



WILLARD GRADE CENTER

STUDENT HANDBOOK

Dear Parents, Guardians, and Students,

Welcome to Willard Fifth and Sixth Grade Center! We are excited to have you as part of our school community. This handbook has been prepared to help you understand our school's expectations, policies, and procedures. It is designed to support a safe, respectful, and engaging learning environment for all students.

Fifth and Sixth grades are a time of academic, social, and emotional growth. 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. We are committed to helping each student develop the skills, confidence, and character needed for success in school and beyond. Our staff works hard to create a supportive environment where all students are encouraged to do their best and contribute positively to our school community.

Please read this handbook carefully and refer to it throughout the school year. 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 ensure everyone understands what is expected.

If you have any questions or need additional information, please feel free to contact the school office or speak with a teacher, counselor, or administrator.

Tara Burns
Willard 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

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WILLARD CENTRAL OFFICE STAFF

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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 Grade Center 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.

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 Services / Homeless & Foster Care Liaison
Mrs. Charity Eakens	Director of Indian Education
Mrs. Ali Lawson	AWARE Community Manager / MTSS Coordinator
Mr. Chris Eckler	District STEAM Director
Mrs. Jeanie Neal	Director of Special Services
Mrs. Linda Dickinson	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. Melanie Rhynes	School Nurse

Ada City Schools Board of Education

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

WILLARD 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. Breakfast will be served from 7:15 am to 8:00 am.

Homeroom Attendance

It is very important that all students are present for **homeroom each morning from 7:40 am to 8:00 am**. Homeroom is a valuable part of the school day where students have the opportunity to:

- Prepare for the day ahead
- Receive academic support and ask questions about homework
- Hear important daily announcements and school updates

Being on time and present for homeroom helps students start their day organized and informed. Consistent attendance also allows us to build a stronger school community and ensures that students don't miss out on essential information.

We encourage families to support their students by helping them arrive at school on time each morning.

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

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I. ATTENDANCE

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.
2. **Medical Appointments** – Doctor, dentist, mental health, or other necessary medical visits.
3. **Legal Obligations** – Including required attendance for court matters.
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.

Unexcused Absences

An unexcused absence is any absence that does not meet the criteria for an excused absence and occurs when no contact is made with the school by the parent or guardian.

Note: 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.

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 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.

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.

School Activity Absence Policy

The maximum number of absences for activities whether sponsored by the school or from an outside agency/organization which removes students from the classroom shall be (10) for any one class period each year. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete.

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.

Tardy Policy

All students are expected to be in their classroom prior to the tardy bell ringing. 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, Willard 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.

Unexcused Tardy Numbers - Disciplinary Action

Tardy 4 - 2 days lunch detention
Tardy 5 - 3 days lunch detention
Tardy 6 - 4 days lunch detention
Tardy 7+ - 1 day ISD or 2 days ASD

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.

Absent students will receive one instructional day for every day absent in which to turn in work.

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. 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.

Ada Schools require 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. Students will not be dismissed through the front doors at the end of the day.

GOOD BEHAVIOR PAYOFF DAY POLICY:

To promote and reward positive student behavior and consistent attendance, Willard will host a **Good Behavior Day** during the final week of each semester. This day 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.

II. ARTICLES BROUGHT TO SCHOOL

To maintain a focused and respectful learning environment, students should not bring unnecessary or distracting items to school. The following guidelines apply:

Prohibited Items - Items such as toys, trading cards, fidget toys (unless approved for educational use), and electronic games (e.g., Nintendo Switch) are not allowed at school. If students bring these items, they will be confiscated and returned to the student at the end of the school day.

Valuable Items - Students are strongly discouraged from bringing valuable personal belongings to school, as the school is not responsible for lost, stolen, or damaged items.

Bicycles - All bikes must be locked and secured at the bike rack on the east side of the gym during school hours.

Skateboards - Skateboards brought to school must be **checked in at the office immediately upon arrival**.

These rules are in place to ensure student safety, prevent distractions, and protect personal property.

III. 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.

IV. 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. Students will be written up and possible suspensions or removal from the bus will occur due to unacceptable behaviors. 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.

V. 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.

VI. DISCIPLINE POLICY

At Willard Grade Center, we are committed to creating a positive, safe, and focused learning environment for all students. Every student has the right to learn, and every teacher has the right to teach—without disruption.

We believe all students can behave appropriately. Disruptive behavior that interferes with learning or safety will not be tolerated and will result in disciplinary action.

Students are expected to:

- Respect the learning environment
- Allow others to learn without interference
- Follow school rules and staff directions

Teachers and administrators have the authority to discipline students during school, while traveling to and from school, and at school-related events. Disciplinary decisions are made at the discretion of the administration, based on the situation and district policy.

While our main focus is education, disciplinary actions may be necessary to maintain school order and support student growth.

The school administrator has the discretion to determine appropriate disciplinary action in response to unacceptable student behavior. The following are examples of conduct that are not acceptable in school:

1. Disrespectful behavior or language toward students, staff, or substitutes
2. Refusal or failure to follow directions from school personnel
3. Use of profanity or vulgar language
4. Leaving class, the building, or campus without permission
5. Disorderly conduct that disrupts school functions or the learning environment
6. Unauthorized use of electronic devices during school hours
7. Dress code violations
8. Behavior that endangers the safety of others
9. Harassment, bullying, threats, intimidation
10. Racial slurs
11. Fighting or assault
12. Off-campus behavior that negatively impacts school discipline or operations
13. Violating classroom or school rules

14. Cheating or academic dishonesty
15. Insubordination or other disruptive conduct
16. Misuse of the internet or school computer systems
17. Vandalism or arson
18. Theft
19. Gang-related behavior (gestures, language, or dress)
20. Use or possession of tobacco, e-cigarettes, vapes, or smoking-related products
21. Possession, use, sale, or distribution of prescription or non-prescription drugs in violation of school policy
22. Use or possession of THC / marijuana
23. Possession, threat, or use of dangerous weapons—including “fake” weapons
24. Any act of violence

Note: This list is not exhaustive. Other behaviors not listed here may still be subject to disciplinary action if they violate school policies or disrupt the learning environment.

Disciplinary decisions are guided by the Willard 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:

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 or Long-term suspension (please see District policy FOD)
8. Referral to police
9. Other appropriate disciplinary action as required and as indicated by circumstances (can include change of placement).

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.

Willard Discipline Matrix

Offense	1st Occurrence	2nd Occurrence	3rd Occurrence	Subsequent Occurrence
Class Disruption	Teacher Discretion	Teacher Discretion	Teacher Discretion + Admin	Teacher Discretion + Admin
Disrespectful to Staff/Student	Teacher Discretion	Teacher Discretion	Teacher Discretion + Admin	Teacher Discretion + Admin
Failure/Refusal to follow directions	Teacher Discretion	Teacher Discretion	Teacher Discretion + Admin	Teacher Discretion + Admin
Tobacco / Vape	5 Days ISD Admin Discretion	7 Days ISD Admin Discretion	10 Days ISD Admin Discretion	5 OSS & 5 ISD Admin Discretion
THC / Marijuana Vape	5 OSS & 5 ISD Admin Discretion	10 Days OSS Admin Discretion	Up to 45 Days OSS Admin Discretion	Up to 45 Days OSS Admin Discretion
Profanity	Warning	3 Days Noon Detention	2 days ASD Or ISD	Admin Discretion
Threatening Students/Staff	3 Days ISD Admin Discretion	6 Days ISD Admin Discretion	5 OSS & 5 ISD Admin Discretion	Admin Discretion
Cheating	Zero Assignment No Makeup	Zero Assignment No Makeup 1 day ISD	Zero Assignment No Makeup 2 days ISD	Zero Assignment No Makeup 3 days ISD
PDA / Kissing	5 Days Noon Detention	1 Day ISD	2 Days ISD	3 Days ISD
Skiping Class	1 Day ISD Per Hour	1 Day ISD Per Hour	1 Day ISD Per Hour	1 Day ISD Per Hour
Skiping Detention	1 additional day Noon Detention	2 additional days Noon Detention	1 day ISD	1 day ISD
Fighting	3 days ISD	6 days ISD	3 days OSS	Admin Discretion
Vandalism	Teacher Discretion	Teacher Discretion	Teacher Discretion + Admin	Teacher Discretion + Admin

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 ASD or ISD. 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 2:50-3:50

ISD - IN SCHOOL DETENTION is assigned to students who have been assigned numerous noon detentions or after school detentions, 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 ISD 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.

In-School Detention (ISD) Procedures and Expectations:

- **Lunch and Breaks** - Students in ISD will eat lunch and take breaks separately from the rest of the student body.
- **Classwork:** - Students will complete the same assignments as their classmates but will do so in the ISD room.
- **Behavior Expectations** - Disruptions or failure to complete assignments may result in additional day(s) in ISD or out-of-school suspension.

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 or attend 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.

VII. DRESS CODE

The purpose of the student dress code is to allow for individual expression through current fashion while maintaining a learning environment free from distractions, extremes, or indecency. Students are expected to dress in a manner that is appropriate for the school setting. Clothing and accessories must not disrupt the educational process and any apparel, jewelry, or accessories deemed inappropriate by school administration is not permitted.

Students found in violation of the dress code will be asked to change into appropriate clothing. Any class time missed while changing may result in a tardy or absence.

Students who fail to comply with the dress code, or refuse to follow administrative decisions regarding violations, may be removed from class, placed in an alternative setting until the issue is resolved, and/or face additional disciplinary action.

The administration will make every effort to contact a parent/guardian if a dress code violation occurs. Students will not be allowed to return to class until they are in dress-code-compliant attire. If appropriate clothing is not available or the student refuses to change, parents will be asked to bring suitable attire.

Shorts, Skirts, Dresses

- Bike shorts and boxer shorts are not permitted.
- 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 requirements.
- Form fitting, stretch, or spandex type material is 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

- 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 may be worn inside the building, regardless of gender.

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 - not excessively baggy or overly tight
- 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.'

VIII. 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. Please see the Academic and Attendance Policy Below.

The building principal will have final say in determining if a student will be allowed to participate in extracurricular activities in regards to behavior or disciplinary actions.

Willard Academic and Attendance Eligibility Policy

To promote academic success and consistent attendance, this policy outlines eligibility criteria for participation in extracurricular activities, field trips (with the exception of a learning experience trip), and other school-related privileges. A **Weekly Eligibility List** will be used to monitor student status.

1. Weekly Eligibility List Overview

- The Weekly Eligibility List is generated each Thursday afternoon.
- It includes students who are currently ineligible due to failing grades or poor attendance.
- The list is distributed to teachers and coaches and is used to determine student eligibility for the current week (Friday-Thursday).
- Students with any failing grade (below 60%) in a core subject at the end of the grading period will be placed on academic probation for the first week.
- A student is ineligible if they are failing any core subject (Math, English Language Arts, Science, or Social Studies) for two weeks in a row at the time of the weekly grade check.
- Grades are pulled directly from the school's grading system (Sylogist) as of Thursday at 3:00 PM.
- If after a week of probation, a student raises a previously failing grade but is now failing a different core subject, they will remain on the eligibility list as "ineligible."
- A student is only considered eligible when they are not failing any core subjects.

Probation and Reinstatement:

- While on probation, for the first week, the student will be allowed to participate in all extra curricular activities.

- Students will regain eligibility if their next progress report shows all grades above 60%.
-

2. Attendance Criteria for Weekly Eligibility

- Students must have been present for at least 80% of school days to remain eligible.
- Verified, documented extended sick absences (e.g., illness with doctor's note) of 3 days or more are not counted against eligibility.
- Students will be allowed to make up absences through GRACE.

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 (has missed more than 80% of class time), or is assigned GRACE due to the possibility of exceeding the allotted absences, the student will be assigned GRACE. GRACE meets Monday and Wednesday from 2:50 p.m. until 3:50 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.

3. Impact of Ineligibility

Students on the Weekly Eligibility List are not permitted to:

- Participate in extracurricular games, performances, or competitions. (This includes all basketball games, track meets, performing arts performances, and band performances or competitions.)
-

4. Notification Process

- Students and parents will be notified each week if the student is on the ineligible list.
 - Notification will be made via School Status by the subject area teacher in which the student is failing.
 - Students and parents are encouraged to check their status at any time on Sylogist and meet with teachers or school counselors for support.
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5. Support and Interventions

Students on the eligibility list for two consecutive weeks will be:

- Assigned to academic support (e.g., tutoring, homework lunch, study hall).
[Gradebook](#)

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.

IX. ELECTRONIC DEVICE POLICY

Personal electronic device means a personal device capable of connecting to a smartphone, the internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, **smart watches, smart headphones, laptops, tablets, and smart glasses**. Personal electronic devices shall not include school-issued or school-approved devices that are specifically limited for in-class instruction.

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

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.

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.

Cameras/Recorders

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.**

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.

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.

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 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 know the passcode to enter the cell phone/device will not be accepted.

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 confiscated and 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 confiscated and 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. Students will also be assigned 3 days of after school detention.
- **Third 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.

This policy is required by law: (70 O.S. §1-126, 70 O.S §241101.1, et seq., 70 O.S. §24-102)

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

X. 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.

XI. 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.

XII. 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 7:50.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.

XIII. 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.

XIV. 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.

XV. STUDENT SAFETY

BULLYING & HARASSMENT POLICY – SUMMARY:

At Willard Grade Center, 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. 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).

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.

For the complete bullying and harassment policy (*FNCD-P*), please refer to page 6 of the Ada City Schools District Handbook, available at the district office or online at 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:

XVI. 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.

XVII. 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.

XVIII. TOBACCO/VAPOR

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.

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.

XIX. 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.