

**WILLARD  
STUDENT  
HANDBOOK**

**2010- 2011**



**“Doing the Right Thing”**

**STUDENT CONTRACT  
WILLARD GRADE CENTER  
SCHOOL YEAR: 2010 - 2011**

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***IMPORTANT MESSAGE TO WILLARD PARENTS!!***

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AFTER YOU AND YOUR CHILD HAVE READ THROUGH THIS STUDENT HANDBOOK, PLEASE SIGN AND RETURN THIS SHEET TO YOUR CHILD'S HOMEROOM TEACHER. IF EACH STUDENT AND PARENT STRIVE TO FOLLOW THE GUIDELINES SET FORTH IN THIS HANDBOOK, WE WILL CERTAINLY HAVE A GREAT YEAR!

WE ENCOURAGE CLOSE PARENT INVOLVEMENT IN EACH STUDENT'S WORK AND WANT YOU TO FEEL FREE TO CONTACT US ABOUT ANY PROBLEM. WE ALSO APPRECIATE ANY AND ALL PARENT VOLUNTEERS AT WILLARD SCHOOL. CALL US ANY TIME!

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I HAVE READ THE STUDENT HANDBOOK AND AGREE TO ASSUME RESPONSIBILITY FOR MY BEHAVIOR AND COMPLETION OF ALL SCHOOL ASSIGNMENTS. I WILL RESPECT SCHOOL AUTHORITY AND THE PROPERTY AND RIGHTS OF OTHERS.

\_\_\_\_\_  
(Child's signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Homeroom teacher)

\_\_\_\_\_  
(Grade)

\_\_\_\_\_  
(Parent's signature)



Dear Parents,

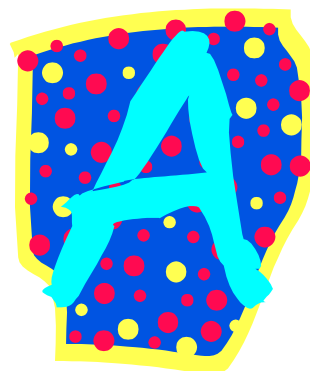
Welcome to Willard Fifth and Sixth Grade Center! At Willard, we feel that it is very important for students to assume responsibility for themselves. It is your child's responsibility to follow directions and complete all assignments on time, to be responsible for self-discipline, and to obey all school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

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

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

Willard Faculty & Staff

Kevin Mann, Principal



### MY SCHEDULE

Name \_\_\_\_\_

Period	Subject	Teacher
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____

My lunch period is \_\_\_\_\_

My homeroom teacher is \_\_\_\_\_

#### Grading Scale

- 90 - 100% =A
- 80 - 89% =B
- 70 - 79% =C
- 60 - 69% =D
- 59 - Below =F

**Willard Student Handbook 2010- 2011**  
**School Hours 8:25 A.M. -- 2:55 P.M.**  
**Office Hours 8:00 A.M. -- 3:30 P.M.**  
**School phone 310-7250**

***Kevin Mann, Principal***  
***Anne Gray, Counselor***

***Jami Knighten, Secretary***

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***Our Philosophy***

We believe that all children can learn and that the success of their lifelong education is essential to their future.

Our purpose is to provide all students with opportunities to develop to their full potential in a positive and caring environment. This is accomplished by adequate and appropriate resources, an innovative and enthusiastic staff, and cooperation among school, family, and community.

***Willard Motto***

Doing the Right Thing.

We welcome Ada's finest fifth and sixth graders to our school and hope we ALL have a wonderful year.

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***Daily Schedule***

<b>Student Preparation for Instructions</b>	<b>8:10-8:20</b>
<b>1st Period</b>	<b>8:25-9:15</b>
<b>2nd Period</b>	<b>9:20-10:05</b>
<b>3rd Period</b>	<b>10:10-10:55</b>
<b>Lunch (5th Grade)</b>	<b>11:00-11:30</b>
<b>4th Period (6th Grade)</b>	<b>11:00-11:45</b>
<b>4th Period (5th Grade)</b>	<b>11:35-12:20</b>
<b>Lunch (6th Grade)</b>	<b>11:50-12:20</b>
<b>5th Period</b>	<b>12:25-1:10</b>
<b>6th Period</b>	<b>1:15-2:00</b>
<b>7th Period</b>	<b>2:05-2:55</b>

## ***ABSENCES***

School is in session from 8:20 A.M. to 2:55 P.M. Students will be marked tardy after 8:25 A.M. Students arriving after that time should check in through the school office before going to class.

When a student is ABSENT, parents should notify the school. The safety of your child is of the utmost concern.

If a student will be absent for several days, parents may request to have the teacher send homework for the student. They will be given sufficient time to complete make-up work.

If a student has excessive absences, truancy letters may be sent to parents and other authorities, including the District Attorney.

## ***TARDIES***

If a student is tardy four times in a nine-week period, he/she will be sent to after school detention on the fifth and all subsequent tardies.

## ***ARTICLES BROUGHT TO SCHOOL***

Please do not bring valuable items to school, especially anything that could be stolen or cause you or someone else to become distracted. Items such as game boys, MP3 players, CD's or tapes are not allowed at school. Cell phones may be brought to school by students, however, they are not to be turned on or used at any time during the hours of 8:00 a.m. and 2:55 p.m. Bicycles are to be used as transportation to and from school only. They are not to be used on the school grounds at all. Bikes must be locked on the bike rack on the **East side** of the gym during school hours. Skateboards brought to school must be checked in to the office as soon as the student arrives to school.

## ***ASSIGNING AND HANDLING BOOKS/AGENDAS***

Books are to be handled with care and each student is responsible for the book checked out to him/her. If the book is lost or severely damaged, the student will be charged for replacing the book. Each student will be provided 1 free Agenda/Planner to record their assignments. Parents are to sign the student's agenda each night to indicate they have reviewed the student's assignments and they have been completed. If a student loses his/her Agenda/Planner the replacement cost will be \$5.00.

## ***BREAKFAST PROGRAM***

We feel that a nutritious breakfast is necessary for a student to learn most effectively. Therefore, Willard will be serving breakfast each school morning. The price will be \$1.25 regular and 30 cents reduced. (WE ENCOURAGE ALL ELIGIBLE FAMILIES TO SIGN UP FOR FREE OR REDUCED LUNCHESES/BREAKFASTS.) Willard Grade Center will be serving breakfast each school morning from 7:45 A.M. to 8:10 A.M.

## ***BUS SERVICE***

Buses are provided for you to ride to and from school. All students are under the direct control and supervision of the bus driver while on the bus. Listed below are the bus behavior rules.

1. Students are not to talk to the bus driver while the bus is moving.
2. Students are not permitted out of their seats.
3. All parts of the body must be kept inside the bus at all times.
4. The emergency door is NOT to be opened except at the direction of the

bus driver.

5. No drinks will be permitted on the bus.
6. No seat may be reserved or held for another student.

The following types of behavior may result in a student not being allowed to ride on the bus: littering, smoking, dipping, improper language, disrespect to the driver, throwing objects on or off the bus, fighting, spitting or throwing objects out of the windows, loud talking or unnecessary confusion, destruction of public property (must be paid by offender), unlocking the emergency door, continually breaking rules.

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

### ***DRESS CODE***

All students are expected to exercise good judgment in wearing appropriate clothing to school. Clothing worn to school should be clean, presentable, and appropriate for weather and school activities. Abbreviated or revealing clothing that is determined to be disruptive to the learning and teaching process will not be allowed. Likewise, clothing promoting drugs, alcohol, tobacco, immoral behavior, or profanity will not be allowed. Also bandanas, baggy or sagging pants, or other items which might be considered gang related will not be allowed. **GARMENTS WITH HOLES IN THEM WHERE THE STUDENTS SKIN IS VISIBLE WILL NOT BE ALLOWED. HAIR MUST BE OF NATURAL COLOR. EARRINGS SHALL BE WORN IN THE EARS ONLY. ANY OTHER PIERCING MUST BE EITHER COVERED OR REMOVED WHILE AT SCHOOL OR WHILE AT A SCHOOL FUNCTION. SHORTS MUST BE AT LEAST AS LONG AS THE MIDDLE FINGER WHEN THE STUDENT'S ARM IS HELD DOWN THE SIDE OF THE STUDENT'S LEGS. TANK TOPS ARE NOT ALLOWED. ALL SHIRTS WITH SHOULDER STRAPS MUST BE AT LEAST THREE FINGERS WIDE WHEN PLACED ACROSS THE SHOULDER AREA OF THE SHIRT. HOUSE SHOES MAY NOT BE WORN AT SCHOOL.**

Hats are not to be worn inside the school building. They are to be kept in lockers during the school day. Hats can only be worn outside during recess. Please put students' name on all jackets, coats, and hats.

Any student not adhering to the dress code will be asked to change or call home and have more appropriate clothing brought to school. Punishment for excessive dress code violations will be determined by the building principal.

### ***EARLY ARRIVALS***

Teacher supervision begins at 8:00 A.M. for those who must come early. Those students should enter the building at the southeast door by the gym on Center Street and report to the gym. Students that are eating breakfast will be released at 7:45 a.m. to eat. If students do not eat breakfast, they will remain seated until 8:10 a.m. Students that arrive after 8:10 go directly to breakfast or to their homeroom. Students are not permitted to go to the bathroom or other rooms without teacher knowledge and permission.

### ***DELIVER / PICK-UP BY PARENTS***

Bus service will be provided to ALL students living in the Ada School District. To ensure the safety of the students, those parents driving their children to school should drop them off at the southeast door by the gym on Center Street, if you arrive at school between 8:00 a.m. and 8:10 a.m. and at the main door on 9<sup>th</sup> Street, after 8:10 a.m.

In order for your child to receive his/her full day of education, we ask that you not pick your child up early unless it is absolutely necessary. Please make his/her appointments after 2:55 p.m. whenever possible. Any student who is checked out after 12:25 and before 2:55 will be counted 1/2 days absent. (This is so not to interrupt the class at the end of the day).

After school fifth grade students may be picked up on 10<sup>th</sup> Street between Center and Stonewall and sixth grade students may be picked up on the corner of 10<sup>th</sup> Street and Center. **DO NOT PARK IN FRONT OF OUR SCHOOL TO PICK UP YOUR CHILD AFTER SCHOOL. THIS STREET IS FOR BUSES ONLY.**

### ***CHECK-OUT DURING THE SCHOOL DAY***

Parents must sign a check-out sheet in the office when a student leaves the building during the school day. If there are certain individuals who are not permitted to check out your child, we must have written instructions to that effect on file in the office. If you would like to add/delete a person to your child's pick-up list, this must be done in person at the front desk. No changes to pick-up or bus changes may be made after 2:30 p.m. unless it is considered an emergency by the administration.

### ***ALL VISITORS TO THE BUILDING MUST CHECK IN AT THE OFFICE.***

### ***LATE PICK-UP***

Students should be picked up **by 3:15 p.m.** each day. Students will be placed in the office after that time.

### ***FIRST AID AND ILLNESS***

Any treatment given at school is limited to first aid. When a pupil becomes ill or is injured at school, parents are notified. If they cannot be reached and the situation requires medical attention beyond our resources, the family physician is contacted for instruction. If no physician has been named by the parents, it may be necessary to send the pupil to the hospital emergency service for needed care until parents can be reached.

Parents should supply the school with information concerning special health problems, how they may be reached during the school day, and the family physician's name and phone number. We must also have an emergency number, such as a friend of the family, relative or neighbor.

Teachers are continually alert to signs of illness, and parents are notified when these signs occur in school. Parents are encouraged to keep children home when they are ill. During periods of inclement weather, unless there is a possibility of getting wet, children will be outside during breaks and recess. Please see that they are properly dressed for the weather.

### ***MEDICATION AT SCHOOL***

1. No medication will be given to a student unless it is ordered by a physician. Medication ordered by a physician to be given in school must be in the prescription bottle with the name of the drug, dosage, and instructions for administering.

2. The parent or guardian must fill out a medication form that gives the school permission to give the drug. (SEE OFFICE FOR FORM.)
3. All medications are to be kept in the office, along with the parent permission slip. The medication is to be dispensed by personnel authorized by the principal.
4. All other medications shall be confiscated by school authorities and released only to the parents, legal guardian or authorities.

### ***CURRENT ADDRESS AND PHONE NUMBERS***

It is absolutely vital that we have current addresses and both home and work telephone numbers for parents. When there is a change in address or phone numbers, please call us and let us know or send a note to the office. This is for your child's protection, in the event of illness, injury, or emergency!

### ***PROGRESS REPORTS***

Progress reports will be sent home every 3rd week. Please check the announcement page on the online grade book for progress report dates. Parents are encouraged to use the Ada Schools online grade book system to keep up with your child's academic progress. Parents will be given a password to access the online grade book at the beginning of each school year. Student's grades and assignments will be posted and updated weekly.

### ***STUDENT AGENDAS***

Students will be given a student planner to keep with them at all times while at school. The students will be expected to fill in the planners with their homework and activities of the day. The planners will also act as their hall pass. If a student loses their planner they will need to buy another one from the office for \$5.00. If the school runs out of planners, the student will need to buy one from another source that is comparable to the school's planner.

### ***HONOR ROLL***

A Principal's and Superintendent's Honor Roll, along with the Governor's Honor Roll (for J.O.M. students) is chosen each nine weeks. To be eligible for the Superintendent's Honor Roll, a student must have at least a 4.0 grade average. To be eligible for the Principal's Honor Roll, a student must have a 3.0 grade average. To be eligible for the Governor's Honor Roll, a student must have all A's or all A's and B's. Students with incomplete work at the close of the nine weeks are not considered eligible.

### ***END OF THE YEAR AWARDS***

There are several "End of the Year" awards here at Willard. They include - Perfect Attendance, Reading Awards, Willard Student of the Year, Masonic Student of the Year, Camp Goddard Awards, Honor Choir Awards, Special Olympic Recognition, and Straight "A" & "A"s & "B"s Club.

### ***LOST AND FOUND***

There is a lost and found barrel in the hallway outside the gym where misplaced or lost items are taken. Students are encouraged to check the barrel frequently for lost items such as clothing. Occasionally, more valuable items, (watches, glasses, billfolds, etc.) are turned in to the office. Items not claimed at the end of each semester are donated to charity. PLEASE PUT NAMES ON ALL OBJECTS BROUGHT TO SCHOOL, ESPECIALLY COATS, JACKETS, AND LUNCHBOXES!

### **LUNCHES/SNACKS**

Lunch tickets are \$2.25 per student or \$22.50 for 10 days. Reduced lunch tickets are \$.40 per student or \$4.00 for 10 days. Milk is available for 25 cents for those who bring their lunch. When a student has charged lunch 3 times, he/she will be sent to the office to call parents for lunch money. We encourage all eligible students to apply for FREE OR REDUCED LUNCHES. Parents are welcome to visit the school cafeteria and eat lunch with students. If visiting, please notify the teacher or the office in the morning so that sufficient amounts of food are prepared.

### **PARENT-TEACHER CONFERENCES**

Parents are welcome and urged to visit the school. It is important for parents and teachers to work together for the students' welfare. Formal parent-teacher conferences will be scheduled at the end of the first and last nine-week periods. School will be dismissed for one day for each of these conferences.

### **TELEPHONE USE BY STUDENTS**

Students' use of the office phone will be permitted only in emergencies, not for after-school social arrangements. Parents' calls to teachers are encouraged when the need arises. However, teachers cannot be called from class. Instead, parents can leave a message on the teacher's voice mail.

### **BULLYING/CYBER BULLYING**

Bullying and Cyber bullying will not be tolerated at Willard Grade Center. Bullying is against the State Law of Oklahoma. Any student who engages in any type of bullying or cyber bullying will be punished to the extent of the law. Bullying can be defined as any physical or verbal action that causes physical or emotional harm to others. The use of texting, face book, etc.... to harass or intimidate other students will be considered as serious an offense as physical or verbal bullying.

Students who engage in bullying may be placed in "In School" restriction or suspended from school. Serious offenses may be turned over to the proper law enforcement officials.

### **WILLARD DISCIPLINE POLICY**

We believe in providing a positive, pleasant classroom experience. We believe all students can behave appropriately. A student will not be allowed to prevent a teacher from teaching or a student from learning.

Our goal is to make the classroom and the school experience pleasant, safe, and conducive to learning.

Willard School uses Assertive Discipline, which can be defined as a discipline in which teachers clearly communicate their wants and needs to the students and are prepared to reinforce those requirements with appropriate actions. Teachers respond in a manner which maximizes their potential for classroom management while in no way violates the best interests of their students.

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

\*\*These rules apply to all students on Willard School property and during all times

students are at school-sponsored activities.

1. Students are expected to respect the rights of other students to learn and the rights of teachers to teach. Abuse of those rights, such as rudeness, use of obscene language and gestures, fighting, temper tantrums, or cheating are not acceptable behaviors.
2. Students are expected to behave in a manner that will not cause harm to themselves or others.
3. Students are expected to respect the authority of all school personnel -- teachers, principal, cafeteria workers, bus drivers, etc. - and to comply with the classroom, school, playground, and bus rules.
4. Students are expected to respect the property of the school and of other students.
5. Students are expected to come directly to school, to arrive on time, and to remain during school hours. When dismissed, students should go directly home.
6. Students are expected to move in an orderly manner on the right side of the hallway to and from classes, restrooms, the cafeteria, etc.
7. Students are expected to eat quietly and politely in the cafeteria.
8. Gum chewing will be left up to each individual teacher preference.
9. Students are expected to refrain from the possession of and/or use of drugs, alcohol, or tobacco.
10. Students are not to bring any object to school which could cause injury to themselves or others or cause disruption in classes.
11. Students who bring weapons (or items that appear to be weapons) or illegal items to school are subject to suspension in accordance to Ada School Policy as well as state law.
12. Students who are sent to the principal's office for discipline reasons shall bring their student planner (agenda) to the office for documentation purposes.

Students who violate these provisions are subject to disciplinary actions consistent with their offense. These actions could include after school detention, recess time-out, ISR or suspension.

### ***CELL PHONES / ELECTRONIC DEVICES / LASER POINTERS***

Students will be allowed to possess cell phones on school property in lockers or their backpack; however, these devices must not be seen, heard, turned on, or in use between the hours of 7:45 A.M and 2:55 P.M. Any student who violates the cell phone policy will have his/her cell phone confiscated. Every effort will be made to ensure the security of any confiscated cell phone or electronic device; however, Willard Grade Center accepts no liability for any electronic device that is lost or stolen, or damaged after the item is confiscated in accordance with Willard Grade Center policies.

The following procedure will be followed for confiscated cell phones or other electronic devices:

**FIRST VIOLATION:** The cell phone/device will be returned to the student's guardian.

**SECOND VIOLATION:** The phone will be returned to the guardian. Then one of the following will occur: There will be a \$10.00 administration charge **or** the device will be turned in to the office for a 10 day holding period **or** the student will serve a minimum 2 days after school detention.

**THIRD VIOLATION:** The phone will be returned to the guardian. There will be a meeting with the guardian. The student will not be allowed to have the device/phone on the school campus for the remainder of the school year. Any cell phone or device confiscated from the student for violation of this policy will result in the student serving a minimum of 3 days after school detention.

Students are not allowed to possess a laser lighting device at school or school related activities. Laser pointers and other devices such as these will be confiscated and will not be returned.

### ***FOOD OR DRINK***

***NO FOOD OR DRINK WILL BE ALLOWED IN THE HALLWAYS OR IN THE CLASSROOMS. (NO EXCEPTIONS)***

### ***CAFETERIA RULES***

1. Keep the noise level low.
2. Clean up after yourself!
3. Stay at tables until dismissed by duty teacher.
4. Use good manners.
5. No food will leave cafeteria.
6. Empty and stack own trays neatly.

### ***PLAYGROUND RULES***

1. Sit on swing properly and swing front to back only. Those not following rules will be removed from swing for that day.
2. Stay on playground.
3. No rough play or martial arts.
4. No throwing of objects except balls.
5. No sitting or standing on top of bars or poles.
6. No climbing poles, trees, or building.
7. No entering of building or halls without a hall pass.
8. No play on entry handrails.
9. Keep hands and feet to yourself.
10. No profanity, name calling, lack of respect for others, or behavior unbecoming of Willard students, etc.
11. When lining up – single file, face forward, no talking.

### ***\*\*FIFTH GRADE DISCIPLINE PLAN\*\****

FIFTH GRADE students begin each day with four homeroom Popsicle sticks. A student loses a stick each time he/she fails to follow the rules. If a student loses all his/her sticks in a day, he/she is sent to the office to be disciplined by the principal. Cafeteria, hallway, bathroom, recess, and assembly offenses count against homeroom sticks.

### **FIFTH GRADE CONSEQUENCES**

Students choosing to misbehave should be aware that one or more of the following consequences may result:

1. Loss of stick(s)
2. Time-out in classroom
3. Other consequences as determined by teacher
4. Parent will be contacted by teacher
5. After-school detention (following loss of four sticks)
6. Parent-teacher-student conference
7. Recess time out
8. in school restriction
9. Suspension from school

### **\*\*SIXTH GRADE DISCIPLINE PLAN\*\***

SIXTH GRADE students will be expected to follow the below outlined discipline plan:

1. No late homework will be accepted. Homework is due on the date specified by the teacher. (Exception will be absences only)
2. A student will be issued one free homework pass at the beginning of each nine weeks, and they can earn up to one more at the end of the nine weeks, if they have no other late work. Homework passes may not be used on certain assignments as determined by the teacher.
3. Unused homework passes will expire at the end of each semester. If passes are not used, students have the option of trading them in at the end of the semester for some type of reward.
4. Homework passes must be used for forgotten, lost, or incomplete assignments. They may not be used if a student decides that he/she does not want to work that day in class.
5. Students will receive one verbal warning for any minor behavior problems - (example, not bringing classroom materials, disruption of class, tardiness etc.)
6. Students will serve recess time-out, or be referred to after-school detention for subsequent violations. Minor behavior problems will be handled by the teacher.
7. Students will be referred to the principal or counselor for punishment for major behavior violations, (example -fighting, bullying, harassment, etc.). Students could be placed in "In School" Restriction or suspended from school for major behavior violations.

## ***BULLYING/CYBERBULLY***

Bullying and Cyber bully will not be tolerated at Willard Grade Center. Bullying is against the State Law of Oklahoma. Any student who engages in any type of bullying or cyber bullying will be punished to the extent of the law. Bullying can be defined as any physical or verbal action that causes physical or emotional harm to others. The use of texting, face book etc. to harass or intimidate other students will be considered as serious an offense as physical or verbal bullying.

Students who engage in bullying may be placed in "In School" Restriction or suspended from school. Serious offenses may be turned over to the proper law enforcement officials.

## ***MAKE UP WORK POLICY***

Students are required to ask their teacher for any work they have missed because of an absence. It is the student's responsibility to ask the teacher for any work missed. The makeup policy will be as follows:

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

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

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

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

## ***AFTER SCHOOL DETENTION***

After-school detention (3:10-4:00) will be used as a discipline consequence. Parents are responsible for transportation home. STUDENTS SKIPPING AFTER SCHOOL DETENTION WILL HAVE ONE DAY ADDED TO THIER DETENTION. STUDENTS SKIPPING A SECOND TIME WILL BE PLACED IN ISR OR SUSPENDED FROM SCHOOL.

## ***AFTER SCHOOL DETENTION PROCEDURES***

Students are issued detentions by teachers or the principal. The student will bring the detention form to the office. The student will then visit with the principal about the behavior that caused the detention and what day they will serve the detention. Parents will be called or notified by detention form, that their child has received a detention. The student will take the detention form home to be signed by parent or guardian and returned the next day. If the student does not return the signed detention form, it can result in additional day(s) of detention. If the student is not able to stay for detention on the day assigned, the parents need to call or send a letter making other arrangements.

## ***IN SCHOOL RESTRICTION***

"In School" Restriction (ISR) will be used for major violations and disruptions. Parents will be

notified if a student is placed in ISR for any reason. ISR will be from 8:15 a.m. to 2:55 p.m. Students will be taken to lunch and will take 5 minute breaks every hour separate from the rest of the student body. Students will complete the same class work as the rest of their class in the regular classroom. Students are responsible to turn in all class work completed to the teacher the day after their release from ISR. Students who disrupt the ISR room in anyway will be assigned extra day(s) or be suspended from school.

### ***SEARCH OF PREMISES***

Students shall not have any reasonable expectation of privacy towards the contents of a school locker, desk, or other school property as school personnel shall have access to these areas at any time and no reason is necessary for such search.

### **ALL RULES AND DISCIPLINE POLICIES ARE SUBJECT TO CHANGE AND INTERPRETATION BY THE PRINCIPAL.**

### ***SUSPENSION / DUE PROCESS***

The principal has the right to suspend a student as provided by School Board Policy. Suspension from school occurs after other school disciplinary actions have been ineffective or after severe behavior problems.

If the principal feels that the student is a physical threat to another individual, the student may be sent home immediately, bypassing the previous steps listed.

A student may not participate in any extracurricular activities when suspended.

The student will be given notification of the charges and evidence against him, and parents will be notified. A parent may initiate the first level of appeal from a suspension by requesting that the principal schedule a hearing before the designated school representative at the building level. The appeal hearing is based on the question: "Is the student guilty of a rule violation?"

Reinstatement is granted when the principal or his representative is convinced that the conduct of the pupil will be consistent with that which is expected of good school citizens. Usually reinstatement will occur only after a parent conference including school personnel. Continuation of those acts which led to the suspension of the pupil is just cause for the suspension for the balance of the current school year.

If a student is suspended for longer than ten (10) days, he/she is entitled to a due process hearing.

### ***TUTORING / NOON TUTORING***

After school tutoring will be provided for any student who wants or needs help in any subject from 3:10 - 4:00 every Monday and Thursday. Students can also be assigned to tutoring by one of their teachers if they have failed to turn in homework assignments. Parents are responsible for student transportation home. Students may also be assigned noon recess tutoring Monday-Thursday for 20 minutes by one of their teachers if they have failed to complete their work in class or failed to bring assigned homework assigned by the teacher. Students may admit themselves to noon tutoring if they feel it would be beneficial.

### ***AFTER SCHOOL TUTORING PROCEDURES***

Students are issued a tutoring form by teachers or the principal. The student will bring the tutoring form to the office. The student will then visit with the principal about what day he or she will serve the tutoring. Parents will be called or notified that their child will be staying for tutoring. The student will take the tutoring form home to be signed by parent or guardian and returned the next day. If the student is not able to stay for tutoring on the day assigned, the parents need to call or send a letter making other arrangements.

### ***MOMENT OF SILENCE***

According to Oklahoma State law, all Oklahoma public school students shall be given the opportunity every school day to have a one minute moment of silence. This will be done at Willard Grade Center every school day at 8:20.am. Students may use the time for reflection. Students do not have to participate in the moment of silence; however they may not disturb those who choose to participate.

### ***CAMP GODDARD***

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

1. Be in good standing academically
2. Attend school at least 80% of the required school days
3. Abide by the discipline policies at Willard and not be a continuous behavior problem
4. Have all fees - Goddard, lunch, rockets, birdhouses - paid in full

If a student is denied attending Camp Goddard for behavior problems, the Camp Goddard deposits are non refundable.

The building principal will have final say in determining if a student will be allowed to attend Camp Goddard.

### ***EXTRA CURRICULAR ACTIVITIES / ELIGIBILITY***

Willard Grade Center offers many opportunities for students to participate in extracurricular activities - Basketball, Track, Academic Team, Honor Choir, and Band. Students are encouraged to participate in extracurricular activities to expand their educational experience. For a student to be eligible to participate in any extracurricular activities they shall maintain an average of 60% or better in every class on their schedule. Eligibility will run from one nine weeks to the next, and start over with the next nine weeks. Students may be held out of extracurricular activities for continuous behavioral referrals. The building principal will have final say in determining if a student will be allowed to participate in extracurricular activities.

**Willard Grade Center  
2010-2011**



**“Doing the Right Thing”**

**817 East 9th Street  
Ada, OK 74820  
Phone: 580-310-7250  
Fax: 580-310-7261**

**Mr. Kevin Mann  
Principal**

**Ms. Anne Gray  
Counselor**

**THIS STUDENT PLANNER BELONGS TO:**

**Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_