

2018 - 2019 CODE OF CONDUCT

The main goal of the administration and staff at Ada Jr. High is for each student to get the best possible education. Any student who engages in activities or behaviors preventing another student or himself/herself from reaching this goal will be disciplined.

In order to create the most effective teaching/learning environment we feel each student must be given the opportunity to listen, recite, share, and concentrate without interference. At Ada Jr. High, our desire is to protect each person's right to an education without interference.

There are also authorities within our school structure. These authorities have made it their goal to educate our students and to establish an educational foundation for their future. They care enough about students that they are giving a part of their lives to help them succeed. But not all teachers are alike! Their demands, their discipline, their means of encouragement, and their techniques of teaching will be different. However, just as it is in life or in the career of their choice, the student must learn to cope and adjust to the different demands and personalities that they encounter during their years in education.

The Following Are A List Of Offenses Which Disrupt The Educational Process And Could Face Disciplinary Actions: *(However, this is not an all inclusive list)*

1. Disrespect to teachers, administrators or other students.
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. Profanity or obscene gestures.
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. Use of electronic devices during the school day.
8. Violation of our dress code which includes but is not limited to:
 - a. Any clothing which interferes with the teaching/learning process or causes a distraction.
 - b. Any gang apparel will be removed and confiscated.
 - c. Shorts or skirts that are not the required length by school policy.
 - d. Garments with holes six inches (length of a dollar bill) above the knee that are not patched or the skin is not covered up.
9. Failure to follow bus rules and regulations.
10. Any public display of affection.
11. Any conduct which jeopardizes the safety of others.
12. Harassment, intimidation, or bullying.
13. Possession, threat or use of a dangerous weapon.
14. Fighting, Assault, and Battery.
 - a. Any student who is involved in a fight risks that the administration staff may call the police to handle the disagreement between the students. This could result in a fine and/or legal action taken against the student or students.
15. Off campus conduct which could have an adverse impact on order, discipline, or the educational process.
16. Possession of drugs – including alcohol.
17. Possession or use of tobacco products.

18. Truancy or Irregular Attendance.
19. Tardiness to class will not be acceptable.
20. Skateboards that are brought to school must be put in office.
21. A violation of any school/classroom rule or policy.

Disciplinary actions for all infraction of school policies and rules will become progressively more severe with each infraction. However, a school administrator may choose a more severe consequence or may reduce disciplinary actions when warranted by the totality of the circumstances.

The Following Disciplinary Actions Can Be Used When Rules or Policies Are Broken:

1. Warning
2. Parent Call/Conference
3. Detention
4. Grace
5. In School Restriction (ISR)
6. Alternative Education Placement (AEP)
7. Suspension

Notes Concerning Disciplinary Actions:

Detention:

1. Every means will be used to contact the parent each time a detention is given.
2. Detention is Monday - Friday from 3:05 - 3:50 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.
3. The student is required to bring school work to detention.
4. Any student who is late or causes problems in detention will receive additional consequences.
5. Skipping detention will result in either ISR or an additional day(s) of detention until all detentions are served.

Grace:

1. Grace is on most Tuesdays and Thursday from 3:05–5:00.
2. A student may be assigned Grace as a form of discipline or to make up absences.
3. Any student, who is failing due to absences and refuses to attend Grace, will not be allowed to attend summer school and pass to the next grade level.

In School Restriction: ISR

1. A student may not participate in any extra-curricular activity while serving an ISR assignment.
2. If a student has days added, that equal to the number of days originally assigned, for not following the ISR policies, the student may be suspended for the number of days which remain assigned in ISR.

Suspension:

1. Assignments that are provided by teachers must be completed before the student can return to school.

Ada Junior High Attendance Policy:

The administration and staff of Ada Jr. High realize that good school attendance is imperative to ensure student academic achievement and success. Every day of school is an opportunity to learn. In addition, regular, punctual school attendance builds a good foundation which benefits students throughout their lives.

Absences will include both excused and unexcused absences.

An absence is excused when the parent or guardian contacts the school about the absence.

With an excused absence the student is responsible for arranging to make up work for any hours missed. Students missing over half of any class will be considered absent for that class period.

An absence will be considered unexcused if no personal contact is received from the parent or guardian. Unexcused absences will become permanent the second day after the student returns to school unless contact is made with the school. Any student who leaves school during the school day without checking out through the office will be unexcused. Repeated unexcused absences will be viewed as truancy and may be dealt with through Detentions, Grace, In School Restriction, or other disciplinary actions.

Ada Junior High Attendance Policy:

1. Students must an 85% attendance rate for all classes.
2. 13 absences in a semester will result in a failing grade for the semester.
3. Absences are excused and unexcused through the office.
4. If a student is absent from school 3 consecutive days, per doctor's orders, an extended illness will be granted by bringing a note from the doctor.

Semester Test:

Semester Tests will be given at the end of each semester. Students that have 5 absences or less will be exempt from taking the test. Anyone that has served time in ISR for more than 2 days will be not be exempt. For semester tests, 3 Tardies will equal 1 day of absence.

Ada Junior High Tardy Policy:

Students who arrive frequently late for school or class lose valuable instructional time, learn unproductive work habits for the future, and create needless disruption to the teaching/learning environment.

Guidelines For Discipline Of Tardiness:

A student is allowed one tardy to a class per nine weeks.

The second and third tardy will result in Detention.

The fourth tardy will result in Grace. Detention may be given until Grace is served.

Each subsequent tardy will result in more severe form of discipline which could include ISR.

ARRIVALS AND DEPARTURES

School Day - All students are restricted to the school campus **from time of arrival** in the morning until time

of departure in the afternoon. No student is to leave the campus during the school day unless checked out through the office by parent/guardian or school nurse.

STUDENT CHECK-OUT / LEAVING SCHOOL

Parents must check out their student at the front desk before the student may leave school for any reason. Parents/guardians must be present in the office in order for a student to be sent for and dismissed from class. The process of checking a student out of school may take 5-10 minutes. Parents/guardians should consider these factors and allow for enough time when planning to check out a student for an appointment, etc. In all cases, parental verification (photo ID) will be requested at the time of check out. Leaving school without permission is classified as truancy.

LUNCHES:

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. A parent may check out and take their student to lunch but only for the student's assigned lunch period. If the student does not return to class on time the student will receive an unexcused absence or tardy depending on the time the student returns to class. Continual violation of this policy will result in this privilege being taken away from the student.

MAKE UP WORK:

When a student is absent from class, it is the **STUDENT'S** responsibility to get missing assignments and to turn them in. Each student will receive one calendar day for every day absent in which to turn in work. If the student is absent for **THREE** or more consecutive days, a parent/guardian may call on the **THIRD** day and request assignments. The student will still have one calendar day for every day absent in which to turn in work. Please call before 8:30 a.m. to request assignments. You may then pick them up after 2:00 p.m. at the main office. We will only collect work for students who miss three or more days due to illness.

ELECTRONIC DEVICES:

Cell phones/electronic devices and their use have become a huge issue at Ada Jr. High. In order to respect the important work in the classroom, the teaching and learning environment, the following is the cell phone/electronic devices policy of Ada Jr. High.

*Cell phones/electronic devices may be used before the 7:53 bell rings to start the day, lunch time, after school (3:05 bell).

*Cell phones may be used in the hallway **ONLY WITH PERMISSION AND IN THE PRESENCE OF A TEACHER.**

*Cell phones/electronic devices must be turned off or in Airplane Mode before entering any classroom, locker room, and bathroom.

*If a cell phone/electronic device rings, vibrates, or makes any sound, or if a student is caught using their cell phone/electronic device, the student will be asked to surrender their cell phone or device.

* Refusal to surrender the cell phone/electronic device when asked is defiance. Defiance can result in ISR or even suspension.

*Every effort will be made to ensure the security of any electronic device; however, Ada Junior High accepts no liability for any electronic device that is lost, stolen, or damaged after the item is confiscated in accordance with Ada Junior High School policies.

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

First Violation: The cell phone/electronic device will be returned to the student at the end of the day.

Second Violation: The phone will be returned to the guardian.

Third And Subsequent Violations: The phone will be returned to the guardian. Beginning with the third violation, detention will be given and the length and severity of the disciplinary action will double with each violation.

LOCKERS:

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. Students are **not** to share lockers or combinations. However, lockers remain under jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to others. Searches of lockers may be conducted at any time that there is a reasonable cause to do so whether or not a student is present.

SEARCHES:

Oklahoma Law and Ada Jr. High School Policy allow the school principal or his/her designee to detain and search any student and any property in the student's possession upon reasonable suspicion that a violation of the law or school policy has occurred or is occurring. In addition, school personnel may open and search school lockers, desks, and other school property at any time and without cause. Students have no reasonable expectation of privacy rights in the contents of school lockers, desks, and other school property. Students who drive a vehicle onto school property do so as a privilege afforded them by the school district and not as a right. Accordingly, any student who drives a vehicle of any kind to school and parks that vehicle on school property is deemed to authorize a search of the vehicle by the school principal or his/her designee at any time and for any reason deemed appropriate by the school principal or the superintendent. Any student who refuses to peaceably submit his/her vehicle to a search when requested to do so may be suspended out of school for such refusal and may thereafter be denied the privilege to drive his/her vehicle onto school property.

POSSESSION OF DANGEROUS WEAPON:

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 locker; (3) in his/her vehicle; (4) held by another person for his/her benefit; or (5) at any place on school property, a school bus or vehicle, or at any school activity. A dangerous weapon may include, **BUT IS NOT LIMITED TO**, a pistol, revolver, rifle, shotgun, air gun, or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife of which can be opened by a flick of a button or pressure on the handle, any pocket knife, regardless of incendiary device, sword cane, hand chains, firearm shells or bullets, garrotes, choking devices, mace pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent. **THE FOREGOING LIST OF "DANGEROUS WEAPONS" IS DESCRIPTIVE AND BY WAY OF EXAMPLE ONLY AND IS NOT TO BE CONSIDERED AN EXCLUSIVE OR LIMITING LIST OF DANGEROUS WEAPONS. IT WILL NOT BE A DEFENSE TO ANY DISCIPLINARY ACTION UNDER THIS POLICY THAT THE STUDENT POSSESSING THE DANGEROUS WEAPON DID NOT KNOW THAT IT IS A DANGEROUS WEAPON.**

In any case that this policy is violated law enforcement will be notified and the student who violated this policy may be placed on AEP, barred from school property and all school activities for any period of time up to the maximum period authorized by law.

POSSESSION/USE OF TOBACCO PRODUCTS/Vaps:

First Offense – The tobacco will be taken from the student and the student will be informed that is unlawful for persons under 18 to be in possession of tobacco. The parent will be called and informed of the policy violation. One day of detention will be given.

Second Offense – The student will be placed in ISR for three days and will serve three days of detention.

Third and each subsequent offense - The length and severity of the disciplinary action will double with each violation.

FIGHTING:

ISR or AEP will be assigned for fighting. The administration will conduct an investigation and will determine the degree of punishment. After investigating the situation the administration may involve law enforcement which may include a police report and/or an arrest. Anytime it becomes necessary to discipline a student three times for fighting, the student will be out of school for the remainder of the current semester.

BULLYING, HARASSMENT, AND INTIMIDATION:

Bullying, harassment, and intimidation refers to any gesture, written, or verbal expression, electronic communication, or physical act (including off campus but could have an effect on the

school climate) that a reasonable person should know could harm another student physically or is meant to insult or demean any student or group of students. Harassment, intimidation, and bullying include, but are not limited to gestures, written, verbal, or physical acts, the use of electronic devices, text messaging, or Facebook messages.

BACKPACKS:

No string bags, backpacks, gym bags, or book bags of any kind will be allowed in the classroom. If a student must return to their locker to put a bag away and does not make it to class before the bell rings, he/she will be counted tardy.

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.

RESTROOM USE:

Restrooms are to be used before or after school, between classes, or during the lunch period. Students are expected to help keep restrooms clean. Littering, smoking, writing on the walls or damaging the facilities in any way is prohibited. If out of a classroom to use the restroom, please use the closest, appropriate (boys' or girls') restroom.

DRESS CODE:

The administration at Ada Jr. High believes that students need to learn to **dress for success** in order to be successful and lead productive lives. "Dressing for success":

- *Promotes self-respect**
- *It helps maintain a safe and healthy environment**
- *Revealing clothing distracts other students**
- *Some slogans or images are offensive**
- *Oversized attire can hide weapons or drugs**

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. 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.

The following procedures will be followed for a student who violates the Ada Junior High Dress Code:

First Violation: Every effort will be made to contact the parent. The student will be allowed to change clothes at school or have a change of clothing brought to school by the parent. Any class that the student is late attending or is absent from because of a

dress code violation will result in the student being counted tardy or absent and these will count toward the attendance policy of Ada Junior High School. If the student cannot correct the violation then the student will be required to attend school in our ISR setting for the remainder of the school day.

Any Subsequent Violation: Every effort will be made to contact the parent. The student will be assigned appropriate discipline measures **and will not be allowed to return to class until the violation is corrected.**

Students who are new to Ada Jr. High School will be given ten school days to be in compliance with the dress code.

Religious Accommodation:

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

THE FOLLOWING IS A GENERAL GUIDELINE REGARDING PROPER DRESS:

JEANS AND PANTS:

- *Shall be appropriately sized.
- *Pants must fit at the waist or a belt is required.
- *All belts must be worn properly in the belt loops.
- *May not be worn in such a way as to reflect gang affiliation, membership, or to create a distraction.
- *Drawings, graphics, or logos deemed inappropriate by the School Administration will not be permitted.
- * Garments with holes six inches (length of a dollar bill) above the knee that are not patched or the skin is not covered up.
- *If leggings, tights, yoga pants, etc. are worn, a shirt, hoodie, sweatshirt, etc. must cover your hips.

SHORTS, SKIRTS, AND DRESSES:

The length of shorts/skirts/dresses must extend to within 6 inches from the natural bend of the knee which is also the length of a dollar bill. Shorts which have a split on the sides must meet the standard school policy length at the top of the split. When measuring to check if a garment is long enough, bend knee and measure from the natural bend (behind knee) 6 inches.

The following shorts are NOT permissible:

- *Form fitting, stretch, bike shorts, or those made of spandex type material are not allowed.
- *Soffe shorts
- *Workout type of short with side helms. (Nike type)

SHIRTS OR BLOUSES:

*Any apparel deemed inappropriate by the Administration is not allowed. (Inappropriate logos, sayings, graphics, or graffiti are not permissible)

*May not be worn in any way that reflects gang affiliations, membership or creates a distraction.

*Clothing that exposes the back, torso, cleavage, or undergarments are not appropriate and may not be worn. Spaghetti straps, sleeveless shirts or jerseys, tank tops, muscle shirts, strapless tops, halter tops, **racer back tops**, **boat neck**, one shoulder or off the shoulder are not allowed.

*Any shirt or top strap must be a **minimum** of two and ½ inches (dollar bill) in width. Young men must wear shirts with sleeves.

SWEATSHIRTS, SWEATERS, WINDBREAKERS, AND SWEATS:

*Drawings, graphics, or logos deemed inappropriate by the School Administration will not be permitted.

*May not be worn in a way that reflects gang affiliations, membership, or creates a distraction.

*Hoods may not be worn inside buildings

COATS AND JACKETS:

*All coats and jackets must be deemed appropriate by Administration.

*Bulky or heavy jackets are not to be worn in the building. They must be removed and stored in the student's locker.

*May not be worn in a way that reflects gang affiliations, membership or creates a distraction.

*Full length jackets/coats such as commonly referred to as "trench" coats or "dusters" are not allowed.

HAIR AND EYEBROWS:

*Hair must be groomed in a manner that the hair is kept out of the eyes.

*Fads in hairstyles which attract attention to the individual, disrupt the orderly conduct, or is a disruption to the learning/teaching atmosphere in the classroom is not permitted.

*Symbols or styles which are identified with gang affiliations, membership or representation will not be allowed.

SHOES: Students must wear appropriate shoes for school. **(House shoes are not permissible)**

MISCELLANEOUS:

*Any attire (garment or beauty care product) causing a distraction or that is physically revealing will be considered inappropriate by the Ada Junior High administration.

*Clothing that advertises any alcohol or tobacco product; or that implies or states any other inappropriate message will not be tolerated.

*Accessories with inappropriate decorations or advertisements are prohibited.

THE FOLLOWING ITEMS ARE NOT ALLOWED:

*Jewelry or personal items that cause harm to others such as heavy chains, spike necklaces or bracelets, heavy chain necklaces, safety pins or other inappropriate types of jewelry are not allowed.

*Pajama pants or any other sleepwear clothing are not allowed.

*Bandanas, armbands, or leg bands that can be deemed as gang affiliated are not allowed.

*Inappropriate or gang related tattoos must be covered at all times including representing school at extracurricular activities.

*Facial piercings must be micro (small) in size. No large hoops are allowed other than in ears.

*No type of head covering, cap, hat, long hair combs, or hair rollers are to be worn on school campus.

*Students will not be allowed to have Sharpies or other type of markers at school.

*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 only be returned to the parent.

*Hats or head coverings are not allowed in classrooms and/or at teacher's discretion.

The Ada Junior High School's Administration reserves the right to amend these policies to prohibit anything not listed in these policies which they feel is inappropriate or is disruptive to the educational environment.