



**ADA JUNIOR  
HIGH SCHOOL  
2025-2026**

STUDENT HANDBOOK

*Our Pursuit*

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

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

Dear Students, Parents and Guardians:

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

We are eagerly anticipating the **2025–2026 School Year**, which promises to be filled with dynamic classes, exciting activities, and meaningful assemblies designed to challenge and inspire our students while nurturing a supportive and positive school culture.

The entire **AJHS team is excited to welcome you and your family** to our school community. We remain committed to providing a safe and inclusive learning environment where every student can thrive. Our dedication to academic excellence and well-rounded extracurricular opportunities continues to be strengthened by our passionate and caring faculty and staff.

As education continues to evolve, **partnerships between school and community** are more important than ever. By working together, we can empower students to reach their highest potential—academically, socially, emotionally, and physically. At AJHS, we believe in building an extended family where every student is supported and celebrated.

The **AJHS Student Handbook** contains important information about our school's programs, expectations, and resources. We encourage all families to review it to stay informed and engaged with our school community. The **Ada Junior High School family** looks forward to supporting our students as they pursue their goals throughout the year.

We ask all AJHS students to live by three simple but powerful principles: **Be Present, Be Awesome, and Be Kind**. When we commit to these values together, as students, staff, and community, we create the foundation for a successful and fulfilling school year.

McKayla Plett

AJHS Principal

**IMPORTANT INFORMATION****ADA JUNIOR HIGH SCHOOL**223 W. 18<sup>TH</sup> STREET

ADA, OK 74820

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

## AJHS BELL SCHEDULE

7th Grade		8th Grade		9th Grade	
7:40	Cafeteria Open	7:40	CAFETERIA OPEN	7:40	CAFETERIA OPEN
8:00	Doors Open	8:00	DOORS OPEN	8:00	DOORS OPEN
8:05	First Bell Ring	8:05	FIRST BELL RING	8:05	FIRST BELL RING
8:10-8:55	1ST PERIOD	8:10-8:55	1ST PERIOD	8:10-8:55	1ST PERIOD
9:00-9:45	2ND PERIOD	9:00-9:45	2ND PERIOD	9:00-9:45	2ND PERIOD
9:50-10:35	3RD PERIOD	9:50-10:35	3RD PERIOD	9:50-10:35	3RD PERIOD
10:40-11:05	7TH Lunch	10:40-11:25	4TH PERIOD - 1st	10:40-11:25	4TH PERIOD - 1st
11:10-11:55	4TH PERIOD - 2ND	11:30-12:15	5TH PERIOD - 1st	11:30-11:55	8TH LUNCH
12:00 - 12:45	5TH PERIOD - 2ND	12:20 - 12:45	9TH LUNCH	12:00 - 12:45	5TH PERIOD - 2nd
12:50 - 1:20	6TH AIM	12:50 - 1:20	6TH AIM	12:50 - 1:20	6TH AIM
1:25-2:10	7TH PERIOD	1:25-2:10	7TH PERIOD	1:25-2:10	7TH PERIOD
2:15-3:00	8TH PERIOD	2:15-3:00	8TH PERIOD	2:15-3:00	8TH PERIOD

**DOORS OPEN - KIDS ALLOWED TO LOCKERS: 8:00 AM**

**1st Period:** BEGINS: 8:10 AM

**Period 8:** ENDS: 3:00 PM

**Lunches:**

10:40-11:15 - 7TH LUNCH

11:30-11:55 - 8TH LUNCH

12:25 - 12:50 - 9TH LUNCH

**TUTORING: (MONDAY-THURSDAY):** BEGINS: 3:05 PM ENDS: 4:00 PM

**GRACE:** BEGINS: 3:05 PM

ENDS: 5:00 PM

**EARLY RELEASE DATES:**

September 19, 2025

October 14, 2025

March 26, 2026

May 21, 2026

*Early release dismissal will be at 12:45 p.m.*

**PARENT TEACHER CONFERENCE DATES:**

October 14, 2025

March 12, 2025

*See full academic calendar on the last page of this document.*

## **ADA CITY SCHOOLS ADMINISTRATION**

Mr. Pat Liticker	Superintendent
Mrs. Sue Young-Harmon	Adult Education Director
Mrs. Lisa Fulton	Director of Assessment & Accountability Federal Programs Director
Mrs. Shonna Self	EL Learner/Homeless & Foster Care Services
Mrs. Charity Eakens	Director of First American Education
Mrs. Ali Lawson	AWARE Community Manager / MTSS Coordinator
Mr. Chris Eckler	District STEAM Director
Mrs. Linda Dickinson	Coordinator of Special Services
Mrs. Jeanie Neal	Director of Special Services
Ms. Celena Galbreath	Director of Technology
Mr. Jonathan Boeck	Transportation Director
Mrs. Melanie Rhynes	School Nurse

## **Ada City Schools Board of Education**

Anne Nicole Flinn, President, Office #5

Melissa Rollins, Vice President, Office #3

Kiah Anderson, Clerk, Office #1

Sarah Cody, Member, Office #4

Kyle Stuart, Member, Office #2

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

## **TABLE OF CONTENTS**

<b>I.</b>	<b><u>Animals On School Property</u></b> .....	<b>8</b>
<b>II.</b>	<b><u>Attendance Policies</u></b> .....	<b>8</b>
<b>III.</b>	<b><u>Testing Policy</u></b> .....	<b>11</b>
<b>IV.</b>	<b><u>Discipline</u></b> .....	<b>12</b>
<b>V.</b>	<b><u>Distribution Of Materials On Campus</u></b> .....	<b>15</b>
<b>VI.</b>	<b><u>Dress Code</u></b> .....	<b>15</b>
<b>VII.</b>	<b><u>Eligibility</u></b> .....	<b>16</b>
<b>VIII.</b>	<b><u>Electronic Device Policy</u></b> .....	<b>16</b>
<b>IX.</b>	<b><u>Family Educational Rights And Privacy Act</u></b> .....	<b>17</b>
<b>X.</b>	<b><u>Honor Roll</u></b> .....	<b>18</b>
<b>XI.</b>	<b><u>Medication</u></b> .....	<b>19</b>
<b>XII.</b>	<b><u>Parent Bill Of Rights</u></b> .....	<b>19</b>
<b>XIII.</b>	<b><u>Petitions</u></b> .....	<b>19</b>
<b>XIV.</b>	<b><u>School Visitors</u></b> .....	<b>19</b>
<b>XV.</b>	<b><u>Student Safety</u></b> .....	<b>20</b>
<b>XVI.</b>	<b><u>Verification Of Residence</u></b> .....	<b>23</b>

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## **I. ANIMALS ON SCHOOL PROPERTY:**

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

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## **II. ATTENDANCE POLICIES**

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### **EXCUSED ABSENCES & ATTENDANCE EXCEPTIONS:**

To support student success and ensure fairness, certain absences from school are considered **excused**. An excused absence still counts towards a student's chronic absentee numbers. These include:

#### **Approved Excused Absences:**

1. **Personal or Family Illness** – If a student is sick or needs to care for an ill family member.
2. **Medical Appointments** – Doctor, dentist, mental health, or other necessary medical visits.
3. **Legal Obligations** – Including required attendance for court matters, jury duty (grand, multicounty grand, or petit jury), or other official legal responsibilities.
4. **Extenuating Circumstances** – Other unique or emergency situations as approved by the school principal (e.g., family emergencies, funerals, etc.).
5. **Religious Holidays** – When a student's religious practice requires absence on a school day.

#### **Parent/Guardian Responsibility:**

- Parents must **call the school on the day of the absence** to report the reason.
- If no call is made, a **written note or phone call is required the day the student returns** to excuse the absence.
- Once excused, the **student is allowed to make up all missed work without penalty**.
- **Students must arrange with teachers to make up work on the day they return.**

**Note:** For the complete attendance policy and procedures, please refer to pages 4–6 of the **Ada City Schools District Handbook**, available online at [www.adacougars.net](http://www.adacougars.net) or at the district office.

### **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.



## **CHRONIC ABSENTEEISM:**

A student is considered **chronically absent** if they miss **10% or more of the school year**, not including absences for a **documented significant medical condition**.

When a student becomes chronically absent:

- School staff will contact the family to **identify the cause**, explain the impact of absences, and create a plan to improve attendance.

**Significant medical conditions** (such as severe or ongoing illnesses, injuries, or emotional trauma) must be **documented by a doctor** each school year. These absences may be **exempt from chronic absence calculations** if approved by the district's medical exemption committee.

## **MAKE-UP WORK:**

When a student is absent from class for an excused absence, it is the **student's** responsibility to get missing assignments and to turn them into the class. Absent students will receive one instructional day for every day absent in which to turn in work. For homework on days absent, (for 3+ days of work) please call the AJHS office prior to 8:30 a.m. to request written assignments that are not available on Google Classroom. They may be picked between 3:00-3:30 p.m. at the main office. Students who turn in make-up work, written or digitally, after the allowed time should not expect full credit. Credit will be determined by the classroom teacher.

## **ARRIVALS AND DEPARTURES:**

School Day - All students are restricted to the school campus from time of arrival in the morning until scheduled time of departure for the school day. **STUDENTS WILL REPORT TO THEIR FIRST CLASS OR CAFETERIA UPON ARRIVAL. CAFETERIA DOORS WILL OPEN AT 7:40 AM AND SCHOOL BUILDING DOORS WILL OPEN AT 8:00 AM.** No student may leave campus during the school day unless checked out through the office by the parent/guardian. The parent/guardian must appear in person to check out the student unless otherwise deemed necessary by administration and/or school nurse. Ada Junior High School requires all parents/guardians to have an Identification in order to check out their student from school. Any student who leaves campus without checking out in this way will be classified as 'truant' and discipline for such will be assigned.

## **GRACE:**

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

The GRACE program works as follows: Once a student has exceeded the attendance limit (9 absences for the semester) the student will be assigned GRACE by the office. GRACE meets Monday through Thursday from 3:05 p.m. until 5:00 p.m. One day of GRACE equates to one half day of absences. Once the student has made up required time in GRACE, the office will update the student's attendance to reflect GRACE.

***The GRACE program provides the opportunity for all students to pass regardless of their excessive absences, unless the absences exceed the number of days available in GRACE.***

*\*Note: Any student who receives no credit for a course due to absences and refuses GRACE may not be given the opportunity to attend summer school for recovery of the class. The student may/may not be moved to the next grade level, but must repeat all classes that were failed due to absences/refusal of GRACE.*

### **TARDY POLICY:**

All students are expected to be in their classroom prior to the tardy bell beginning to ring. A student who is more than 20 minutes late is counted absent for the period. If a student arrives after the tardy bell begins to ring, the Ada Junior High School has the following policies for the infraction:

#### **Unexcused Tardy Policy -**

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

Fridays - the office will run the list for **Total Unexcused Tardies**.

#### **Unexcused Tardy Numbers - Disciplinary Action**

Tardy 4 - 3 days lunch detention

Tardy 5 - 4 days lunch detention

Tardy 6 - 5 days lunch detention

Tardy 7+ - 1 day ISD

### **GOOD BEHAVIOR PAYOFF DAY POLICY:**

To promote and reward positive student behavior and consistent attendance, Ada Junior High will host a **Good Behavior Payoff Day** during the final week of each semester. This special event is designed to celebrate students who consistently demonstrate responsibility, respect, and commitment to their education.

#### **Eligibility Requirements:**

- No more than **6 absences** in any class during the semester (excused and unexcused combined).
- **No In-School Detention (ISD) or Out-of-School Suspension (OSS)** during the semester.

Students who meet these criteria will be invited to participate in a day of fun and engaging activities as a reward for their dedication and positive behavior.

Participation in the Good Behavior Payoff Day is a privilege. It is our hope that this incentive will encourage all students to make positive choices and maintain good attendance throughout the semester.

**LUNCH:**

**Ada Jr. High School is a closed campus.** Students are required to eat their lunches in the assigned areas of our school. Any student that has lunch brought from off campus must eat the lunch in the assigned areas and must return to class on time. Student drivers will not be allowed to leave campus during lunchtime.

**Deliveries:** Students may **ONLY** receive lunch deliveries from a parent or guardian. Students will not be allowed to receive food after their lunch to eat in another classroom. Late deliveries will be kept in the office until the conclusion of the school day. **NO DOORDASH DELIVERIES WILL BE ACCEPTED AT AJHS.**

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### **III. TESTING POLICY**

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**BENCHMARK TESTING POLICY:**

In order to closely monitor academic progress and ensure high levels of learning for all students, Ada Junior High School will administer **Benchmark Tests** at the end of each quarter.

**Benchmark Testing Schedule:**

- ★ **Occurs during the last two days of each quarter**
- ★ **All students at AJHS will participate**

These benchmark assessments serve as a critical tool to:

- Measure student mastery of grade-level standards
- Guide teachers in adjusting instruction to meet student needs
- Inform parents of student progress
- Provide school leaders with data to support academic decision-making and interventions.
- Below grade-level benchmark scores may result in student schedule changes.

Benchmark testing is a required component of the AJHS academic program and will be taken seriously by all students. Results will be used as part of our ongoing commitment to academic growth and success.

**STATE TESTING POLICY:**

Ada Junior High School (AJHS) is committed to upholding the assessment requirements established by the Oklahoma State Department of Education and federal guidelines. These assessments are integral to evaluating student progress and informing instructional practices.

**Oklahoma School Testing Program (OSTP):**

**Grade 7:** Students are required to participate in state assessments for English Language Arts (ELA) and Mathematics.

**Grade 8:** Students are required to participate in state assessments for English Language Arts (ELA), Mathematics, and Science.

These assessments are aligned with the Oklahoma Academic Standards and are designed to measure student proficiency in core academic areas. The results contribute to the Oklahoma School Report Card and assist in identifying areas for academic improvement.

### **PreACT Assessments:**

**Grades 8 and 9:** Students will participate in the PreACT 8/9 assessment during the fall semester. This assessment provides an early measure of college and career readiness, offering insights into students' academic strengths and areas for growth. The PreACT 8/9 covers English, Mathematics, Reading, and Science, and helps in preparing students for future ACT testing.

### **Assessment Administration:**

All assessments are administered in accordance with the guidelines provided by the Oklahoma State Department of Education. Participation in these assessments is mandatory, and the data collected is utilized to:

- Inform instructional strategies and curriculum development.
- Communicate student progress to parents and guardians.
- Support administrative decisions regarding educational programs and resource allocation.

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## **IV. DISCIPLINE**

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### **DISCIPLINARY POLICY AND PROCEDURES SUMMARY:**

Ada City Schools is committed to providing a safe, respectful, and productive learning environment. While the main focus is education, disciplinary action may be necessary to maintain school order and support student growth.

Disciplinary decisions are guided by the Ada Junior High Discipline Matrix, which outlines typical consequences for common behavior violations. However, the matrix is not all-inclusive. School administration retains full discretion to assign consequences based on the unique circumstances of each situation.

Possible disciplinary actions may include (but are not limited to):

- Conference with the student
- Parent contact or meeting
- Detention (before school, after school, or lunch)
- In-School Detention (ISD)
- Short-term or long-term suspension
- Alternative Education Placement
- Referral to law enforcement or appropriate outside agencies

All disciplinary decisions are made with fairness and consistency, taking into account the nature of the behavior, student intent, and history.

Refer to the Discipline Matrix for general guidance.

For the complete district policy, see pages 27–28 of the Ada City Schools District Handbook.

### **DISCIPLINARY APPEAL PROCESS:**

Students and parents have the right to appeal disciplinary suspensions under the following procedures:

Short-Term Suspensions (10 days or fewer)

1. The student or parent must notify the superintendent in writing within 10 days of the suspension or notice of intent to suspend.
2. The superintendent will inform the Board of Education, which will hear the appeal within 10 days of receiving notice.
3. The student/parent may present evidence during the hearing to explain why the suspension is inappropriate.
4. The Board may uphold, modify, or overturn the suspension.
5. The Board's decision will be communicated within 5 days and is final.

Long-Term Suspensions (more than 10 days)

Any student who has been suspended for more than ten (10) days, or the student's parent(s), may request a **review of the suspension with school administration**. If the administration chooses **not to withdraw the suspension**, the student then has the right to **appeal the decision to the Board of Education**. The following procedures govern this appeal process:

1. The student or parent must notify the superintendent in writing within 10 days of the suspension or notice of intent to suspend.
2. The superintendent will notify the Board of Education, which will either:
  - Conduct the hearing directly, or
  - Appoint a hearing officer to handle the appeal.
3. The hearing will take place within 10 days of the notice being filed.
4. The student/parent may present evidence during the hearing.
5. The Board or hearing officer will decide the outcome and notify the student/parent within 5 days.
6. The decision is final.

*Note: The superintendent may allow the student to attend classes during the appeal process at their discretion.*

## **AJHS DISCIPLINE MATRIX**

<b>Offense</b>	<b>1<sup>st</sup> Occurrence</b>	<b>2<sup>nd</sup> Occurrence</b>	<b>3<sup>rd</sup> Occurrence</b>	<b>Subsequent Occ.</b>
<b>Class Disruption</b>	Teacher Discipline	Teacher Discretion + Admin.	Teacher Discretion + Admin.	Teacher Disc. + Admin.
<b>Disrespectful to Staff/Student</b>	Administration Discretion	Administration Discretion	Administration Discretion	Administration Discretion
<b>Tobacco / Vape &amp; Juel</b>	5 Days ISD Administration Discretion	10 Days ISD Administration Discretion	10 OSS & 5 Days ISD Administration Discretion	45+/- OSS Administration Discretion
<b>THC/Marijuana Drugs/Alcohol</b>	20 Days ISD Administration Discretion	Rest of Semester Administration Discretion	Rest of Semester Administration Discretion	Rest of Semester Administration Discretion
<b>Profanity</b>	Warning	1 Detention	2 Detention	Administration Discretion
<b>Cheating</b>	Zero Assignment No Makeup Call Home	Zero Assignment 1 Day ISD Call Home	Zero Assignment 2 Days ISD	Zero Assignment 2 Days OSS
<b>Threatening Faculty/Staff /Students</b>	5 Days ISD Administration Discretion	5 Days OSS Administration Discretion	5 Days OSS 5 Days ISD Administration Discretion	15 Days OSS Administration Discretion
<b>PDA / Kissing</b>	5 Days Lunch Detention	1 Day ISD	2 Days ISD	3 Days ISD
<b>Missing Detention</b>	Warning	1 Additional Day Detention	Administration Discretion	Administration Discretion
<b>Skiping Class</b>	1 Day ISD Per Hour	1 Day ISD Per Hour	1 Day ISD Per Hour	1 Day ISD Per Hour
<b>Involved in Fight</b>	5 Days OSS	5 Days OSS	10 Days OSS	45+/-
<b>Physically Involved In a Fight</b>	5 Day OSS 5 Days ISD	10 Days OSS	45+/-	45+/-

**Please Note:** The disciplinary procedures outlined above serve as a general guide. All situations are subject to administrative discretion, and the administration reserves the right to modify, bypass, or escalate disciplinary actions based on the specific circumstances of each case.

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#### **IV. DISTRIBUTION OF MATERIALS ON CAMPUS:**

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

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#### **V. DRESS CODE:**

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##### **DRESS CODE REGULATIONS:**

###### **General Guidelines**

Students are expected to dress in a manner that is appropriate for a school setting. Clothing should promote a safe, respectful, and distraction-free learning environment. Any clothing, jewelry, or accessory that the administration deems inappropriate for school, poses a safety concern, or causes a disruption to the educational process may be prohibited.

###### **Shorts, Skirts, and Dresses**

- Shorts, skirts, and dresses must be **mid-thigh length or longer** and provide appropriate coverage when standing, sitting, or moving.
- Slits in these garments must also meet the length requirement.
- Spandex, stretch, or biker-style bottoms may only be worn if paired with a top that extends past the hips.
- Boxer shorts are not permitted
- Final determinations of appropriateness will be made by school administration.

###### **Pants**

- Sagging is not permitted.
- Pants must be appropriately sized and worn at the waist.

###### **Tops**

- The following are not allowed: spaghetti straps, muscle shirts, strapless tops, halter tops, racerback styles, one-shoulder or off-the-shoulder tops.
- Tank top straps must be at least the width of a dollar bill.
- Tops must not be see-through, low-cut, or expose the back, torso, or undergarments.
- Midriffs must be covered, and tops must be properly buttoned.
- Basketball jerseys may only be worn with a shirt underneath.

###### **Shoes**

- Bedroom slippers and house shoes are not permitted.
- Footwear must be worn at all times for safety reasons.

###### **Hats and Headwear**

- Hats, caps, bandanas, hoods, and other head coverings may not be worn inside school buildings, regardless of gender.

- Exceptions may be made for religious or medical reasons, with prior approval.

### **Miscellaneous**

- Sunglasses may not be worn inside the building.
- Studded collars/bracelets, dog collars, wallet chains, and choke chains are not allowed.
- Clothing must be appropriately sized—not excessively baggy or overly tight.
- Clothing or accessories that display inappropriate, obscene, or vulgar language or images; promote alcohol, drugs, tobacco, or gang affiliation; or otherwise contradict school values will not be tolerated.
- Any item that interferes with the learning environment or is deemed inappropriate by administration may be subject to disciplinary action.

### **Religious Accommodation:**

If a 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 basis for the request before the student begins school.

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## **VI. ELIGIBILITY:**

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### **GRADING/ELIGIBILITY:**

The scholastic eligibility rule will require a student to pass six (6) classes in the preceding semester. Students failing to meet this standard may regain their eligibility at the end of six (6) weeks by passing all classes they are currently enrolled in during that semester. Summer school credit earned during the June or July session may be used to meet the end of semester requirements. The eligibility rule requires a student to be passing all classes on a week to week basis. This is for all competitive extracurricular activities, field trips, and school activities. In addition to academic eligibility, students must be in good standing to represent the school in any co-curricular activities. This Eligibility rule will apply for all junior high school students; students are not allowed to leave school or participate in any activity if their name appears on the ineligible list.

### **ATHLETICS AND ELIGIBILITY:**

Students enrolled in athletics, as a representative of our school, are expected to maintain eligibility at all times. If a student-athlete is placed on the ineligible list, the student will be assigned study hall DURING the in school athletic hour.

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## **VII. ELECTRONIC DEVICE POLICY:**

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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 electric devices shall not include school-issued or school-approved devices that are specifically limited for in-class instruction.



Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from the first bell to the last bell.

*For more information on the district cell phone policy see the District Handbook.*

Student use of any electronic devices, school issued or personal, at Ada Public Schools is a privilege not a right. Failure to adhere to established guidelines will result in consequences similar to the consequences levied for other disruptions to the educational process including the confiscation or revocation of school issued devices. 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, headphones, or smart watches.

### **DEVICE MISUSE ACTIONS:**

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

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

First Violation: The device will be confiscated and be returned to the parent/guardian of the student at the conclusion of the day. No device will be returned prior to the final bell at 3:05 pm. If a parent/guardian is unable to come to school to accept the device, the student may have it returned to them at the end of the school day.

Second Violation: The device will be returned to the parent/guardian of the student at the conclusion of the day. Devices will be returned prior to the final bell at 3:05 pm. If a parent/guardian is unable to come to school to accept the device, the student may have it returned to them at the end of the school day. Students will also be assigned 3 days detention.

Third Violation: The device 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 a device for use at any point during the school day, prior to or after the school day, or on school grounds.

### **SCHOOL PHONES:**

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

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## **VIII. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT:**

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

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

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

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## **IX. HONOR ROLL**

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- Superintendent's Honor Roll—Students must have all A's.
- Principal's Honor Roll—Students must have no grade below a B.

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## **X. MEDICATION:**

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- 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.
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## **XI. PARENT BILL OF RIGHTS:**

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No school district, and no employee of the district or 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.
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## **XII. PETITIONS:**

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

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## **XIII. SCHOOL VISITORS:**

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### **VISITORS:**

Visitors on campus should go first to the AJHS office. Any visitor to the AJHS campus will be required to have identification in order to enter the building. Visitations and conferences should

be arranged in advance through the office. Parents are also invited to attend their student's schedule in a shadowing effort should the parent/guardian and the administration agree that it could/would benefit the student. Visitation will be strictly limited to parents/guardians and only as needed/directed by administration. **School visitation by other students, friends and other relatives will not be allowed.**

### **DELIVERIES:**

**No deliveries from third parties** of any kind will be accepted at AJHS throughout the school year. Students may receive birthday deliveries excluding balloons.

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## **XIV. STUDENT SAFETY:**

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### **BULLYING & HARASSMENT POLICY – SUMMARY:**

At Ada Junior High School, bullying and harassment of any kind are not tolerated. Every student has the right to feel safe, respected, and included at school, on the bus, at events, and online.

**Bullying includes:** repeated actions like name-calling, threats, physical harm, spreading rumors, social exclusion, and cyberbullying (online harassment). These actions are taken seriously and will be addressed immediately.

#### **If you experience or witness bullying:**

Report it to a teacher, counselor, or administrator as soon as possible. The Bullying/Harassment Incident Report Form is available below.

**Possible consequences for bullying may include:** counseling, detention, loss of privileges, suspension, and/or involvement of law enforcement, depending on the severity.

AJHS is committed to providing a safe environment where all students can learn and grow.

**For the complete bullying and harassment policy, please refer to page 6 of the Ada City Schools District Handbook, available at the district office or online at [www.adacougars.net](http://www.adacougars.net).**

## HARASSMENT/BULLYING INCIDENT REPORT FORM

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Room/Location: \_\_\_\_\_

Student(s) Initiating Bullying/Harassment:

\_\_\_\_\_  
 \_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_  
 \_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Student(s) Affected:

\_\_\_\_\_  
 \_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_  
 \_\_\_\_\_ Grade: \_\_\_\_\_ Class: \_\_\_\_\_

Type of Harassment Alleged: Racial\_\_ Sexual\_\_ Religious\_\_ Other\_\_\_\_\_

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

____ Name Calling	____ Spitting
____ Stalking	____ Demeaning Comments
____ Inappropriate Gesturing	____ Stealing
____ Staring/Leering	____ Damaging Property
____ Writing/Graffiti	____ Shoving/Pushing
____ Threatening	____ Hitting/Kicking
____ Taunting/Ridiculing	____ Flashing a Weapon
____ Inappropriate Touching	____ Intimidation/Extortion
____ Other_____	

Describe the incident:

\_\_\_\_\_  
 \_\_\_\_\_

Witness Present: \_\_\_\_\_

Physical evidence: Graffiti\_\_ Notes\_\_ E-mail\_\_ Web sites\_\_ Video/ audio tape\_\_

Other \_\_\_\_\_

Staff Signature \_\_\_\_\_

Parent(s) contacted: Date \_\_\_\_\_ Time \_\_\_\_\_

Administrative response taken:

\_\_\_\_\_

## **POSSESSION OF TOBACCO-TOBACCO PARAPHERNALIA/VAPOR-VAPOR PARAPHERNALIA/FACSIMILES OF SUCH:**

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

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

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

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

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

### **Disciplinary Action regarding Tobacco/Vapor:**

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

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. The length and severity of the disciplinary action will continue to rise with each violation.

Refer to the Discipline Matrix for detailed information on consequences and disciplinary actions.

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

Refer to the Discipline Matrix for detailed information on consequences and disciplinary actions.

### **SAFETY DRILLS:**

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

### **STUDENT LOCKERS/SEARCHES:**

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

### **STUDENT ID'S**

All students are required to wear their student badges when they are on campus. Students who have lost their ID and/or lanyard can go to the office to purchase a new one. When a student does not have their ID they will attend lunch detention.

### **WEAPONS:**

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

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## **XV. VERIFICATION OF RESIDENCE:**

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



## ADA CITY SCHOOLS | 2025-2026 CALENDAR

**4 - Professional Day**

**5, 6 – Enrollment Confirmation**

**7, 8 – Professional Day**

**11, 12 Meet & Greet Orientation**

**13 – First Day of School**

AUGUST '25						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**1, 2 – Christmas Break**

**5 – Professional Day**

**19 – M.L. King Day No School**

**1 – Labor Day**

**19 – Early Release Day**

**22 – No School**

SEPTEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

FEBRUARY '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**13 – Professional Day**

**16 – Presidents' Day No School**

**14 – Early Release Day & Parent/Teacher Conference**

**15, 16, 17 – Fall Break**

OCTOBER '25						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MARCH '26						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**12 – Early Release Day & Parent/Teacher Conference**

**13 – Snow Day/No School**

**16 – 20 Spring Break**

**24 – 28 Thanksgiving Break**

NOVEMBER '25						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

APRIL '26						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**3 – Good Friday No School**

**6 – Easter Holiday No School**

**24 – Snow Day**

**December 19 – January 2 Christmas Break**

DECEMBER '25						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY '26						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**8 – Snow Day/No School**

**21 – Last Day of School Early Release Day 1/2 Day Teacher Workday**

**Board Approved: January 13, 2025**

**Revisions Approved: April 14, 2025**