



**WILLARD
GRADE CENTER
2024-2025**

STUDENT HANDBOOK

Dear Parents, Guardians, and Students,

Welcome to Willard Fifth and Sixth Grade Center! At Willard, we feel that it is very important for students to assume responsibility for themselves. It is your child's responsibility to follow directions and complete all assignments on time, to be responsible for self-discipline, and to obey all school rules. This student handbook will be very helpful in achieving that goal.

This handbook has been prepared for your convenience. We have attempted to include information that will keep you informed as to what we are trying to accomplish and how we are attempting to do the job. The Willard Grade Center handbook contains policies and procedures of Willard Grade Center and that of the Ada City School District. It is the policy of Ada City Schools to inform students and parents of school policies, rules, and discipline procedures. We feel that it is important for you and your child to read this handbook together to be sure that each student and parent is informed.

Thank you for your cooperation. We are looking forward to a great school year!

Willard Faculty & Staff

Tara Burns, Principal

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

IMPORTANT INFORMATION

WILLARD GRADE CENTER

817 EAST 9TH STREET ADA, OK 74820

PHONE: (580)310-7250 FAX: (580)310-7252

WEB: WWW.ADACOUGARS.NET

WILLARD CENTRAL OFFICE STAFF

Tara Burns	Principal	burnst@adapss.com
Laura Long	Assistant Principal	laura.long@adapss.com
Anne Gray	Counselor	graya@adapss.com
Jami Knighten	Admin. Asst.	knightenj@adapss.com
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SITE TIMES

The Willard Grade Center school day begins at 7:40 am and ends at 2:40 pm. The east end gym door will open at 7:15 am daily for student arrival.

DAILY SCHEDULE

7:15-7:35	Building Open/Breakfast
7:40-8:00	Homeroom
8:04-8:58	First Period
9:02-9:56	Second Period
10:00-10:54	Third Period
10:54-11:34	Lunch/Recess (5th Grade)
10:58-11:52	4th Period (6th Grade)
11:38-12:32	Lunch/Recess (6th Grade)
11:38-12:32	4th Period (5th Grade)
12:36-1:30	5th Period
1:34-2:28	6th Period
2:28-2:40	Homeroom
2:40	Buses Run
2:50	Walkers & Riders Dismissed

Ada Schools Vision Statement

To be the premiere school district in Oklahoma by educating, empowering and enabling all students to reach their highest potential as caring and contributing citizens.

ADA CITY SCHOOLS ADMINISTRATION

Mr. Mike Anderson	Superintendent
Mrs. Sue Young-Harmon	Adult Education Director
Mrs. Lisa Fulton	Director of Assessment & Accountability Federal Programs Director
Mrs. Shonna Self	EL Learner Services / Homeless & Foster Care Liaison
Mrs. Charity Eakens	Director of Indian Education
Mrs. Ali Lawson	Project AWARE Coordinator
Mr. Chris Eckler	District STEAM Director
Mrs. Linda Dickinson	Director of Special Services
Mrs. Jeanie Neal	Coordinator of Special Services
Ms. Celena Galbreath	Director of Technology
Mr. Jonathan Boeck	Director of Transportation
Mrs. Melanie Briggs	Director of Gifted and Talented
Mrs. Gillian Pickel	School Nurse

Ada City Schools Board of Education

Mr. Kyle Stuart	Office 2, Ward 3
Mrs. Melissa Rollins	Office 3, Ward 4 Office 4, Ward 1
Ms. Kiah Anderson	Office 1, Ward 2
Mrs. Anne Nicole Flinn	Office 5, Ward 5

Ada Schools Mission Statement

It is the mission of the Ada City School District to prepare all students to become engaged, high-performing citizens with the skills necessary to succeed in global society.

Willard Mission Statement

Our mission at Willard is to help all of our students achieve the high levels of learning required for individual success at Willard, in our community, and beyond.

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ATTENDANCE

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 school approved communication procedures.
 - 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 rings to begin class.
2. A student who is more than 20 minutes late is counted absent for the period.

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 instruction was provided in the regular school of the district.

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.

Virtual/Distance Learning Absences Information

Distance Learning Permissions:

In order for a student to be allowed to be placed on Distance Learning at any point during the School Year, it must be **PRE-APPROVED** by the administration of the site or the district. For a student to be counted present on a PRE-APPROVED Distance Learning Day, the student must login to each class and perform any/all tasks that are assigned by the teacher for that particular day of instruction. Teachers will provide alternate information to the office should the student not log into his/her classes. Should a student be granted/approved Distance Learning absences and not log in and perform tasks as assignments will result in the student being counted absent and will disallow the student from being placed on Distance Learning the remainder of the school year.

The administration and staff of Willard Grade Center realize that good school attendance is imperative to ensure student academic achievement and success. Every day of school is an opportunity to learn. In addition, regular, punctual school attendance builds a good foundation which benefits students throughout their lives. Repeated unexcused absences and tardies will be viewed as truancy and may be dealt with through disciplinary actions including letters sent to parents and/or charges filed with the district attorney. At any point if a student has 10 CONSECUTIVE absences, the student will be dropped and must be fully re-enrolled prior to a student's return to class.

Arrivals and Departures

School Day - All students are restricted to the school campus from time of arrival in the morning until scheduled time of departure for the school day. THE GYM DOORS ON CENTER STREET WILL OPEN AT 7:15 AM. Students will report to the gym upon arrival before 7:40. If arriving after 7:40, the main entrance to the school will be open and students will report to their homeroom.

Check out during the day - No student may leave campus during the school day unless checked out through the office by the parent/guardian. The parent/guardian must appear in person to check out the student unless otherwise deemed necessary by administration and/or school nurse. The office staff will request a valid form of identification for the student to be checked out to leave the campus. Any student who leaves campus without checking out in this way will be reported to the Ada Police Department.

In order for your child to receive his/her full day of education, we ask that you not pick your child up early unless it is absolutely necessary. Please make his/her appointments after 2:40 p.m. whenever possible.

After school, fifth grade students may be picked up on 10th Street between Center and Stonewall and sixth grade students may be picked up on the corner of 10th Street and Center. Please do not park in front of the school to pick up your child after school. Students will not be dismissed through the front doors at the end of the day.

Tardy Policy

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

- Students will not be granted an excused tardy unless granted by the office or the teacher of the student's assigned class.
- Parents/Guardians may call in for tardies that cause a student to arrive after the first morning bell. These tardies may be excused and will not count towards the student's totals and may not be factored into the need for disciplinary action. However, excessive tardies will result in truancy procedures.
- If a student is tardy four (4) times in a nine-week period, he/she will be sent to after school detention on the fifth (5) and all subsequent tardies.

Make-Up Work

When a student is absent from class, it is the student's responsibility to get missing assignments and to turn them into the class. For homework on days absent, please call the Willard Grade Center office prior to 8:30 a.m. to request assignments. They may be picked up after 2:30 p.m. at the main office.

The makeup policy will be as follows:

1 day absent: 1 day + 1 = 2 days total

2 days absent: 2 days + 1 = 3 days total

3 days absent: 3 days + 1 = 4 days total

A maximum of 5 school days will be allowed for any make-up work no matter how many days absent.

ARTICLES BROUGHT TO SCHOOL

Items such as toys, trading cards, fidgets, and electronic games, such as a Nintendo Switch are not allowed at school. If students have any of these items in their possession, the item will be confiscated and returned to the student at the end of the school day.

Please do not bring valuable items to school, especially anything that could be stolen. Bicycles are to be used as transportation to and from school only. They are not to be used on the school grounds at all. Bikes must be locked on the bike rack on the East side of the gym during school hours. Skateboards brought to school must be checked in to the office as soon as the student arrives at school.

BACKPACKS

Students shall keep all backpacks in their lockers, and they may not be carried between classes, recess or lunch. **(Exception)** Backpacks may be carried between classes if they are clear or mesh in type.

BULLYING/HARASSMENT

This regulation is a result of the legislative mandate and public policy embodied in the School Bullying Protection Act, 70 O.S. §24-100.4(A)(4)(d). The Oklahoma Legislature requires school districts to adopt a policy to prevent harassment, intimidation, and bullying in an effort to "create an environment free of unnecessary disruption" and also requires school districts to actively pursue programs for education regarding bullying behaviors.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or

insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

Harassment set forth above may include, but is not limited to, the following: 1. Verbal, physical, electronic, or written harassment or abuse; 2. Repeated remarks of a demeaning nature; 3. Implied or explicit threats concerning one's grades, achievements, etc.; 4. Demeaning jokes, stories, or activities directed at the student; 5. Unwelcome physical contact.

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

Bullying and/or Cyberbullying will not be tolerated at Willard Grade Center. Bullying is against the State Law of Oklahoma. Any student who engages in any type of bullying or cyberbullying will be punished to the extent of the law. Students who engage in bullying may be placed in In School Detention or Suspended out school. Serious offenses may be turned over to the proper law enforcement officials.

Please see the district bullying policy FNCD-P

BUS SERVICES

Buses are provided for you to ride to and from school. All students are under the direct control and supervision of the bus driver while on the bus. Please refer to the bus contract for unacceptable behaviors.

The parents assume a major portion of the responsibility for the conduct of the student while he/she is riding the bus. If this privilege is revoked, the parent must provide transportation for the student. Questions on the bus service may be directed to the Director of Transportation at 310-7359.

CAMP GODDARD

Willard 6th grade students will be given the opportunity to attend a week outdoor camping trip to Camp Goddard during May. Requirements to attend Camp Goddard are as follows:

1. Be in good standing academically
2. Attend school at least 80% of the required school days
3. Abide by the discipline policies at Willard and not have been a continuous behavior problem
4. Have all fees paid in full. If a student is denied attending Camp Goddard for behavior problems, the student's previous Camp Goddard deposits are non refundable. The building principal will have final say in determining if a student will be allowed to attend Camp Goddard.

DISCIPLINE POLICY

We believe in providing a positive, pleasant classroom experience. We believe all students can behave appropriately. A student will not be allowed to prevent a teacher from teaching or a student from learning. Our goal is to make the classroom and the school experience pleasant, safe, and conducive to learning. Any student who engages in activities or behaviors preventing another student or himself/herself from reaching this goal will be disciplined. In order to create the most effective teaching/learning environment we feel each student must be given the opportunity to listen, recite, share, and concentrate without interference. At Willard, our desire is to protect each person's right to an education without interference. However, education also includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The teacher/administrator, in a public school, has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district.

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

1. Disrespectful conduct/language toward another student, teacher, substitute teacher or staff member in or out of the classroom
2. Failure or refusal to follow reasonable directives of the school staff, administrators, instructional aides, bus drivers, or any other authorized school district employee.
3. Using profanity or expressing vulgarities
4. Leaving class; the school building; or the school campus without permission
5. Disorderly conduct that hinders or interferes with a school function.
6. Disorderly conduct that disrupts the educational process.
7. Unauthorized use of electronic devices during the school day.
8. Violation of our dress code
9. Failure to follow bus rules and regulations.
10. Any conduct which jeopardizes the safety of others.
11. Sexual, physical and verbal harassment, threats or threatening behavior, bullying, intimidation, racial slurs or stalking of students or employees to include, but not limited to, in person and/or through any cyber platform.
12. Fighting, Assault, and Battery
13. Off campus conduct which could have an adverse impact on order, discipline, or the educational process
14. Excessive Tardiness
15. A violation of any school/classroom rule or policy
16. Cheating on school work
17. Other disruptive or insubordinate behavior
18. Misuse of the internet and/or local area network computer.
19. Vandalism/arson
20. Theft

21. Gang-related behavior, including gestures, language or dress
22. Use or possession of tobacco products, electronic cigarettes/vapor devices or any other product packaged for smoking or the simulation of smoking on campus or school activity
23. Possessing, selling, distributing and/or use of prescription or non-prescription drugs in violation of school policy
24. Possession, threat or actual use of dangerous or offensive weapons including “fake” weapon
25. Any act of violence
26. Repeated minor offenses

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

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

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

REMEMBER: Most students who have a pleasant attitude and are intent on doing a good day's work will rarely have to worry about being disciplined.

Notes concerning detentions

ND - NOON DETENTION is assigned for behavioral issues that distract from the learning process. The assigning teacher will inform the parent/guardian of the detention. If a student accumulates numerous noon detentions he/she may be referred to after school detention. That determination will be made by the building principal.

ASD - AFTER SCHOOL DETENTION is assigned for more serious or repeat offenses. That determination will be made by the building principal. If a student receives numerous after school detention referrals, he/she may be referred to In School Detention. Parents /Guardians will be contacted for after school detention referrals. After school detention is Monday-Thursday from 3:00 - 4:00.

ISD - IN SCHOOL DETENTION is assigned to students who have been assigned numerous after school detention, or more serious offenses or major violations such as fighting, bullying, drugs,

weapons, etc.. ISD may be used for students who are not doing their assigned academic work in the classroom. Parents /Guardians will be contacted for In School Detention referrals. A student may not participate in any extracurricular activities while serving an ISD assignment. ISD will be from 7:40 a.m. to 2:40 p.m.

Students will be taken to lunch separate from the rest of the student body and will take breaks separately from the rest of the student body. Students will complete the same class work as the rest of their class in the regular classroom. Students are responsible to turn in all class work completed to the teacher the day after their release from ISD. Students who disrupt the ISD room in any way will be assigned extra day(s) or be suspended out of school.

Skipping detention will result in ISD or additional day(s) of detention until all detentions are served. No cellular devices may be used during detentions.

SUSPENSION

The principal has the right to suspend a student as provided by School Board Policy. Suspension from school occurs after other school disciplinary actions have been ineffective or after severe behavior problems. If the principal feels that the student is a physical threat to another individual, the student may be sent home immediately, bypassing the previous steps listed. A student may not participate in any extracurricular activities when suspended. Continuation of those acts which led to the suspension of the pupil is just cause for the suspension for the balance of the current school year.

Please see district policy FOD.

DRESS CODE

It is the intent to permit students to dress according to current fashions and, at the same time, restrict extremes and indecency which distract from the main purpose of the educational process. Any attire which disrupts the educational process is prohibited. Any apparel or accessory determined to be inappropriate by the administration is not allowed. The student dress code applies at school, in school vehicles, and at school sponsored activities. Routine dress code checks will occur each school day. Students who are dressed inappropriately will be asked to change and may be counted tardy or absent from any classes they miss. Students who fail to comply with the dress code and/or the decision of the administration in the correction of such violation may be alternatively placed until corrected with the possibility of disciplinary action. At any point a student does not comply with dress code, every effort to contact the parent/guardian will be made by the administration. **The administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.**

Shorts, Skirts, Dresses

- Bike shorts are prohibited.
- Length of shorts, skirts, and dresses must extend to the tip of the longest finger on the hand with shoulders in a relaxed position. Shorts with splits must meet the standard for length.
- Form fitting, stretch, biker, or spandex type material allowed only if the shirt extends past the students hips.

Pants

- Sagging is not acceptable.
- Clothing with holes above the knee is not allowed.

Tops

- No spaghetti straps, muscle shirts, strapless tops, halter tops, racer back tops, one shoulder or off the shoulder tops are not permitted.
- Tops should not be see-through, low-cut or expose back, torso, or undergarment.
- Tops must be properly buttoned and the midriff must be covered.

Shoes

- Bedroom slippers/house shoes are not permitted.
- Footwear should be worn at all times.

Hats

- No caps, hats, bandanas, hoods or headwear worn in buildings

Miscellaneous

- Sunglasses are not to be worn in the building.
- Studded collars or bracelets, dog collars, wallet chains, choke chains are prohibited.
- Clothing should be appropriately sized.
- Revealing clothing may not be worn.
- Clothing that advertises any alcohol or tobacco product; or that implies or states any other inappropriate message, obscene or vulgar pictures or writing, gang affiliation or membership will not be tolerated.
- Any clothing, jewelry, or accessory that the administration deems as inappropriate in an educational setting, presents a safety concern, or causes a disruption to the educational process will be prohibited.

Religious Accommodation

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

DRUG FREE SCHOOLS

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

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

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

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

According to Oklahoma Statute: 10A OK Stat § 10A-2-8-224 (2017) - It is unlawful for a person who is under twenty-one (21) years of age to purchase, receive, or have in his or her possession a tobacco product, or vapor product, or to present or offer to any person any purported proof of age which is false or fraudulent, for the purpose of purchasing or receiving any tobacco product or vapor product.

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

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

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

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

Disciplinary Action regarding Tobacco/Vapor:

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

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

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

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

SUSPENSION

The principal has the right to suspend a student as provided by School Board Policy. Suspension from school occurs after other school disciplinary actions have been ineffective or after severe behavior problems. If the principal feels that the student is a physical threat to another individual, the student may be sent home immediately, bypassing the previous steps listed. A student may not participate in any extracurricular activities when suspended. Continuation of those acts which led to the suspension of the pupil is just cause for the suspension for the balance of the current school year.

Please see district policy FFBA.

ELIGIBILITY/GRADING

Willard Grade Center offers many opportunities for students to participate in extracurricular activities: Basketball, Track, Academic Team, Performing Arts, STEM, and Band. Students are encouraged to participate in extracurricular activities to expand their educational experience. For a student to be eligible to participate in any extracurricular activities they shall maintain a grade average of 60% or better in every class on their schedule. The eligibility rule requires a student to be passing all classes on a week to week basis. This is for all competitive extracurricular activities, field trips, and school activities. In addition to academic eligibility, students must be in good standing to represent the school in any co-curricular activities. This eligibility rule will apply for all students; students are not allowed to leave school or participate in any activity if their name appears on the ineligible list. Students may be held out of extracurricular activities for continuous behavioral referrals. The building principal will have final say in determining if a student will be allowed to participate in extracurricular activities.

Grades

Grades are available anytime for parent/guardian viewing on the Ada Cougar website under "Gradebook". You must have your parent login information to view your student's grades. Please contact the school if you need help logging in.

ELECTRONICS, INCLUDING CELL PHONES AND SCHOOL-ISSUED DEVICES

Students will be allowed to possess cell phones on school property in lockers or their backpack. However, these devices must not be turned on or in use between the hours of 7:40 A.M and 2:40 P.M.

CELL PHONES, PHONE CAMERAS/RECORDERS, SMART WATCHES ARE NOT TO BE USED DURING SCHOOL HOURS.

The use of cameras/recorders in any private area to include, but not limited to, restrooms may result in disciplinary action up to and including the revocation of a student's ability to have an electronic device on campus, in-school detention, short/long term suspension, and/or contact with the local law enforcement.

- **Students are expected to respect and protect the privacy of others and are not permitted to capture, transmit, or post photographs/videos of any person on campus or in attendance of any event to individuals, public or social networking sites unless directed by school staff.**
- Students who choose to bring cell phones/devices to school do so at their own risk. The school district assumes NO LIABILITY for lost or stolen cell phones.
- Any use of a student's cell phone/device by another student in which an act that requires disciplinary action may result in disciplinary action for all parties involved. A student is encouraged to have his/her/their cell phone/device locked at all times that it is not in use. The excuse that another student used the cell phone/device due to the fact he/she/they know the passcode to enter the cell phone/device will not be accepted.
- The use of the cell phones/devices in the act of, promotion of, coordination of, sharing of or any act which may be deemed bullying, hazing, or harassment may result in disciplinary action up to and including the revocation of the student's ability to have an electronic device on

campus, in-school detention, short/long term suspension, and/or contact with the local law enforcement.

Cell Phone/Device Misuse Actions:

Cell Phones/Devices that are confiscated for misuse will be secured in the Principal's Office, or office vault.

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

First Violation: The cell phone/ device will be returned to the student at the conclusion of the day. No cell phones/devices will be returned prior to the final bell at 2:40 pm.

Second Violation: The cell phone/ device will be returned to the parent/guardian of the student at the conclusion of the day. No cell phones/devices will be returned prior to the final bell at 2:40 pm. If a parent/guardian is unable to come to school to accept the cell phone/device, the student may have it returned to him/her at the end of the school day 24 hours from the time when it was confiscated. Students will also be assigned 2 days detention.

Third Violation: The phone will only be returned to the parent/guardian. The student will also be assigned 3 days detention and/or 2 days ISD.

Fourth Violation: The phone will only be returned to the parent/guardian. The student will be assigned 3 days ISD. The student will also forfeit the privilege to have his/her phone for use at any point during the school day, prior to or after the school day, or at/on school grounds. If it must be brought to school daily, it will be checked in to the Principal's office each morning and checked out each afternoon.

SCHOOL PHONES

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

CURRENT ADDRESS, E-MAILS, AND PHONE NUMBERS

It is absolutely vital that we have current addresses, home and work telephone numbers, and e-mail addresses for parents. When there is a change in address, phone numbers, or e-mails, please call us and send a note to the office with the new information. This is for your child's protection, in the event of illness, injury, or emergency! All school announcements will be done by phone or email on the Ada School Messenger System.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
 - a. Family Policy Compliance Office U.S. Department of Education 600 Independence Avenues, SW Washington, D.C. 20202-4605 Copies of the complete FERPA policy may be obtained by contacting the district superintendent, Mr. Mike Anderson. The District will arrange to provide translations of this notice to non-English speaking parents in their native language.

MEDICATION

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

MOMENT OF SILENCE

According to Oklahoma state law, all Oklahoma public school students shall be given the opportunity every school day to have a one minute moment of silence. This will be done at Willard Grade Center every school day at 7:40.am. Students may use the time for reflection. Students do not have to participate in the moment of silence; however they may not disturb those who choose to participate.

PARENT BILL OF RIGHTS

No school district, and no employee of the district of its schools, shall encourage, coerce, or attempt to encourage or coerce a minor child to withhold information from the child's parent(s) or guardian(s).

The School District shall disclose to a student's parent(s) or guardian(s) any information known to the district or its employees regarding material changes reasonably expected to be important to parent(s) regarding their child's health, social or psychological development, including identity information. Such disclosures shall occur within thirty (30) days of learning the information and may include referrals to appropriate counseling services that the parent(s) or guardian(s) may use at their discretion.

"Identity information" means information, including but not limited to,

- (1) Any names or pronouns used by a student at school;
- (2) Any social transition or other transition to a gender that differs from the student's sex.

SCHOOL VISITORS

All visitors must check in at the office with a driver's license. Ada Schools uses the Ident-a-Kid check in system, and visitors will be given a badge to wear when entering the building. Any visitor to the Willard Campus will be required to have identification in order to enter the building. Visitations and conferences should be arranged in advance through the office. School visitation by other students, friends and other relatives will not be allowed.

STUDENT SEARCHES

Lockers are provided for all students. Students are not allowed to write on or in lockers. If the student's locker is written on or in, the student will clean the locker and may be assigned discipline. However, lockers remain under jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. According to Oklahoma School law (§70-24-102.), students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. A student has full responsibility for the security of the locker and is responsible for the contents of his/her locker. District policy FNF states that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches.

TEXTBOOKS / CHROMEBOOKS

Books and chromebooks are to be handled with care and each student is responsible for the book checked out to him/her. If the textbook is lost or severely damaged, the student will be charged the cost of the textbook for replacement. If the chromebook is lost or stolen, the student is responsible for replacement costs. If the chromebook is damaged, if the student has insurance on it, the insurance will cover the damage.

WEAPONS

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

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

A dangerous weapon may include, BUT IS NOT LIMITED TO, a pistol, revolver, rifle, shotgun, air gun, or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife of which can be opened by a flick of a button or pressure on the handle, any pocket knife, regardless of incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, choking devices, mace pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause

an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent.

THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON.

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

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

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

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

Ada Schools is a weapons-free school district. Please see the district policies FNCG & FNCGA regarding weapons.