



**ADA JUNIOR  
HIGH SCHOOL  
2024-2025**

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 upcoming 2024-2025 School Year, which promises an array of engaging classes, activities, and assemblies designed to challenge and reward our students while fostering a positive school environment.

The entire AJHS team is thrilled to welcome you and your family to our community, where we have diligently created a safe learning environment for all students. Our commitment to academic excellence and extracurricular activities will continue, supported by our dedicated and compassionate faculty and staff. As the demands of education evolve, collaboration between school and community is crucial to help students reach their full potential. We believe in fostering a sense of extended family to ensure success for every student. It is our collective responsibility to equip students with the skills needed for academic, social, physical, and emotional success.

The AJHS Student Handbook offers essential information about our school's facilities, activities, and guidelines. We encourage you to review the handbook to familiarize yourself with our school community. The Ada Junior High School family wishes all students the best in achieving their goals during their time at AJHS.

We have three simple requests for all AJHS students: Be Present, Be Awesome, and Be Kind. By working together as a community to uphold these principles, we can pave the way for success for our students, staff, school, and community.

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.

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

**DOORS OPEN - KIDS ALLOWED TO LOCKERS: 7:45 AM**

**1st Period: BEGINS: 8:00 AM**

**Period 8: ENDS: 3:05 PM**

**Lunches:**

10:35 - 10:55 9TH ADVISORY

11:00 - 11:25 9TH LUNCH

11:30 - 11:50 7TH ADVISORY

11:55 - 12:20 7TH LUNCH

12:25-12:50 8TH LUNCH

12:55 - 1:15 8TH ADVISORY

**PM DETENTION (MONDAY-FRIDAY): BEGINS: 3:15 PM END: 4:00 PM**

**TUTORING: (MONDAY-THURSDAY): BEGINS: 3:15 PM ENDS: 4:00 PM**

**GRACE: BEGINS: 3:15 PM ENDS: 5:00 PM**

**SATURDAY SCHOOL: BEGINS: 8:00 AM ENDS: 12:00 PM**

**ADA CITY SCHOOLS ADMINISTRATION**

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

**Ada City Schools Board of Education**

Russ Gurley, President, Office #4  
 Kyle Stuart, Vice-President, Office #2  
 Anne Nicole Flinn, Clerk, Office #5  
 Melissa Rollins, Member, Office #4  
 Kiah Anderson, Member, Office#1

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.

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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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### **Student Attendance:**

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

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

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

Excused absence will be granted for the following reasons:

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

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



A student will not be considered absent from school if:

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

### Unexcused Absence

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

### Truancy

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

### Tardies

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

### Chronic Absenteeism

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

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

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

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

#### Virtual/Distance Learning Absences Information:

##### **Distance Learning Permissions:**

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

##### ★ Semester Testing and Exemption Policy

- Semester Test Exemptions are based on Attendance and Grade Average for **EACH** of student's class which he/she is enrolled using the following guide:
  - D (60-69%) and no more than 3 excused absences
  - C (70-79%) and no more than 4 excused absences
  - B (80-89%) and no more than 5 excused absences
  - A (90-100%) and no more than 6 excused absences
- Absences and grades are determined on a class by class basis. A student may be able to be exempt in one class, but not another due to grades and attendance.
- **Should a student fail to be exempt in 3 or more classes, the student will forgo any exemptions and will be responsible for all semester tests.**
- Any student that has been suspended may not be exempt for any exam.
- **Any student with 5 or more tardies for a class may not be exempt from that exam.**
- Any student that has spent more than 3 days in ISD may not be exempt for any exam.

- Any student who has served 2 days of Saturday School may not be exempt from any exam.
- Semester tests will be taken on the designated test day. Parents may notify the office to discuss arrangements to test at a later date due to medical or other approved absences. An absence on semester test day without arrangements being made through the office will result in a '0-zero' on the exams.

#### 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.

#### 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 7:30 AM AND SCHOOL BUILDING DOORS WILL OPEN AT 7:45 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 will employ a new auto check in and check out system. It will require 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 may 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), or is assigned GRACE due to the possibility of exceeding the allotted absences, the student will be assigned GRACE by the office. GRACE meets Tuesdays and Thursdays from 3:20 p.m. until 5:00 p.m. One day of GRACE equates to one class absence. Once the student has made up required time in GRACE, the office will inform each individual teacher of the student's new status.

***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 fails a course due to absences and refuses GRACE may not be given the opportunity to attend summer school for recovery of the failing 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 seats in class prior to the tardy bell beginning to ring. 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 only. Any tardy excused by a parent, teacher, or administrator does not count into the totals.*

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

An administrator will have a shared list on Google Drive and monitor for disciplinary actions. Students will be called to the office during their second hour to advise them of disciplinary action.

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

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

Tardy 4 - 3 days lunch detention

Tardy 5 - 6 days lunch detention - no longer eligible for semester test exemptions.

Tardy 6 - 3 days after school detention

Tardy 7 - 6 days after school detention

Tardy 8 - 6 days lunch detention, 1 day Saturday school, and parent call

Tardy 9 - 6 days lunch detention, 2 days of Saturday school, and parent call

Tardy 10 - 4 days of Saturday school and lunch detention until Saturday school is completed

Tardy 11 and Beyond - determined by administration

All actions are cumulative and do not replace other disciplinary actions. For example, a student receives an unexcused tardy while doing 6 days of lunch, he/she/they will continue to serve those days and additional disciplinary action will be added.

\*\* Note: On Tardy 5, a student will no longer be eligible for exemption from Semester Tests

### 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 up after 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.

**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.

**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. DISCIPLINE**

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**DISCIPLINE GUIDE**

The Ada Board of Education and Ada Junior High Staff believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. The staff member in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district. No staff member or administrator will administer formal discipline to his or her own child on behalf of the school except in cases of disruption in the classroom or common areas. Disciplinary matters concerning children of school employees will be handled by the appropriate principal, the superintendent, or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

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

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

The administration has the discretion to choose any disciplinary action in regard to unacceptable student behavior.

In considering the different forms of disciplinary action, the faculty and the administration of the school district will consider the following; however, the school is not limited to these various

methods, nor does this list reflect any order of sequence of events to follow in disciplinary actions:

1. Conference with student
2. Conference with parent via phone/in-person meeting
3. Detention (AM - PM - Lunch - Phone)
4. Behavior contract
5. Restriction of privileges and/or activities
6. Saturday School
7. In-School Detention
8. Alternative Educational Placement
9. Short-term suspension
10. Long-term suspension
11. Referral to police
12. Other appropriate disciplinary action as required and as indicated by circumstances (can include change of placement).

### Disciplinary Behavior

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

1. Disrespectful conduct/language toward another student, teacher, substitute teacher or staff member in or out of the classroom.
2. Failure or refusal to follow reasonable directives of the school staff, administrators, instructional aides, bus drivers, or any other authorized school district employee.
3. Using profanity or expressing vulgarities
4. Leaving class; the school building; or the school campus without permission
5. Disorderly conduct that hinders or interferes with a school function.
6. Disorderly conduct that disrupts the educational process.
7. Unauthorized use of electronic devices during the school day. Please see ECD conduct on Pages 25-26.
8. Violation of our dress code
9. Failure to follow bus rules and regulations.
10. Any public display of affection.
11. Any conduct which jeopardizes the safety of others.
12. Sexual, physical and verbal harassment, threats or threatening behavior, bullying, intimidation, hazing, racial slurs or stalking of students or employees to include, but not limited to, in person and/or through any cyber platform.
13. Fighting, Assault, and Battery
14. Off campus conduct which could have an adverse impact on order, discipline, or the educational process
15. Truancy or Irregular Attendance.
16. Excessive Tardiness
17. A violation of any school/classroom rule or policy
18. Developing non-factual accounts for absence or behavior

19. Academic dishonesty on school work
20. Other disruptive or insubordinate behavior
21. Misuse of the internet and/or local area network computer.
22. Vandalism/arson
23. Theft
24. Gang-related behavior, including gestures, language or dress
25. Use or possession of tobacco products, electronic cigarettes/vapor devices or any other product packaged for smoking or the simulation of smoking on campus or school activity
26. Possessing, selling, distributing or use of alcohol, illicit substances or paraphernalia including but not limited to intoxicating and/or non-intoxicating substances
27. Possessing, selling, distributing and/or use of prescription, non-prescription drugs in violation of school policy
28. Possession, threat or actual use of dangerous or offensive weapons including “fake” weapon
29. Any act of violence
30. Repeated minor offenses

**Notes Concerning Disciplinary Actions: (For long-term disciplinary action, administration may consider community service to reduce the disciplinary action.)**

**PM Detention:**

1. Every means will be used to contact the parent/guardian each time a detention is given.
2. Detention is Monday - Friday from 3:15 – 4:00 and is to be served on the day the detention is given. If this is not possible, then the student may receive additional consequences until the detention is served. No cellular devices may be used during detentions.
3. The student is required to bring school work to detention.
4. Any student who is late or causes disruptions in detention will receive additional consequences.
5. Skipping detention will result in either ISD or an additional day(s) of detention until all detentions are served.

**Lunch Detention:**

1. Detention will take place during the student’s lunch period.
2. The student is not allowed to have outside food brought in/delivered to or consumed during the detention. The student may have brought lunch from home - this is acceptable.
3. The student may not use any electronic device during detention.

**Phone Detention:**

1. The student will turn their phone into the office upon arrival to the campus.
2. The phone will be secured by the assistant principal.
3. The student may have their device returned upon the final bell of that school day.

4. Phone detention does not require a parent-pick up of the ECD unless the administrator determines that the student deserves the additional disciplinary action.

#### In School Detention – ISD:

Upon arrival **EACH** day in ISD, the student will write the following rules in legible handwriting and deliver it to the ISD instructor. The student is required to hand write a new set of rules for each assigned day of ISD. This will also serve as an attendance marker for that student.

Upon arrival at ISD, the student will be required to write a one-page summary and/or complete a Think Sheet on why they were issued ISD and include a positive resolution for the behavior. The summary/Think Sheet should also include what can be done in the future to change the behavior. The paper will be delivered to administration by the ISD teacher. An outstanding effort may result in the reduction of days assigned. However, a poor effort may result in completing the assignment again, multiple attempts, or the addition of more days of ISD assigned.

#### RULES TO BE WRITTEN -

1. Students placed in the ISD room will be excluded from participation in all extra-curricular activities, including assemblies, sports practices/games or any other school related activity after school. To participate in any after school practice, permission must be granted by administration. This will continue until the in- school suspension period is completed.
2. Upon arrival on campus, a student must report directly to ISD. A student may not walk the halls or be present in any other area upon arrival.
3. A Student may use technology to complete the assigned work by the student's teachers. All work will be delivered, either through courier or delivered via email, to the ISD instructor. If a student misuses technology at any point during their time in ISD, technology may be restricted and all assignments may become paper and pencil for completion.
4. I must report to room 128-B by 7:50 am each day. **I am tardy if I arrive after 7:50 and all tardy policies will then be followed which may result in detentions upon completion of my days within ISD.**
5. I **MUST** give my ECD to the ISD teacher upon arrival. If caught using **any** ECD that was not forfeited after arrival, the ECD will be confiscated and consequences will be given by administration.
6. I may **NOT** talk, touch, or otherwise, communicate with another student.
7. **I must complete the assigned work before I will be released from ISD even if my ISD time is done.**
8. **No outside food or drinks will be allowed. Any food that would be brought/delivered during the school day will be kept in the office until the conclusion of the school day. Students may bring their own lunch daily.**
9. I may **NOT** talk to the instructor unless given permission.
10. I may **NOT put my head on my desk or sleep while in ISD.**
11. I may **NOT** lean back in my chair.
12. I am **NOT allowed to put my feet on or lean against the side dividers.**
13. I am expected to keep my area clean of vandalism and trash. I understand that I will **NOT** be dismissed until my area is clean.



14. Any disagreements with policy may be taken to the site principal.
15. I understand the violation of any rule that is included may cause day(s) to be added to my ISD time.

*A student failing to adhere to the written policies of ISD may receive further consequences that may include short-term/long-term suspension.*

- |               |                          |
|---------------|--------------------------|
| a. 7:45       | Regular class work       |
| b. 9:30-9:40  | Morning Restroom Break   |
| c. 11:35      | Lunch/Restroom Break     |
| d. 12:50-1:00 | Afternoon Restroom Break |
| e. 3:05       | Dismissal bell           |

### SATURDAY SCHOOL:

Upon arrival **EACH** day, the student will write these rules in legible handwriting and deliver it to the Saturday School instructor. The student is required to hand write a new set of rules for each assigned day of Saturday School. This will also serve as an attendance marker for that student.

Upon first arrival to SS, the student will be required to write a one-page summary and/or complete a Think Sheet on why they were issued SS and include a positive resolution for the behavior. The summary/Think Sheet should also include what can be done in the future to change the behavior. The paper will be delivered to administration by the SS teacher. An outstanding effort may result in the reduction of days assigned. However, a poor effort may result in completing the assignment again, multiple attempts, or the addition of more days of SS.

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

### RULES TO BE WRITTEN

1. I must report to the front door of the school no later than 8:00 am each day. **I am tardy if I arrive after 8:00 am and all tardy policies will then be followed which may result in detentions upon completion of my assigned SS days.**
2. I **MUST** give my ECD to the SS teacher upon arrival. If caught using **any** ECD that was not forfeited after arrival, the ECD will be confiscated and consequences will be given by administration. The ECD may not be returned until the first day of school following the assigned Saturday school days.
3. I may **NOT** talk, touch, or otherwise, communicate with another student.
4. **I must have work to be completed, other work, or a book or other reading materials. I must work the entirety of the 8:00 am - 12:00 pm time assigned.**
5. **No outside food or drinks will be allowed.**
6. I may **NOT** talk to the instructor unless given permission
7. I may **NOT put my head on my desk or sleep while in Saturday School.**
8. I may **NOT** lean back in my chair.
9. I am **NOT allowed to put my feet on or lean against the side dividers.**

10. I will be expected to keep my area clean of vandalism and trash. I understand that I will **NOT** be dismissed until my area is clean.
11. Any disagreements with policy may be taken to the site principal.
12. I understand the violation of any rule that is included may cause day(s) to be added to my Saturday School assigned days. Violation of rules may also result in ISD or other disciplinary actions to be assigned.

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

*A student failing to adhere to the written policies of Saturday School may receive further consequences that may include short-term/long-term suspension.*

#### ALTERNATIVE EDUCATIONAL PLACEMENT:

##### Short-Term/Long-Term Suspension:

- Assignments that are provided by teachers must be completed before the student may return to school. This may be accomplished both in paper copy of virtual work, as assigned by the teacher.
- A suspended student may not participate in any extracurricular activities.
- A suspended student may not attend any/all school activities during suspension.

Note: Any student who receives special education services will continue to be offered those services during any/all in-school/out of school detentions and/or suspensions.

#### APPELLATE PROCEDURES

1. Any student who has been suspended for ten (10) days or less under the steps listed above, or the student's parent(s), may appeal the suspension to the board of education. The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal. 24

C. During the hearing of the appeal before the board of education, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.

D. The board of education shall determine the guilt or innocence of the student and the reasonableness of the term of the suspension. The board of education may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education shall be final.

2. Any student who has been suspended for greater than ten (10) days under the steps listed above, or the student's parent(s), may request a review of the suspension with the administration. If the administration does not withdraw the suspension, the student shall have the right to appeal the decision to the board of education. The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the superintendent within ten (10) days following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

B. Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education. The board of education may conduct the hearing or may appoint a hearing officer to conduct the hearing. The board of education or hearing officer shall hear the appeal within ten (10) days from the date the notice of intent is filed with the superintendent. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the board of education or hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate.

D. The board of education or hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education or hearing officer may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. The decision of the board of education or hearing officer shall be final.

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

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.

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

It is the intent to permit students to dress according to current fashions and, at the same time, restrict extremes and indecency which distract from the main purpose of the educational process. Any attire which disrupts the educational process is prohibited. Any apparel or accessory determined to be inappropriate by the administration is not allowed. The student dress code applies at school, on school vehicles, and at school sponsored activities. Routine dress code checks will occur each school day. Students who are dressed inappropriately will be asked to change and may be counted tardy or absent from any classes they miss. Students who fail to comply with the dress code and/or the decision of the administration in the correction of such violation may be alternatively placed until corrected with the possibility of disciplinary action. At any point a student does not comply with dress code, every effort to contact the parent/guardian will be made by the administration. Continual violations of the dress code will result in consequences that may include, but are not limited to detentions, ISD, or Short Term AEP.

Dress Code Regulations:

Any apparel deemed inappropriate by the Administration is not allowed.

**Shorts, Skirts, Dresses**

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

**Pants**

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

**Tops**

- No spaghetti straps, muscle shirts, strapless tops, halter tops, racer back tops, one shoulder or off the shoulder tops are not permitted.
- Tank tops straps must be a dollar bill width.
- Tops should not be see-through, low-cut or expose back, torso, cleavage, or undergarment.
- Tops must be properly buttoned and the midriff must be covered.
- Basketball jerseys without a t-shirt underneath are not allowed. Shoes
- Bedroom slippers/house shoes are not permitted.
- Footwear should be worn at all times.

**Hats**

- No caps, hats, bandanas, hoods or headwear worn in buildings (males or females).

**Miscellaneous**

- Sunglasses are not to be worn in the building.
- Studed collars or bracelets, dog collars, wallet chains, choke chains are prohibited.
- Clothing should be appropriately sized.
- Revealing or sexually provocative clothing or clothing of extreme style 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 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 probation/ineligible list, the student will be assigned Study Hall DURING the athletic hour. The student will not be allowed to attend practice during this time. If a student-athlete is failing, we feel that the extra time in a classroom setting with a teacher present better serves the student, rather than continuing practice for the week in which he/she/they are ineligible to participate in their activity. During this class time, no cell phones are allowed and it will be up to the coach if the student will be allowed to be at the activities for the week in which the student can not participate.

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

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### Electronic Communication Devices (ECD): (including Cell Phones and School-Issued Devices)

**Electronic Communication Devices: NO CELL PHONE POLICY during class time. Students will be allowed to use cell phones in the halls between classes, prior to the final bell of the morning, and during lunch. Teachers will not allow students that are completed with work to regain access at any point to their cell phone.**

Student use of ECD 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 banning of personal ECD. 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.

### Electronic Device Restrictions:

- Students and parents/guardians must sign the AJHS Electronic Use/Misuse Contract to be able to use the device at any time at school or on school transportation/grounds.

- Cell phones/devices may not be used for any voice, text, or social media communication during class time.
- Cell phones/devices may not be used to view/listen to videos, music, etc. without the use of headphones.
- Cell phones/Devices may be used in the hallway without the use of the camera function.
- Cell phone/Device cameras and audio recorders may only be used for specific educational benefits and only with prior permission of the teacher or administrator and may not be used at any time in the hallway between classes.
- The use of cameras/recorders in any private area to include, but not limited to, restrooms, locker rooms, or dressing areas will 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.
- The use of cell phones/devices in the act of, promotion of, coordination of, sharing of or any act which may be deemed bullying, hazing, or harassment may result in disciplinary action up to and including the revocation of 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.
- Sexting, which includes intentionally creating, producing, distributing, presenting, transmitting, posting, exchanging, disseminating, or possessing, through any computer or digital media, any photograph or digitized image or any visual depiction of a person in any condition of nudity, or involved in any prohibited sexual act; will face disciplinary action and be turned over to law enforcement agencies.
- Cell phones/Devices must be on silent upon entering the school building.
- Cell phones/Devices may be used in other areas within the school, on school grounds, and on school transportation as designated by the administration.
- Students must immediately comply with teachers'/administrators' request to shut down devices or close the screen. Failure to comply when asked is defiance. Defiance can result in disciplinary action including but not limited to detention, ISD, or suspension.
- Any use of a student's cell phone/device by another student in which an act that requires disciplinary action may result in disciplinary action for all parties involved. A student is encouraged to have his/her/their cell phone/device locked at all times that it is not in use. The excuse that another student used the cell phone/device due to the fact he/she/they know the passcode to enter the cell phone/device will not be accepted.

ECD Misuse Actions:

ECDs 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 ECD will be confiscated and be returned to the parent/guardian of the student at the conclusion of the day. No ECD 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 ECD, the student may have it returned to them at the end of the school day.

Second Violation: The ECD will be returned to the parent/guardian of the student at the conclusion of the day. ECD 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 ECD, 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 ECD will only be returned to the parent/guardian. The student will be assigned 6 days detention and/or 3 days ISD.

Fourth Violation: The ECD will only be returned to the parent/guardian. The student will be assigned 3 days of ISD. The student will also forfeit the privilege to have their ECD for use at any point during the school day, prior to or after the school day, or on school grounds (CELL PHONE DETENTION).

#### 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 an 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:**

##### Act of, Resemblance of, Promotion/Coordination of, or Recording of Fighting/Assault:

Any act of/resemblance of/ promotion/coordination of/ or recording of any Fight/Assault will receive disciplinary action. The administration will conduct an investigation and will determine the degree of punishment which may range from ISD to suspension (short/long term). After investigating the situation, it may involve law enforcement which may include a police report and/or an arrest for a fight. However, any act involving an assault, all students involved will be turned over to law enforcement. Any student involved in more than one of these acts may be disciplined with long-term suspension up to the remainder of the semester or the remainder of the semester and all of the following semester.

##### BULLYING:

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

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

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

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance:

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

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

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

The superintendent shall develop procedures providing for:

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

## 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:

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### Investigation Procedures:

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

### Definitions

1. “Bullying” means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

“Electronic communication” means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

“Threatening behavior” means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

### Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal. If the bullying involves electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If, during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify local law

enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

4. If it is determined that the school district’s discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually

occurring. If it is determined that an act of bullying has occurred, a referral will be made to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.

5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 10 (ten) days of the conclusion of the investigation.

7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 10 (ten) days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

The Ada Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

#### Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the

educational system at large.

2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.

3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.

4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.

5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.

6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.

7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

## Definition of Terms

### 1. Statutory definition of harassment, intimidation, and bullying:

70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms “bullying,” as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school’s educational mission or the education of any student that a reasonable person should recognize will:

- A. Harm another student;
- B. Damage another student’s property;
- C. Place another student in reasonable fear of harm to the student’s person or damage to the student’s property; or
- D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school’s educational mission or the education of any student.

### 2. The “Reasonable Person” Standard

In determining what a “reasonable person” should recognize as an act placing a student in “reasonable” fear of harm, staff will determine “reasonableness” not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

### 3. General Display of Bullying Acts

Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited, to physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

A. Physical Bullying includes harm or threatened harm to another’s body or property, including, but not limited to, what would reasonably be foreseen as a serious expression



of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Ada Public Schools.

### Procedures Applicable to the Understanding of and Prevention of Bullying of Students

#### 1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy

of the entire policy is available on request. Ada Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

## 2. Ada Public Schools' Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for the students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying, methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also the BDFD policy).

### Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

### Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appear to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the building principal. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the building principal.

### Parental Responsibility

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

### Discipline of Students

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

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

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

privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities and/or class trips.

The above consequences will be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students both targets and perpetrators, and family members affected by bullying, as necessary.

#### Hazing:

It is the policy of this school district that no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned or authorized by the board of education shall engage or participate in hazing.

For the purposes of this policy, hazing is defined as an activity that recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the board of education.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or other forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the board of education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include suspension for students and employment termination for employees.

#### Act of, Resemblance of, Promotion/Coordination of, or Recording of Fighting/Assault:

Any act of/resemblance of/ promotion/coordination of/ or recording of any Fight/Assault will receive disciplinary action. The administration will conduct an investigation and will determine the degree of punishment which may range from ISD to suspension (short/long term). After

investigating the situation, it may involve law enforcement which may include a police report and/or an arrest for a fight. However, any act involving an assault, all students involved will be turned over to law enforcement. Any student involved in more than one of these acts may be disciplined with long-term suspension up to the remainder of the semester or the remainder of the semester and all of the following semester.

#### Drug-Free Schools:

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

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

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

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

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

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

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

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

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

nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or electronic device.

#### Disciplinary Action regarding Tobacco/Vapor:

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

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

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

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

#### 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.

#### Weapons:

It is the policy of the Ada Board of Education that possession of dangerous instruments or weapons or facsimiles of such on school property, at school-sponsored functions, or while in any school bus or vehicle used by the school for transportation of students or teachers is forbidden.

Dangerous instruments or weapons include, but are not limited to, firearms (guns), fire-works, explosives, knives, razors, clubs, chains, or other instruments used for assault or injury. No one may use any article as a weapon to threaten or injure another person. Students found to be in violation of this policy will be suspended and the police will be notified.

Weapons-Free School:

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

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

A dangerous weapon may include, BUT IS NOT LIMITED TO, a pistol, revolver, rifle, shotgun, air gun, or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife of which can be opened by a flick of a button or pressure on the handle, any pocket knife, regardless of incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, choking devices, mace pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person’s consent.

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

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

placement, or the implementation of the IEP. The child must be placed in an appropriate setting determined by the IEP team and continue to receive special education and related services.

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

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

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

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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.