for any exam.
- Any student with 4 or more tardies for a class may not be exempt from that period's 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 CLASS 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. **Ada Junior High School will employ a new auto check in and check out system. It will require all parents/guardians to have an identification in order to check out their student from school.** 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/they 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:

***The AJHS Tardy Policy and Actions is included in this handbook as Appendix C***

### 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, (for 3+ days of work) please call the AJHS office prior to 8:30 a.m. to request written assignments that are not available on Google Classroom.. They may be picked up after 3:30 p.m. at the main office. Students who turn in make-up work, written or digitally, after the allowed time should not expect full credit

### 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.

*Door Dash/Delivery of Food.* Students who receive lunches delivered will only be called to the office during that student's lunch period to receive the delivery. Students will not be allowed to receive food after their lunch to eat in another classroom. Late deliveries will be kept in the office until the conclusion of the school day.

### 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. 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 cannot 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.

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 - Phone)
4. Behavior contract
5. Restriction of privileges and/or activities
6. In-School Detention
7. Alternative Educational Placement
8. Short-term suspension
9. Long-term suspension
10. Referral to police
11. Other appropriate disciplinary action as required and as indicated by circumstances (can include change of placement).

***Please see Appendix D for the List of Actions for students that may/will result in disciplinary action from any staff.***



Notes Concerning Disciplinary Actions: *(For long-term disciplinary action, admin may consider community service to reduce the disciplinary action.)*

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.

Lunch Detention:

1. Detention is during the lunch period of the student.
2. The student is not allowed to have outside food brought in/delivered to or consumed during the detention. The student may have brought lunch from home - this is acceptable.
3. The student may not use any of his/her/their (ECD) during the detention.

Phone Detention:

1. The student will turn his/her/their phone into the office upon arrival to the campus.
2. The phone will be secured by the assistant principal.
3. The student may have his/her/their device returned upon the final bell of that school day.
4. Phone detention does not require a parent-pick up of the ECD unless the administrator determines that the student deserves the additional disciplinary action.

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.

*In-School Detention Rules and Regulations are included in this book as Appendix A.*

### 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 or 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, nunchucks, 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. Continual violations of the dress code will result in consequences that may include, but are not limited to detentions, ISD, or Short Term AEP.

Dress Code Regulations:

*The Dress Code is included in this handbook as Appendix E*

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.

Electronic Communication Devices (ECD): (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.

New Policy for 2022-2023:

Electronic Communication Devices: AJHS will be a NO ECD during any class time school. Teachers will provide an area for all ECDs from students to be placed during the instructional time. Students will regain their ECD upon the ringing of the bell of that class. Students will be allowed to use ECDs in the halls between classes, prior to the final bell of the morning, and during lunch. Students who fail to provide any ECD to the area provided by the teacher and uses such during the class period will face disciplinary action. Teachers will not allow students that are complete with work to regain access at any point to their ECD.

Student use of ECD 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 personal ECD. 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 or smart watches.

### 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, LSD, or suspension.
- 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.

#### ECD Misuse Actions:

ECDs 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 ECD will be returned to the parent/guardian of the student at the conclusion of the day. No ECD 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 ECD, the student may have it returned to him/her/them at the end of the school day 24 hours from the time when it was confiscated or agree to other disciplinary actions to retrieve the ECD.

Second Violation: The ECD will be returned to the parent/guardian of the student at the conclusion of the day. ECD 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 ECD, 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 or agree to other disciplinary actions to retrieve the ECD. Students will also be assigned 3 days detention.

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

Fourth Violation: The ECD will only be returned to the parent/guardian. The student will be assigned 5 days LSD. The student will also forfeit the privilege to have his/her ECD 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.



APPENDIX AAJHS ISD RULES AND REGULATIONS

1. Upon arrival **EACH** day, the student will write these rules in legible handwriting and deliver it to the ISD instructor. If the student is assigned 5 days, the rules would then be written 5 times. This will also serve as an attendance marker for that student.
2. Upon first arrival to ISD, the student will be required to write a one-page summary and/or complete a Think Sheet on why he/she/they was issued ISD and include a positive resolution for the behavior. The summary/Think Sheet should also include what can be done in the future to change the behavior. The paper will be delivered to Mr. White by the ISD teacher. An outstanding effort may result in the reduction of days assigned. However, a poor effort may result in completing the assignment again or for multiple attempts, more days may be added.
3. Students placed in the ISD room will be excluded from participation in all extra-curricular activities, including assemblies, sports practices/games or any other activity after school. To participate in any after school practice, permission must be granted by Mr. Lowrance. This will continue until the in- school suspension period is completed.
4. Upon arrival on campus, a student must report directly to ISD. A student may not walk the halls or be present in any other area upon arrival.
5. No technology will be used to complete any work while in ISD. All work will be delivered, either through courier or delivered via email, to the ISD instructor.
6. I must report to room 209 by 7:45 am each day. I am **tardy** if I arrive **after 7:45** and all **tardy policies** will then be followed which may result in **detentions** upon completion of my days within ISD.
7. I **MUST** give my ECD to the ISD teacher upon arrival. If caught using **any** ECD that was not forfeited after arrival, the ECD will be confiscated and consequences will be given by Mr. White or Mr. Lowrance.

8. I may NOT talk, touch, or otherwise, communicate with another student.
9. I must complete the assigned work before I will be released from ISD even if my ISD time is done.
10. No outside food or drinks will be allowed. Any food that would be brought/delivered during the school day will be kept in the office until the conclusion of the school day. Students may bring their own lunch daily.
11. I may NOT talk to the instructor unless given permission.
12. I may NOT put my head on my desk or sleep while in ISD.
13. I may NOT lean back in my chair.
14. I am NOT allowed to put my feet on or lean against the side dividers.
15. I will be expected to keep my area clean of vandalism and trash. I understand that I will NOT be dismissed until my area is clean.
16. Any disagreements with policy may be taken to Mr. White and/or Mr. Lowrance.
17. I understand the violation of any rule that is included may cause day(s) to be added to my ISD time.

- |               |                          |
|---------------|--------------------------|
| a. 7:45       | Regular class work       |
| b. 9:00-9:10  | Morning Restroom Break   |
| c. 11:35      | Lunch/Restroom Break     |
| d. 12:50-1:00 | Afternoon Restroom Break |
| e. 3:05       | Dismissal bell           |

## APPENDIX B

THINK/RESOLUTION SHEET

NAME:	
RULES/POLICY VIOLATION:	
WHY I VIOLATED SCHOOL POLICY (REASON, NOT EXCUSE):	
WHAT I COULD HAVE DONE DIFFERENTLY:	
ANY COMMENTS I WOULD LIKE ADMINISTRATION TO VIEW REGARDING MY ACTIONS:	
SIGNATURE:	DATE:

## APPENDIX C

### Unexcused Tardy Policy -

This policy serves for unexcused tardies only. Any tardy excused by a parent, teacher, or administrator does not count into the totals.

Tuesdays and Fridays- Mrs. Layton will run the list for **Total Unexcused Tardies** for Coach Odom.

Coach Odom will have a shared list on Google Drive and continue to update for disciplinary actions. He will call in students during their second hour to advise them of disciplinary action.

Coach Odom will have access to detention logs and will be able to update as needed. If a student gets to ISD action, he may advise Lowrance or White to assign.

### Unexcused Tardy Numbers - Disciplinary Action

Tardy 4 - 3 days Lunch Detention

Tardy 5 - 6 days Lunch Detention

Tardy 6 - 3 Days After School Detention

Tardy 7 - 6 days After School Detention

Tardy 8 - 6 days Lunch Detention and 6 days After School Detention plus Parent Call

Tardy 9 - 3 days ISD plus Parent Call

Tardy 10- 5 days ISD and 5 days After School Detention plus Parent Call

Tardy 11 and Beyond Determined by Lowrance

All actions are cumulative and do not replace other disciplinary actions. For example, a student receives an unexcused tardy while doing 6 days of lunch, he/she/they will continue to serve those days and additional disciplinary action will be added.

\*\* Note: On Tardy 7, a student will no longer be eligible for exemption from Semester Tests

## APPENDIX D

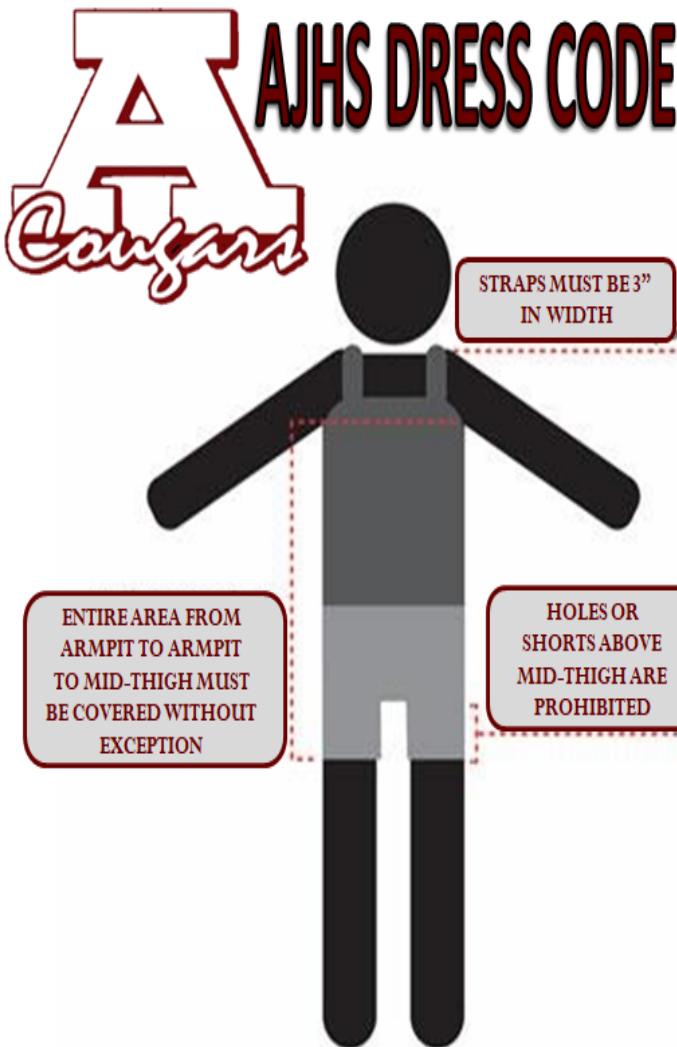
### Disciplinary Behavior

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.

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. Please see ECD conduct on Pages 25-26.
8. Violation of our dress code
9. Failure to follow bus rules and regulations.
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

## APPENDIX E



*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.

Inclusions that were added are as follows:

Students are allowed to wear leggings. If leggings are worn, the student's shirt/sweatshirt must cover the student's hips.

No sagging of the pants is allowed at any time.

<b>ADA BOARD OF EDUCATION</b>		<b>EGG</b>
<i>Adoption Date: August 9, 2021</i>	<i>Revision Date(s): 04/11/2022</i>	<i>Page 1 of 2</i>

## **PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS**

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, sessions, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- (A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- (B) Identify the dates the alleged discriminatory act occurred;
- (C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- (D) Include relevant information that would enable a public school to investigate the alleged violation; and
- (E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Bryan Harwell as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at 580-310-7215 and via email to harwellb@adapss.com. This contact information shall also be accessible on the school district's website.



<b>ADA BOARD OF EDUCATION</b>		<b>EGG</b>
<i>Adoption Date: August 9, 2021</i>		
<i>Revision Date(s): 04/11/2022</i>		<i>Page 2 of 2</i>

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a

**PROHIBITION OF RACE AND SEX DISCRIMINATION (Cont.)**

claim. Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

**LEGAL REFERENCE:**      **70 O.S. § 24-158**  
**State Accreditation Standard 210:10-1-23**

**A policy on this issue is required by the  
Standards of Accreditation for Oklahoma Schools  
Effective July of 2021**

**PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM  
AND COMPLAINT PROCESS  
COMPLAINT FORM**

TO: \_\_\_\_\_,

This must be submitted in writing either in person or via email.

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_(Name of Employee) violated 70 O.S. § 24-157(B) by requiring or making a part of a course taught by the school district the following discriminatory principle:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual’s moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Please circle the item above that was violated. An explanation of the alleged violation, how the above item was violated, and relevant information to enable the district to investigate the alleged discriminatory conduct includes, but is not limited to:

---



---



---



---



---

*Adoption Date: August 9, 2021*

*Revision Date(s):*

*Page 2 of 2*

---

---

---

---

---

---

**PROHIBITION OF RACE AND SEX DISCRIMINATION (Cont.)**

The district may interview the following individuals:

---

---

---

---

---

---

---

---

I, \_\_\_\_\_, attest that the information that I have provided above is correct and accurate.

\_\_\_\_\_  
Complainant

**NOTE: This form is optional the district is certainly free to require a different document in its place.**