



2023-2024
ADA JUNIOR
HIGH SCHOOL
STUDENT
HANDBOOK

APPROVED
AJHS

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 2023-2024 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 a Good Human. 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. 18TH 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	lowrances@adapss.com
Ben White 580.310.7262	Asst. Principal	whiteb@adapss.com
Brad Lewis 580.310.7267	Asst. Principal	lewisb@adapss.com
Lora Anderson 580.310.8133	Counselor/ Registrar	andersonlo@adapss.com
Krystal Barnes 580.310.8203	Counselor	barnesk@adapss.com
Deedra Brantley 580.310.7217	Counselor	brantleyd@adapss.com
Jessica Stettler 580.310.7348	Counselor/ Intervention Specialist	stettlerj@adapss.com
Jess Alexander 580.310.7381	Admin. Asst.	alexanderj@adapss.com
McKenzie Griggs 580.310.8281	Admin Asst.	griggsm@adapss.com
Cody Nall	JH Ath. Coord.	nallc@adapss.com

2022-23 BELL SCHEDULE
ADA JUNIOR HIGH SCHOOL

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

10:30 - 10:45 7TH ADVISORY

10:45 - 11:10 7TH LUNCH

11:15 - 11:30 8TH ADVISORY

11:30 - 11:55 8TH LUNCH

12:00-12:15 9TH ADVISORY

12:15 - 12:40 9TH LUNCH

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

SATURDAY SCHOOL:

BEGINS: 8:00 AM

ENDS: 12:00 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. 20th Street, Ada, OK, 74820.

ADA CITY SCHOOLS ADMINISTRATION

Mr. Mike Anderson	Superintendent
Mr. Eddie Jacobs	Director of School Operations/Title IX Coord.
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 First American 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
Mrs. Gillian Pickel	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

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.

TOP POLICY HEADLINES 2023-2024

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.

SATURDAY SCHOOL - This will be another level of not only discipline, but also a way for students to regain credit for absences. We feel that if we can assign Saturday School rather than ISD/AES for certain situations, then we accomplish the discipline, but also keep students in a face to face situation in the learning community of a classroom setting. It will be assigned as administration sees the need and will meet each Saturday, other than breaks, from 8:00 am to 12:00 pm. Late students may not be allowed in to serve.

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 NOT 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 the 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. Tardies due to snack sales will not be excused.

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.

NO BLANKETS ARE ALLOWED IN SCHOOL.

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

The *UPDATED* AJHS Tardy Policy and Actions is included in this handbook as Appx. 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.

2. A student failing to adhere to the written policies of Saturday School 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. Saturday School Rules and Regulations are included in Appendix F.

ALTERNATIVE EDUCATIONAL PLACEMENT:

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 schools 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 or Saturday School.

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 or Saturday School 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

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

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.

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.

RULES TO BE WRITTEN -

1. 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.
2. 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.
3. A Student may use technology to complete the assigned work by the student's teachers. All work will be delivered, either through courier or delivered via email, to the ISD instructor. If a student misuses technology at any point during their time in ISD, technology may be restricted and all assignments may become paper and pencil for completion.

4. 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.
5. 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.
6. I may **NOT** talk, touch, or otherwise, communicate with another student.
7. I must complete the assigned work before I will be released from ISD even if my ISD time is done.
8. 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.
9. I may NOT talk to the instructor unless given permission.
10. I may NOT put my head on my desk or sleep while in ISD.
11. I may NOT lean back in my chair.
12. I am NOT allowed to put my feet on or lean against the side dividers.
13. 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.
14. Any disagreements with policy may be taken to Mr. White and/or Mr. Lowrance.
15. 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. 9:30-9:40 | Morning Restroom Break |
| c. 11:35 | Lunch/Restroom Break |
| d. 12:50-1:00 | Afternoon Restroom Break |
| e. 3:05 | Dismissal bell |

APPENDIX B

ISD THINK/RESOLUTION SHEET

NAME:	
RULES/POLICY VIOLATION/AMOUNT OF DAYS ASSIGNED:	
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. Griggs will run the list for **Total Unexcused Tardies** for an administration.

An administrator 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.

An administrator will have access to detention logs and will be able to update as needed. If a student gets to ISD action, parents will be notified.

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 1 day Saturday School plus Parent Call

Tardy 9 - 6 days Lunch Detention and 2 days of Saturday School plus Parent Call

Tardy 10 - 4 Days of Saturday School, plus lunch detention until Sat. School is completed

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 5, a student will no longer be eligible for exemption from Semester Tests**

APPENDIX D

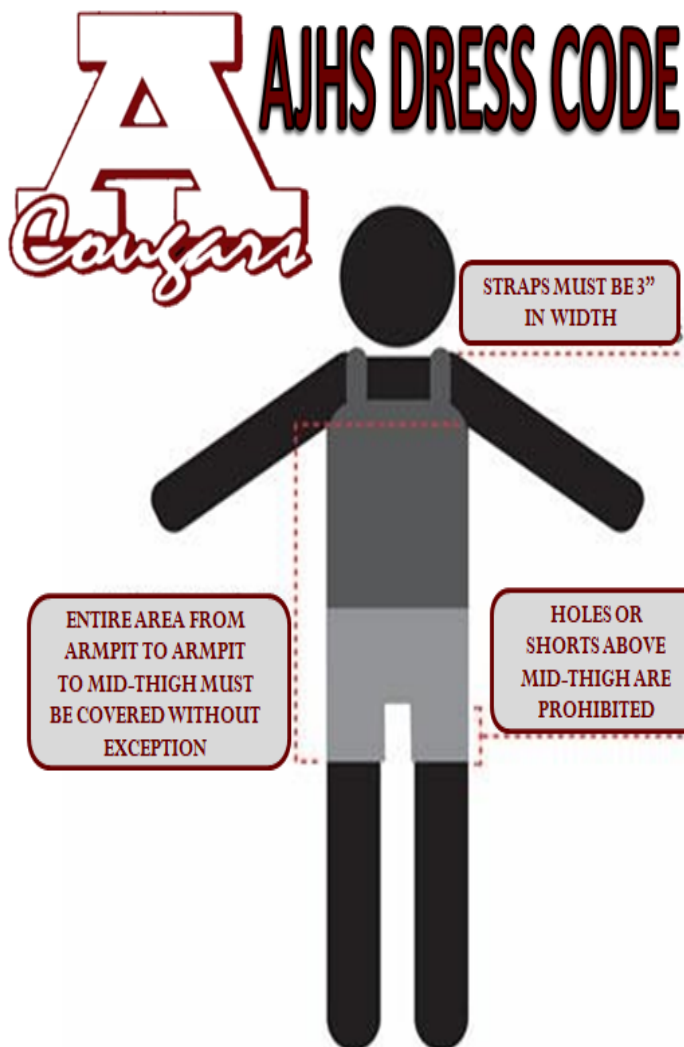
Disciplinary Behavior

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.

APPENDIX FAJHS SATURDAY SCHOOL RULES AND REGULATIONS

- A. Upon arrival EACH day, the student will write these rules in legible handwriting and deliver it to the Saturday School 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.
- B. Upon first arrival to SS, the student will be required to write a one-page summary and/or complete a Think Sheet on why he/she/they was issued SS 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 SS 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.
- C. Students placed in the SS 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.
- D. Upon arrival on campus, a student must report directly to SS. A student may not walk the halls or be present in any other area upon arrival.
- E. A Student may use technology to complete the assigned work by the student's teachers. All work will be delivered, either through courier or delivered via email, to the ISD instructor. If a student misuses technology at any point during their time in ISD, technology may be restricted and all assignments may become paper and pencil for completion.

RULES TO BE WRITTEN

1. I must report to the front door no later than 8:00 am each day. I am tardy if I arrive after 8:00 am and all tardy policies will then be followed which may result in detentions upon completion of my assigned SS days.
2. I **MUST** give my ECD to the SS 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. The ECD may not be returned until the first day of school following the assigned Saturday school days.
3. I may **NOT** talk, touch, or otherwise, communicate with another student.
4. I must have work to be completed, other work, or a book or other reading materials. I must work the entirety of the 8:00 am - 12:00 pm time assigned.
5. No outside food or drinks will be allowed.
6. I may NOT talk to the instructor unless given permission
7. I may NOT put my head on my desk or sleep while in Saturday School.
8. I may NOT lean back in my chair.
9. I am NOT allowed to put my feet on or lean against the side dividers.
10. 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.
11. Any disagreements with policy may be taken to Mr. White and/or Mr. Lowrance.
12. I understand the violation of any rule that is included may cause day(s) to be added to my Saturday School assigned days. Violation of rules may also result in ISD or other disciplinary actions to be assigned.

- | | |
|----------------|-----------------|
| A. 8:00 AM | ON-TIME ARRIVAL |
| B. 9:30-9:40 | Restroom Break |
| C. 11:10-11:20 | Restroom Break |
| D. 12:00 PM | DISMISSAL |

APPENDIX G

SATURDAY SCHOOL THINK/RESOLUTION SHEET

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