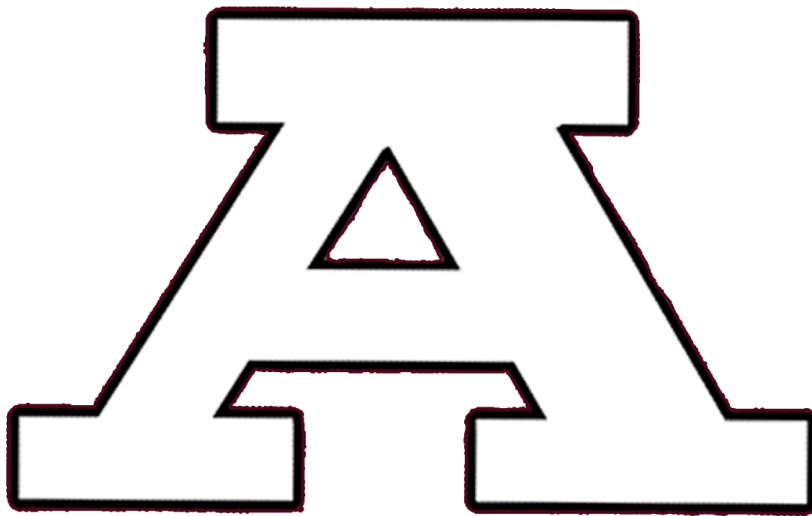


# **Ada City Schools District Handbook**



The Ada City School District Handbook contains policy and procedures of the District. Questions should be directed to site principals. Copies of any documents may be requested. The Ada City School District will make all necessary arrangements for this document to be translated in the parent or eligible student's native language if needed.

*DISCLAIMER: The policies, procedures, and regulations of Ada City Schools, or any changes to the Board policies and regulations after the printing of this guide supersedes all information provided in this handbook. Please confirm current policies in the ACS Policy & Procedures Manual found at [www.adacougars.net](http://www.adacougars.net).*

The following is a list of topics that can be found in our District Handbook as well as in the ACS Policy & Procedures Manual. [Click here for Direct Link](#) to ACS Policy & Procedures Manual.

- Acceptable Use and Internet Safety Policy
- Asbestos Hazard Emergency Response Act
- Attendance
- Prohibiting Harassment, Intimidation, and Bullying
- Bus Riding Safety Rules
- Child Identification, Location, Screening, & Evaluation
- Directory Information
- Drug-Free Schools
- Electronic Communications with Student
- Extracurricular Activities
- FERPA: Annual Notice of Family Educational Rights and Privacy Act
- Collection of Personally Identifiable Information
- Gifted Program Information
- Graduation Requirements
- Harassment
- HIV Prevention Curriculum Notice
- Meningitis Information - OK State Department of Health
- Notice of Nondiscrimination
- Notification of Destruction of Annually Collected Educational Records
- Parents' Right to Know
- Personal Electronic Devices
- Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process
- Protection of Pupil Rights Notice
- Strong Readers Act
- Required Records for Cumulative Folders
- Residency
- School Health Services Information
- School Messenger/School Status Systems
- Searches
- Student Discipline
- Student Suspensions
- Tobacco Use Prohibited Policy
- Transfers

Each school site has a student handbook that is available at [www.adacougars.net](http://www.adacougars.net) that outlines policies and procedures that are specific to the site.

Each of our school sites are schoolwide, Title I-A schools. Title I-A funding provides schoolwide programs that ensure all children have a fair, equal, and significant opportunity to obtain a high quality education, and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. (Title I, Part A, ESSA § 1001)

Each site has a written Title I Home and School Involvement Compact that describes responsibilities that administration, school/teacher, parent/guardian and at some sites even students will carry out. All of us - teachers, administrators, parents and students - working together can make a positive impact on student achievement.

In addition to the School-Parent Compacts, the District and Sites have Family Engagement Policies available on the district website at [www.adacougars.net](http://www.adacougars.net). The District and School Parent and Family Engagement Policy describes how parent/family engagement activities will be carried out. [Click here for the District Parent and Family Engagement Policy](#). [Also see Title I Parent Involvement Policy EHBDB by clicking here](#).

By clicking on the site name below, you can find each site's handbook, Title I Home and School Involvement Compact, and Family Engagement Policy.

[Ada Early Childhood Center](#)

[Willard Grade Center](#)

[Hayes Grade Center](#)

[Ada Junior High School](#)

[Washington Grade Center](#)

[Ada High School](#)

## **DISTRICT ADMINISTRATION**

Pat Liticker  
Superintendent

Eddie Jacobs  
Assistant to Superintendent

Lisa Fulton  
Director of Federal Programs  
District Test Coordinator

Celena Galbreath  
Director of Technology

Christie Jennings  
Director of Athletics

Chris Eckler  
Director of STEAM

T.D. Teel  
Director of Alternative Education

Robert Gray  
Director of School Security  
School Resource Officer

Charity Eakens  
Director of First Americans

Sue Young  
Director of Adult Ed

Shonna Self  
Director of ELL Services, Foster Care,  
& Homeless Liaison, Enrollment  
Coordinator

Jeanie Neal  
Director of Special Services

Jonathan Boeck  
Director of Transportation

Mike Calhoun  
Director of Maintenance

Shana Allison  
Director of Child Nutrition

Ali Lawson  
MTSS Director

Melanie Rhynes  
School Nurse

## **SITE PRINCIPALS**

Cindy Brady  
Ada Early Childhood Center

Shannon Bean  
Hayes Grade Center

Brad Lewis  
Washington Grade Center

Tara Burns  
Willard Grade Center

McKayla Plett  
Ada Junior High School

Eddie Jacobs  
Ada High School

## **BOARD OF EDUCATION**

Sarah Cody  
Ward 1

Kiah Anderson  
Ward 2

Kyle Stuart  
Ward 3

Melissa Rollins  
Ward 4

Anne Nicole Flynn  
Ward 5, President

# ACCEPTABLE USE AND INTERNET SAFETY POLICY

[Policy EFBCA](#) - revised 6/14/2010

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

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

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

10. There shall be no expectation of privacy for information stored on or transmitted with district equipment. The school has the right to monitor activities of users, through direct observation and/or technological means, and log any and all aspects of the computer system.
11. The district has the right and responsibility to identify and block access to the Internet sites containing inappropriate material. Deliberate attempts to access filtered sites will result in immediate disciplinary actions. Users must take responsibility to stay away from inappropriate sites.

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

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

The Ada City Schools has complied with the Asbestos Hazard Emergency Response Act (AHERA). A complete management plan and inspection reports are available in the Administration Office.

### **ATTENDANCE**

Policy FDC - adopted 7/13/2020

FDC-R1 - revised 9/9/2024

Students are subject to compulsory school attendance and laws as required by Oklahoma State statutes and the regulations of the State Board of Education FDC-R1). It shall be unlawful for a parent/guardian having custody of a child who is over the age of five (5) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school, to neglect or refuse or to cause or compel such child to attend and comply with the rules of some public, private, or other school, or receive an education by other means for the full term the schools of the district are in session. 70 O.S. § 10-105. **An investigation may occur when a student has excessive tardies and/or absences.**

The superintendent has the specific discretion to grant a waiver to qualified students under the Compact on Educational Opportunity for Military Children.

The Ada Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to receive credit for any course in which the student is enrolled.

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury \*
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by a student's religious affiliation.

It is the responsibility of the parent to notify the school a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
  - a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,
  - b. The student is on pace for on-time completion of the course as required by the school district,
  - c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

### Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up. Up to 100% of the grade will be counted.

### Truancy

A student is considered truant when absent from the classroom with-out the knowledge of either the school or the parent or if the parent does not compel the student to attend school.

### Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 20 minutes late is counted absent for the period.
3. Each three (3) tardies will constitute an unexcused absence from that class.

### Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays.

When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance.

A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

In the event of a **CHRONIC ILLNESS**, documentation by the student's doctor indicating the nature of the chronic or recurring condition will suffice for the doctor's statement required for each individual absence. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma **must** be supported by documentation for it to be considered for exemption in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability. Documentation of chronic or recurring illness will not extend beyond the end of the current school year. **Documentation must be submitted annually.**

## **PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING**

[Policy FNCD](#) - revised 12/12/16

[Policy FNCD-P](#) - revised 12/11/23

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

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

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

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will



rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance:

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

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

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

The superintendent shall develop procedures providing for:

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

## **BUS RIDING SAFETY RULES**

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

Before loading:

1. Be on time at the designated school bus stops in order to keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.



4. Approach the bus stop with caution.
5. Respect people and their property while waiting for the bus.
6. Receive proper authorization to be discharged at places other than the regular bus stop.

While on the bus:

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

Upon leaving the bus:

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

Extracurricular trips:

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

## **CHILD IDENTIFICATION, LOCATION, SCREENING, & EVALUATION**

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

### **Referral**

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

## Screening

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

### (1) Readiness Screening

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

### (2) Educational Screenings

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

## Evaluation

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

## DIABETES INFORMATION

Understanding Type 1 Diabetes

You can develop type 1 diabetes at any age.

**SYMPTOMS OF TYPE 1 DIABETES**

- Urinating often
- Feeling very thirsty
- Feeling very hungry—even though you are eating
- Extreme fatigue
- Blurry vision
- Cuts/bruises that are slow to heal
- Weight loss—even though you are eating more

Talk with your clinician about your risk for type 1 diabetes and if you should be tested.

**Learning you have type 1 diabetes early lets you take steps early to stay healthy.**

**YOUR TYPE 1 DIABETES RISK**  
If you have a family history of type 1 diabetes your clinician can screen for type 1 diabetes through:  
■ Antibody testing  
■ Blood glucose monitoring

**POSITIVE**

If you test antibody positive, you should expect to receive education about:  
■ Your risk of developing diabetes  
■ Diabetes symptoms  
■ Preventing diabetic ketoacidosis (DKA), a serious complication of high blood glucose that can be life-threatening.

Additional testing may be done to determine the course of treatment based on the stage of your diabetes.

**NEGATIVE**

Talk with your clinician about getting tested again in the future.

A positive antibody test does not mean immediate diagnosis. New treatments and clinical trials can possibly delay the onset of type 1 diabetes.

Talk with your clinician to determine if you are high risk for Type 1 diabetes.

Learn more at [diabetes.org](https://diabetes.org) | 1-800-DIABETES (800-342-2383)

Supported in part by Type 1 Diabetes Screening and Awareness Initiative of the American Diabetes Association® (ADA)

# DIRECTORY INFORMATION

Policy FLD - revised 12/12/2011

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

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

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

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

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

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

\_\_\_\_\_ **I DO NOT WANT** my child's directory information disclosed.

Child's name: \_\_\_\_\_

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

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

\_\_\_\_\_  
Date

## **DRUG-FREE SCHOOLS**

[Policy FNCF](#) - adopted 11/10/2008

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.

Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

## **ELECTRONIC COMMUNICATIONS WITH STUDENTS**

[Policy DHAC](#) - revised 7/15/24

School personnel engaging in electronic or digital communication with an individual student shall include the student's parent or guardian in any electronic or digital communication, unless such communication is on a school approved platform and related to school and academic communications. The only exception to this requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian. School employees shall make reasonable efforts to use school-approved platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

## **EXTRACURRICULAR ACTIVITIES**

[Policy FMA](#) - adopted 11/10/2008

The Ada Board of Education believes that extracurricular activities are those activities that primarily involve students in other than classroom situations.

The board believes that participation in such activities should be available only to those students who are performing acceptable work in all other school-related areas.

Therefore, the superintendent is directed to establish a regulation, subject to approval of the board, governing participation in extracurricular activities.

# **ANNUAL NOTICE OF FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

[Policy FL-R](#) - revised 7/9/2018

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

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

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

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

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

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

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

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

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

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

# COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

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

## GIFTED PROGRAM INFORMATION

Children in third through twelfth grades are considered for placement periodically throughout the school year.

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

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

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

Some behaviors often displayed by gifted youngsters are:

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

## GRADUATION REQUIREMENTS

[Policy EIED](#) - revised 8/12/2024

[Policy EIEDF](#) - adopted 7/12/2021

The Ada Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 25 units of credit be earned in the subject areas listed below to be eligible for graduation. All students, in order to graduate from an Oklahoma public school, will be required to complete the “college preparatory/work ready curriculum units or sets of competencies” at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the “core curriculum” option.

The “college preparatory/work ready curriculum” will include the following:

Students entering the eighth grade in the 2025-2026 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, shall complete a minimum of the following 23 curriculum units or sets of competencies at the secondary level:

- 4 units of English to include Grammar, Composition, Literature, or any English course
- 4 units of mathematics, two of which shall be Algebra I and either Algebra II or Geometry. The other two units may include Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, statistics, Math of Finance, Computer Science, college courses approved for dual credit, an approved full-time postsecondary career and technology program, or locally approved math-based application course, or any mathematics course with content and/or rigor above Algebra I.
- 3 units of laboratory science, approved for college admission requirements including one unit of life science meeting the standards for Biology I, one unit of physical science meeting the standards for Physical Science, Chemistry or Physics; and one unit from the domains of physical science, life science, or earth and space science, or approved full-time postsecondary career and technology program or locally approved science-based application course, or any course with content and/or rigor above Biology I or Physical Science
- 3 units of history and citizenship skills, including one unit of American History, 1/2 unit of Oklahoma History, 1/2 unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture
- 6 pathway units which align with the student's Individual Career and Academic Plan (ICAP) which may include, but are not limited to, any additional math, science, English, history, world or non- English language, computer technology, Junior Reserve Officers' Training Corp, internship or apprenticeship programs, career and technology education courses, concurrently enrolled courses, advanced placement courses, International Baccalaureate courses approved for college admission requirements, music, art, drama, speech, dance, media arts, or other approved courses; and
- 3 units of elective courses.

Beginning with the 2024-2025 school year, a student whose parent or legal guardian approves modification of the student's existing graduation track, subject to school approval, may complete a minimum of 23 curriculum units or sets of competencies at the secondary level as listed above. All other students graduating prior to 2030, in order to graduate from an Oklahoma public school, will be required to complete the "college preparatory/work ready curriculum units or sets of competencies" at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the "core curriculum" option. The "college preparatory/work ready curriculum" will include the following:

- 4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;
- 3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;



- 3 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;
- 3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;
- 2 units of the same world or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;
- 1 additional unit selected from the above categories or career and technology education courses, concurrently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements; and
- 1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

### **Science**

3 units or sets of competencies of laboratory science approved for college admission requirements:

- 1 unit or set of competencies of life science, meeting the standards for Biology I;
- 1 unit or set of competencies of physical science, meeting the standards for Physical Science, Chemistry or Physics; and
- 1 unit or set of competencies from the domains of physical science, life science or earth and space science such that content and rigor is above Biology I or Physical Science.

### **Language Arts**

4 units or sets of competencies

1 unit of Grammar and Composition  
and

3 units which may include

- American Literature
- English Literature
- World Literature
- Advanced English Courses
- Other English courses with content and/or rigor equal to or above grammar and composition

## **Social Studies**

3 units or sets of competencies

- 1 unit of United States History
- ½ to 1 unit of United States Government
- ½ unit of Oklahoma History
- ½ unit to 1 unit which may include:
  - World History
  - Geography
  - Economics
  - Anthropology
  - Other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma history

## **Mathematics**

3 units or sets of competencies

1 unit of Algebra I  
and

2 units which may include:

- Algebra II
- Geometry
- Trigonometry
- Math Analysis or Precalculus
- Statistics and/or Probability
- Calculus
- Computer Science or acceptance and successful completion of one (1) year of a full-time, three-hour career and technology program leading to an industry credential/certificate or college credit. The list of accepted industry valued credentials shall be reviewed annually and updated at least every three (3) years by the State Board of Career and Technology Education.
- Intermediate Algebra
- Mathematics of Finance
- Contextual mathematics courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, eleventh, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education
- Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education
- Other mathematics courses with content and/or rigor equal to or above Algebra I
- A science, technology, engineering and math (STEM) block course.
- 

## **The Arts and Computer Education**

1 unit or set of competencies which may include, but is not limited to, courses in Visual Arts and General Music and 1 unit or set of competencies of computer technology, whether taught at a high school or a technology center school, including computer programming, hardware and business

computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing classes

### **Electives**

8 units or sets of competencies

All students are strongly encouraged to complete two units or sets of competencies of foreign world language classes and two units or sets of competencies of physical and health education as part of the core curriculum.

In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act, instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of automated external defibrillator at least once between ninth grade and high school graduation. Students are also required to complete assessments required by the Oklahoma School Testing Program; and, students are required to pass the United States naturalization test.

Beginning with the 2024-2025 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall complete and submit a Free Application for Federal Student Aid (FAFSA).

Additional information can be found by reading Graduation Requirements in Policy EIED.

### **Individual Career and Academic Plan (ICAP)**

An "Individual Career and Academic Plan (ICAP)" means an individualized plan that is used to help establish personalized academic and career goals, explore postsecondary career opportunities, including, but not limited to, military careers, apprenticeship programs, career and technology programs leading to certification or licensure, educational opportunities, align coursework and curriculum, apply to postsecondary institutions, secure financial aid and ultimately enter the workforce. The plan shall be developed by the student and the student's parent or legal guardian, in collaboration with their school counselors, school administrators, teachers and other school personnel.

The district shall provide ICAP information to all students in grades 6 through 12. District employees, as designated by the superintendent, shall work with students and their parent or legal guardian in creating an ICAP that will meet the interests and needs of the student as determined by the student and their parent or legal guardian.

Beginning with students entering the ninth grade in the 2019-2020 school year, each student shall be required to complete the process of an ICAP in order to graduate from the school district with a standard diploma. Each year thereafter, students shall annually update their ICAP. The ICAP shall include, but not be limited to:

- a. career- and college-interest surveys,
- b. written postsecondary and workforce goals and information of progress toward these goals,
- c. intentional sequence of courses that reflect progress toward the postsecondary goal,
- d. the student's academic progress, including courses taken, assessment scores, any remediation or credit recovery and any Advanced Placement, International Baccalaureate, concurrent or dual enrollment credits earned and/or career certificate(s), certification(s), or endorsements, and
- e. experience in-service learning and/or work environment activities.

ICAPs for students with disabilities, as defined in the Individuals with Disabilities Education Act (IDEA), P.L. No. 105-17, shall consider and work in cooperation with the student's individualized education program (IEP) or Section 504 Plan as defined by the Rehabilitation Act of 1973, P.L. No. 93-112.

## **HARASSMENT**

[Policy FB](#) - revised 7/13/2020  
[Policy FNCD-R](#) - revised 10/14/2013

The Ada City School District will not tolerate sexual harassment by any of its employees or students. This policy applies to non-employee volunteers whose work is subject to the control of school personnel.

### **Specific prohibitions which are unwelcome conduct of a sexual nature**

- Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented “kidding”, “teasing”, double meanings, and jokes.
- Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed person has indicated it is unwelcomed.
- For the purpose of this policy, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:
- Submission to or rejection of the conduct is used as a basis for a decision affecting the harassed student
- The conduct substantially interferes with a student’s school performance or creates an intimidating, hostile, or offensive environment
- A person uses his/her authority to solicit sexual favors or attention from a student when the student’s failure to submit will result in adverse treatment, or when the student’s acquiescence will result in preferential treatment, or
- A student subjects another student to any unwelcome conduct of a sexual nature.

### **Report, Investigation, and Sanctions**

It is the expressed policy of the Ada City School District to encourage victims of sexual harassment to come forward with such claims.

- Students are urged to immediately report any unwelcome conduct of a sexual nature if such conduct interferes with the student’s work performance or creates a hostile or offensive working or educational environment.
- Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated.

Any student found to have been engaged in sexual harassment shall be subject to sanctions including, but not limited to warning or suspension.

## **HIV PREVENTION CURRICULUM NOTICE**

[Policy EHAI](#) - adopted 11/10/2008

School districts are required to present HIV Prevention Curriculum to students in grades 7-12. This curriculum must be presented once during a student’s enrollment in grades 7-9, and once during a student’s enrollment in grades 10-12. HIV Prevention Education will be presented as part of your child’s regular science or health

curriculum. Highly qualified teachers who have received State Department of Education approved training in this curriculum will be responsible for its implementation.

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

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

## REQUIRED IMMUNIZATIONS FOR SCHOOL

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

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

# MENINGITIS INFORMATION-OK STATE DEPT OF HEALTH

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

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

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

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

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

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

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

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

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

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

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

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

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

For more information call or visit us on the web:

Phone: 405-271-4060 [Oklahoma State Department of Health](https://www.ok.gov/health)

Updated 8/1/2023

# NOTICE OF NONDISCRIMINATION

[Policy DAA](#) - revised 10/11/2021

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

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

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

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

### **Ada City Schools Title IX Coordinator:**

Eddie Jacobs  
Assistant to the Superintendent  
324 W. 20th Street  
Ada, Oklahoma 74820  
(580) 310-7200

### **Ada City Schools Title IX Deputy Coordinator**

Christie Jennings  
Athletic Director  
324 W. 20th Street  
Ada, Oklahoma  
(580) 310-7200

## NOTIFICATION OF DESTRUCTION OF ANNUALLY COLLECTED EDUCATIONAL RECORDS

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

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

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



## **PARENTS' RIGHT-TO-KNOW (ESSA Sec. 1112)**

In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information:

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

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

If you wish to request information concerning your child's teacher(s) and/or paraprofessional(s) qualifications, please contact your site principal.

## **PERSONAL ELECTRONIC DEVICES**

[Policy FNG](#) - revised 7/21/2025

It is the policy of the Board of Education that a student may possess a personal electronic device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students.

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use refers to situations where immediate communication is necessary for safety and security. This includes, but is not limited to:
  - a. Medical Emergencies - Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure); or
  - b. Natural Disasters or Lockdowns - Communicating with law enforcement or family during events such as tornadoes, fires, lockdowns, or other emergencies affecting the school.
2. A personal electronic device may be used to monitor health issues as prescribed by a physician on a student's medical plan and or IEP.

“Bell to Bell” means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

“Personal electronic device” means a personal device capable of connecting to a smartphone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets,

and smart glasses. Personal electronic devices shall not include school-issued or school-approved devices that are specifically limited for in-class instruction.

Upon reasonable suspicion of illegal activity or content, the superintendent, principal, teacher, or security personnel shall have the authority to detain or authorize the search of, any student or property in the possession of the student for unauthorized personal electronic devices. The search of the actual personal electronic device shall be conducted by law enforcement in the presence of a parent or guardian.

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school. Any personal electronic device that is confiscated will be returned to the student at the end of the school day. Students violating this rule may be disallowed from carrying any personal electronic device following the incident unless the device is utilized to monitor a health condition

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy as found in each school's board-approved student handbook. Punishment for violation will be determined by the administration on a case-by-case basis.

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

[Policy EGG](#) - revised 8/12/2024

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 Eddie Jacobs 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 580-310-7205 and via email to [jacobse@adapss.com](mailto:jacobse@adapss.com). This contact information shall also be accessible on the school district's website.

## **PROTECTION OF PUPIL RIGHTS NOTICE**

[Policy FL](#) - adopted 7/9/2018

[Policy FL-R](#) - revised 7/9/2018

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

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

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

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

## **STRONG READERS ACT** (previously known as Reading Sufficiency Act) Policy EKBA - revised 9/9/2024

As always, it is the desire of the Ada City School District to keep parents informed of important legislation that may affect students. The Oklahoma Legislature continuously modifies mandatory third-grade retention requirements. SB362 removed 3rd grade retention from Oklahoma's Early Literacy Law. Third grade retention will now be determined by District policies and not state requirements. Third grade will be handled just like the other grades.

The newly named Strong Reader's Act aims to strengthen literacy among Oklahoma's students by integrating reading proficiency into the criteria for grade progression, ensuring appropriate instructional support, and maintaining clear communication with families about student progress. 70 O.S. § 1210.508B(B)

Our goal is to identify students who have a reading deficiency including students with characteristics of dyslexia, every student enrolled in kindergarten, first, second, and third grades shall be assessed at the beginning, middle, and end of each school year using a screening instrument approved by the State Board of Education for reading skills including, but not limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension. Any student who is assessed and found not to be meeting level targets shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade level reading skills. The program of reading instruction required shall be based on scientific reading research and shall align with the subject matter standards adopted by the State Board of Education.

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

For further information regarding the Strong Readers Act go to <https://sde.ok.gov/strong-readers-act>. Should you have additional questions about this legislation or the Ada City School District's program of reading instruction, please contact your child's principal.

## **REQUIRED RECORDS FOR CUMULATIVE FOLDERS**

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

All students' files must contain the following:

- A copy of the birth certificate issued by the State Department in the state where your child was born – not the certificate of birth issued by the hospital.
- Your child's Social Security Number.
- A current immunization record.
  - *Effective July 1, 2021: for school enrollment a parent or guardian shall provide one of the following: Current, up to date immunization records OR a completed and signed exemption form.*

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

## RESIDENCY

[Policy FD](#) - revised 10/8/2018  
[Policy FD-P](#) - adopted 10/8/2018

The residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district. Proof of residency may be required.

**Residency Officer:** The school superintendent is designated as the residency officer. The residency officer may be contacted by calling the school district at 580-310-720 or by writing to the residency officer at the following address, or by personally visiting the residency officer at 324 West 20th, Ada, OK 74820.

If the school district denies admittance of a student who claims to be a resident of the district, you may request a review. The request must be in writing and be received by the residency officer within three school days of the denial of admittance. For more detailed information see policy FD in the ACS Policy & Procedures Manual found at [www.adacougars.net](http://www.adacougars.net).

**Homeless Students:** In accordance with the Federal McKinney Vento Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The District will eliminate existing barriers to their education that may exist in district policies or practices. No child or youth shall be discriminated against in this school district because of homelessness. [For more information click here.](#)

**Foster Students:** The District's Foster Care Liaison will coordinate activities relating to the provision of services to children placed in foster care, including transportation services. The District will collaborate with Child Welfare Agencies to determine the "Best Interest" determination of the appropriateness of the current educational setting and the proximity of placement as required by ESEA section 1111(g)(1)(E)(i). [For more information click here.](#)

## SCHOOL HEALTH SERVICES INFORMATION

### Head Lice Policy

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

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

### Medication Policy

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

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

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

## SCHOOL MESSENGER/SCHOOL STATUS SYSTEMS

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

As of October 1, 2024, Ada City Schools will begin using *School Status* to communicate with our parents, students, and staff. As we are transitioning from *School Messenger* to *School Status*, we will occasionally still utilize *School Messenger* until our transition is complete.

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

## SEARCHES

[Policy FNF](#) - adopted 12/12/2011

[Policy FNF-R](#) - revised 10/9/2023

[Policy FNFA](#) - adopted 5/13/2019

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion.



Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
7. Items that may be seized during a lawful search – in addition to those mentioned in paragraph 1 above – shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

**LOCKERS:** Students have no expectation of privacy concerning lockers, desks, or other school property. All student lockers, desks, and other school property are subject to periodic inspection. When such inspections are announced, each student shall open his or her locker and remain present during the inspection.

## **STUDENT DISCIPLINE**

[Policy FO](#) - revised 9/12/2011

The Ada Board of Education believes that the school's primary goal is to educate, not to discipline. However, education 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 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. No teacher or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled



by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. When, in the judgment of the teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

Parents, guardians, and students residing in this school district are also advised by means of this policy statement and by the student handbook that **students in this district shall have no reasonable expectation of privacy rights towards school officials, in school lockers, desks, or other school property.** School personnel shall have access to school lockers, desks, and other school property at any time and no reason shall be necessary for such search. **Student property may be searched with reasonable suspicion.**

For more detail please refer to policy FO in the ACS Policy & Procedures Manual found at [www.adacougars.net](http://www.adacougars.net).

## STUDENT SUSPENSIONS

[Policy FOD](#) - revised 9/11/2023

It is the policy of the Board of Education that the superintendent or designee may suspend a student for:

- Violations of policy or regulations
- Possession of an intoxicating beverage, low-point beer (See policy FNCE)
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
- Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action taken in good faith, which is authorized by law under the provisions of this policy.

### Appellate Procedures

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the board of education. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - C. During the hearing of the appeal before the board of education, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
  - D. The board of education shall determine the guilt or innocence of the student and the reasonableness of the term of the suspension. The board of education may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education shall be final.
2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.
  - D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

## **TOBACCO USE PROHIBITED POLICY**

[Policy CKDA](#) - revised 8/12/2019

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

1. "Educational facility" is defined as any property, building, permanent structure, facility, auditorium, stadium, arena or recreational facility owned, leased, or under the control of the school district.
2. "School Vehicle" is defined as any transportation equipment or auxiliary transportation equipment as defined in 70 O.S. § 9-104.
3. "Chewing tobacco" is defined as any Cavendish, twist, plug, scrap, and any other kinds and forms of tobacco suitable for chewing.
4. "Smoking tobacco" is defined as any granulated, plug cut, crimp cut, ready rubbed, and any other kinds and forms of tobacco suitable for smoking in a pipe or cigarette.
5. "Tobacco product" is defined as any bidis, cigars, cheroots, stogies, smoking tobacco and chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof.
6. "Vapor product" is defined as 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 product shall also 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 or electronic device. Vapor products do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetics Act.

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

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

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

## **TRANSFERS**

[Policy FE](#) - revised 8/12/2024

It is the policy of the Ada Board of Education that any application for open transfer will be reviewed by the board of education and considered on a first-come, first-served basis. Applications may be obtained from the superintendent and shall be filed with the office of the superintendent during regular business hours of the school district beginning January 1 and ending no later than May 31 in the school year preceding the school year for which the transfer is desired. Written application for any transfer shall be made by the parent(s) of the student and filed with the superintendent of the district.

The board of education shall vote to approve or deny the application for transfer not later than July 15. Transfer applications shall be reviewed by the board of education in executive session in order to protect the confidentiality of student records. However, the vote to approve or to deny the application for transfer shall take place in open session. The district shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Notwithstanding the provisions of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes. All transfer applications will be approved or denied subject to the following criteria:

1. Availability of Programs.

2. Staffing Availability.

If accepting the transfer will require the addition of personnel, the transfer application will be denied.

3. Space Limitations.

Transfer requests will be accepted until 80% of capacity is obtained.

4. Disciplinary Record.

Discipline records of students transferring to this school will be requested as part of the student's records. It shall be within the discretion of the board of education, based upon the student's records, as to whether a transfer will be approved or denied. As a general rule, students with poor discipline or attendance records or those deemed "not in good standing" at their former school will not be approved for transfer to this district.

5. Adjudication as a Juvenile Sex Offender.

Should the board of education determine that cancellation of a previously approved transfer is in the best interest of the district, the resident district and the parents/guardian of the student shall be notified of the cancellation. Such notice shall be made by July 15 prior to the school year for which the cancellation is applicable.

Beginning July 1, 2008, the transfer of a child with disabilities for three consecutive years creates an automatic and permanent transfer to this school district.

For more detail, see policy FE in the ACS Policy & Procedures manual found at [www.adacougars.net](http://www.adacougars.net).