



**Ada Public Schools  
Special Meeting Agenda  
Board of Education Meeting Room  
324 W. 20th  
Ada, OK 74820  
July 21, 2025 at 5:30 PM**

1. Call to Order and Recording of Members Present and Absent
2. Vote to Approve or Not to Approve Minutes of June 9, 2025 Regular Session Meeting
3. Vote to Approve or Not to Approve Encumbrance Orders:  
FY2024-2025
  - a. General Fund: P.O. #1137-1152; totaling \$17,779.63
  - b. Building Fund; P.O. #265-267; totaling \$11,011.64
  - c. Child Nutrition Fund: P.O.# 41; totaling \$10,629.97
  - d. Activity Fund: P.O. #470-475; totaling \$3,210.84
  - e. Athletic Fund: P.O. #670-674; totaling \$5,433.18  
FY2025-2026
  - f. General Fund: P.O. #63-216; #50000-50391; totaling \$23,852,113.93
  - g. Building Fund: P.O. #9-64; #50000-50003; totaling \$3,276,610.53
  - h. Child Nutrition Fund: P.O. #9-15; #50000-50010; totaling \$348,949.84
  - i. Bonds Fund: P.O. #1-2; totaling \$9,464.00
  - j. Activity Fund: P.O. #1-39; totaling \$27,278.03
  - k. Athletic Fund: P.O. #1-41; totaling \$164,935.81
4. Management and Investment Report
5. Superintendent's Report
  - a. Budget & Finance
  - b. Back to School Information
  - c. Bond/Redbud Project Update
6. Discussion and approval of revisions to the following Ada Board of Education Policies:
  - a. Ada Board of Education Policy DAA - *Nondiscrimination*
  - b. Ada Board of Education Policy EMDB - *Flags*
  - c. Ada Board of Education Policy FNG - *Personal Electronic Devices*
  - d. Ada City Schools Wellness Policy
7. Vote to Rescind or Not to Rescind Ada Board of Education Policies:
  - a. FNG-R - *Wireless Telecommunications Devices Rules*
  - b. FNG-R2 - *Wireless Telecommunications Permission Agreement*
8. Vote to Approve or Not to Approve Revisions to Ada City Schools Academic Calendar for 2025-2026 school year
9. Vote to Approve or Not to Approve 2025-2026 Certified Salary Schedule and Certified Contract Schedule
10. Vote to Approve or Not to Approve Amended Extra-Duty Pay Schedule

11. Discussion and possible action to approve the Professional Development Stipend Payment Procedure
12. Discussion and possible action to approve the Ada City Schools Required Training and Professional Development Plan
13. Discussion and possible board action to approve the District and Site Handbooks
14. Vote to Approve or Not to Approve Math/Science Course Instruction Agreement with Pontotoc Technology Center for the 2025-2026 school year
15. Vote to Add or Not to Add Mr. Pat Liticker, Superintendent, to the following bank accounts:
  - Citizens Bank of Ada
  - Vision Bank of Ada
  - First United Bank
  - Gateway Bank
16. Vote to Approve or Not to Approve 2025-2026 Purchasing Agent
17. Vote to Approve or Not to Approve State and Federal application projects #311 - #799 as listed on attached schedule for the 2025-2026 school year.
18. Vote to Appoint or Not to Appoint Authorized Representative for State and Federal Projects #311-799
19. Vote to approve or not to approve 2025-2026 Activity Fund Recording Accounts as shown on the attached schedule.
20. Vote to Approve or Not to Approve the 2025-2026 Athletic and Activity Fund Fundraisers as shown on the attached schedule
21. Vote to Adopt or Not to Adopt Resolution to Transfer Activity Funds as listed on Resolution
22. Discussion and possible action to enter into a Maintenance Agreement with Treats Cleaning Solutions for the 2025-2026 school year
23. Discussion and possible action to accept quote from DigiSecurity Systems for camera licenses
24. Discussion and possible action to approve the agreement with Big Five Community Services, Inc.
25. Vote to Declare or Not to Declare Items as Surplus as listed on attachment
26. Discussion of Strategic Plan
  - a. Academics and Instruction
    - i. Professional Learning Communities
    - ii. Vertical Alignment
  - b. Character and Culture
  - c. Budget and Finance
    - i. Bond Issue Update
27. Vote to Approve or Not to Approve Workshop Funding Requests as listed on the attached schedule
28. Vote to Accept or Not to Accept Final Funds Received in FY2025:
  - a. Local Funds - Ad Valorem Tax (Current Year) - \$35,448.92
  - b. Local Funds - County 4 Mill Ad Valorem Tax - \$5,551.52
  - c. Local Funds - Mortgage Tax - \$7,881.94
  - d. Local Contract - T-Mobile - \$650.00
  - e. State Funds - Gross Production Tax - \$21,463.66

- f. State Funds - Motor Vehicle Collections - \$98,094.38
  - g. State Funds - Rural Electric Tax - \$888.86
  - h. State Funds - School Land Earnings - \$40,791.97
  - i. State Funds - Vehicle Tax Stamps - \$118.53
  - j. Federal Funds - AWARE Grant - \$160,235.31
29. Comments by Board Members
30. Vote to Convene or Not to Convene to Executive Session for the discussion and possible board action of hiring (1) non-certified adjunct soccer coach for the 2025-2026 school year; one AHS math teacher/coach, three (3) AJH science teachers, one (1) AJH non-certified instructional specialist and coach, one (1) Willard teacher, two (2) Washington teachers, two (2) SpEd teachers, one (1) AJH part-time athletic coordinator, three (3) SpEd paraprofessionals, one (1) SpEd longterm sub and coach, three (3) teacher assistants and one (1) cafeteria employee; and to accept resignations received from those listed on attachment 25 O.S. Section 307(B)(1)
31. Acknowledge Return to Open Session
32. Statement of Executive Session Proceedings
33. Action Items:
- a. Vote to Hire or Not to Hire Adjunct Soccer Coach
  - b. Vote to Hire or Not to Hire Personnel Listed on Attachment 25 O.S. Section 307(B)(1)
  - c. Vote to Accept or Not to Accept Resignations listed on attachment
34. Vote to Adjourn

Posted this 17th day of July, 2025, at 3:00 pm at the main entrance of the Board Of Education Building, 324 West 20th, Ada, Oklahoma 74820

BY: s/Kelly Howry, MINUTES CLERK, ADA BOARD OF EDUCATION  
Ada City Schools would be happy to accommodate your ADA needs for this meeting; please contact: Federal Programs Director at (580) 310-7200.

**Minutes of Regular Meeting Agenda  
Ada Board of Education  
Monday, June 9, 2025**

**1. Call to order and recording of members present and absent**

Attendance Taken at 5:30 PM.

**Attendance Detail:**

Kiah Anderson: Present  
Sarah Cody: Present  
Anne Nicole Flinn: Present  
Melissa Rollins: Present  
Kyle Stuart: Present

**2. Vote to approve or not to approve minutes of May 12, 2025 regular board meeting**

**Action(s):**

Motion was made to approve the May 12, 2025 regular meeting minutes as attached hereto and made a part of these minutes. This motion, made by Kyle Stuart and seconded by Kiah Anderson, passed.

**Voting Detail:**

Kiah Anderson: yes  
Sarah Cody: yes  
Anne Nicole Flinn: yes  
Melissa Rollins: yes  
Kyle Stuart: yes

**Voting Summary:** yes: 5, no: 0

**3. Vote to approve or not to approve minutes of May 19, 2025 special board meeting**

**Action(s):**

Motion was made to approve minutes of the May 19, 2025, special board meeting as attached hereto and made a part of these minutes. This motion, made by Melissa Rollins and seconded by Sarah Cody, passed.

**Voting Detail:**

Kiah Anderson: yes  
Sarah Cody: yes  
Anne Nicole Flinn: yes  
Melissa Rollins: yes  
Kyle Stuart: yes

**Voting Summary:** yes: 5, no: 0

**4. Vote to approve or not to approve minutes of May 29, 2025 special board meeting**

**Action(s):**

Motion was made to approve the minutes of the May 29, 2025 special board meeting as attached hereto and made a part of these minutes. This motion, made by Kiah Anderson and seconded by Melissa Rollins, passed.

**Voting Detail:**

Kiah Anderson:       yes  
Sarah Cody:           yes  
Anne Nicole Flinn:   yes  
Melissa Rollins:      yes  
Kyle Stuart:          yes

**Voting Summary:** yes: 5, no: 0

**5. Vote to approve or not to approve Encumbrance Orders:**

**FY2024-2025**

- a. General Fund: P.O. #1068-1136; P.O. #50518-50520 - totaling \$170,747.05
- b. Building Fund: P.O. #256-264; P.O. #50004-50011- totaling \$96,697.84
- c. Child Nutrition Fund: P.O. #38-40 - totaling \$56,504.94
- d. Building Bonds Fund 37: P.O. #21-25 - totaling \$14,404.83
- e. Gifts Fund: P.O. #93-94 - totaling \$756.67
- f. Activity Fund: P.O. #463-469 - totaling \$13,811.38
- g. Athletic Fund: P.O. #637-669 - totaling \$44,220.36

**FY2025-2026**

- h. General Fund: P.O. #1-62- totaling \$1,572,473.15
- i. Building Fund: P.O. #1-8 - totaling \$692,056.80
- j. Child Nutrition Fund: P.O. #1-8 - totaling \$722,323.00

**Action(s):**

Motion was made to approve the FY2024-2025 and FY2025-2026 encumbrance orders as listed on attachments. This motion, made by Kiah Anderson and seconded by Kyle Stuart, passed.

**Voting Detail:**

Kiah Anderson:       yes  
Sarah Cody:           yes  
Anne Nicole Flinn:   yes  
Melissa Rollins:      yes  
Kyle Stuart:          yes

**Voting Summary:** yes: 5, no: 0

**6. Treasurer’s Management of Funds and Investment Report**

Mr. Mike Anderson, Superintendent, presented the Treasurer's Management of Funds and Investment Report which is attached hereto and made a part of these minutes.

**7. New Business**

Mr. Anderson, Superintendent, advised there was no new business.

**8. Superintendent’s Report**

**a. Finance and Budget**

- b. Policy and Legislation Update**
- c. Bond Issue Update**
- d. District News**

Mr. Mike Anderson, Superintendent, provided information on the topics listed above. A copy of his report is attached hereto and made a part of these minutes.

**9. Discussion and review of the Transfer Capacity Limits listed in Policy FE - *Student Transfers***

**Action(s):**

Motion was made for no action to be taken on revisions to transfer capacities on policy FE - Student Transfers. This motion, made by Kyle Stuart and seconded by Melissa Rollins, passed.

**Voting Detail:**

Kiah Anderson:       yes  
Sarah Cody:            yes  
Anne Nicole Flinn:    yes  
Melissa Rollins:       yes  
Kyle Stuart:            yes

**Voting Summary:** yes: 5, no: 0

**10. Vote to revise or not to revise Ada Board of Education Policy**

- a. FFACA - Medication: *Administering to Students***

**Action(s):**

Motion was made to revise Ada City Schools Policy FFACA - *Medication: Administering to Students*. The revised policy is attached hereto and made a part of these minutes. This motion, made by Kiah Anderson and seconded by Sarah Cody, passed.

**Voting Detail:**

Kiah Anderson:       yes  
Sarah Cody:            yes  
Anne Nicole Flinn:    yes  
Melissa Rollins:       yes  
Kyle Stuart:            yes

**Voting Summary:** yes: 5, no: 0

**11. Vote to adopt or not to adopt the following OSSBA policies:**

- a. Policy CQ - *Data Management***
- b. Policy EFDA - *Senior Trips***

**Action(s):**

Motion was made to adopt OSSBA Policies: EFDA - *Senior Trips* (Option 1) and CQ - *Data Management*. This motion, made by Melissa Rollins and seconded by Sarah Cody, passed.

**Voting Detail:**

Kiah Anderson:       yes  
Sarah Cody:            yes  
Anne Nicole Flinn:    yes  
Melissa Rollins:       yes

Kyle Stuart:           yes

**Voting Summary:** yes: 5, no: 0

**12. Discussion and possible action to hire Brandon White Eagle as a non-certified adjunct World Language instructor for the 2025-2026 school year**

**Action(s):**

Motion was made to hire Brandon White Eagle as a non-certified adjunct World Language instructor for the 2025-2026 school year. This motion, made by Kiah Anderson and seconded by Melissa Rollins, passed.

**Voting Detail:**

Kiah Anderson:       yes

Sarah Cody:           yes

Anne Nicole Flinn:   yes

Melissa Rollins:     yes

Kyle Stuart:          yes

**Voting Summary:** yes: 5, no: 0

**13. Discussion and possible board action to hire Larry Morgan as a non-certified adjunct Physical Education Teacher and Coach for the 2025-2026 school year**

**Action(s):**

Motion was made to hire Larry Morgan as a non-certified adjunct Physical Education Teacher and Coach for the 2025-2026 school year. This motion, made by Sarah Cody and seconded by Kiah Anderson, passed.

**Voting Detail:**

Kiah Anderson:       yes

Sarah Cody:           yes

Anne Nicole Flinn:   yes

Melissa Rollins:     yes

Kyle Stuart:          yes

**Voting Summary:** yes: 5, no: 0

**14. Discussion and possible action to hire Stephanie Gutierrez as a non-certified adjunct Physical Education Teacher and Coach for the 2025-2026 school year**

**Action(s):**

Motion was made to table this agenda item regarding hiring Stephanie Gutierrez as a non-certified adjunct Physical Education and Coach for the 2025-2026 school year. This motion, made by Kyle Stuart and seconded by Melissa Rollins, passed.

**Voting Detail:**

Kiah Anderson:       yes

Sarah Cody:           yes

Anne Nicole Flinn:   yes

Melissa Rollins:     yes

Kyle Stuart:          yes

**Voting Summary:** yes: 5, no: 0

**15. Vote to approve or not to approve S.C.O.R.E. Broadcasting Streaming Agreement**

**Action(s):**

Motion was made to approve the agreement with S.C.O.R.E. Broadcasting Streaming Agreement as attached hereto and made a part of these minutes. This motion, made by Kyle Stuart and seconded by Sarah Cody, passed.

**Voting Detail:**

Kiah Anderson:       yes  
Sarah Cody:            yes  
Anne Nicole Flinn:    yes  
Melissa Rollins:      yes  
Kyle Stuart:           yes

**Voting Summary:** yes: 5, no: 0

**16. Vote to Approve or Not to Approve the Extra-Duty Pay Schedules**

**Action(s):**

Motion was made to approve the Extra-Duty Pay Schedules as shown on attachment. This motion, made by Sarah Cody and seconded by Kiah Anderson, passed.

**Voting Detail:**

Kiah Anderson:       yes  
Sarah Cody:            yes  
Anne Nicole Flinn:    yes  
Melissa Rollins:      yes  
Kyle Stuart:           yes

**Voting Summary:** yes: 5, no: 0

**17. Vote to approve or not to approve membership in the Oklahoma School Assurance Group (OSAG) for the 2025-2026 School Year**

**Action(s):**

Motion was made to approve membership in the Oklahoma School Assurance Group (OSAG) for the 2025-2026 school year. This motion, made by Kiah Anderson and seconded by Sarah Cody, passed.

**Voting Detail:**

Kiah Anderson:       yes  
Sarah Cody:            yes  
Anne Nicole Flinn:    yes  
Melissa Rollins:      yes  
Kyle Stuart:           yes

**Voting Summary:** yes: 5, no: 0

**18. Vote to approve or not to approve Resolution to Join Oklahoma Schools Insurance Group (OSIG) for the 2025-2026 school year.**

**Action(s):**

Motion was made to approve the resolution to join Oklahoma Schools Insurance Group (OSIG) for the 2025-2026 school year. This motion, made by Kiah Anderson and seconded by Melissa Rollins, passed.

**Voting Detail:**

Kiah Anderson:       yes  
Sarah Cody:           yes  
Anne Nicole Flinn:   yes  
Melissa Rollins:      yes  
Kyle Stuart:          yes

**Voting Summary:** yes: 5, no: 0

**19. Board to consider and take action on a motion approving the renewal of the Sublease Agreement dated June 1, 2014 between the District and Pontotoc County Educational Facilities Authority for the fiscal year ending June 30, 2026 as required under the provisions of the agreement.**

**Action(s):**

Motion was made to renew the sublease dated June 1, 2014 as set forth in this agenda item. This motion, made by Kyle Stuart and seconded by Sarah Cody, passed.

**Voting Detail:**

Kiah Anderson:       yes  
Sarah Cody:           yes  
Anne Nicole Flinn:   yes  
Melissa Rollins:      yes  
Kyle Stuart:          yes

**Voting Summary:** yes: 5, no: 0

**20. Board to consider and take action on a motion approving the renewal of the Sublease Agreement dated December 1, 2021 between the District and Pontotoc County Educational Facilities Authority for the fiscal year ending June 30, 2026 as required under the provisions of the agreement**

**Action(s):**

Motion was made to renew the sublease agreement dated December 1, 2021, between Ada City Schools and the Pontotoc County Educational Trust Authority as detailed in agenda item. This motion, made by Melissa Rollins and seconded by Kiah Anderson, passed.

**Voting Detail:**

Kiah Anderson:       yes  
Sarah Cody:           yes  
Anne Nicole Flinn:   yes  
Melissa Rollins:      yes  
Kyle Stuart:          yes

**Voting Summary:** yes: 5, no: 0

**21. Vote to approve or not to approve the agreement with Revitalize Therapy, LLC**

**Action(s):**

Motion was made to approve the agreement with Revitalize Therapy LLC as attached hereto and made a part of these minutes. This motion, made by Kiah Anderson and seconded by Melissa Rollins, passed.

**Voting Detail:**

Kiah Anderson:       yes

Sarah Cody:           yes

Anne Nicole Flinn:   yes

Melissa Rollins:     yes

Kyle Stuart:          yes

**Voting Summary:** yes: 5, no: 0

**22. Discussion and possible board action to approve contract with Melissa Hisle for District Speech/Language Services**

**Action(s):**

Motion was made to approve contract with Melissa Hisle for speech/language services across the District as attached hereto and made a part of these minutes. This motion, made by Kiah Anderson and seconded by Sarah Cody, passed.

**Voting Detail:**

Kiah Anderson:       yes

Sarah Cody:           yes

Anne Nicole Flinn:   yes

Melissa Rollins:     yes

Kyle Stuart:          yes

**Voting Summary:** yes: 5, no: 0

**23. Discussion, motion and possible action to approve or not to approve entry into an agreement with the Cooperative Council for Oklahoma School Administration (CCOSA) to participate in the CCOSA District Level Services Program for the 2025-2026 fiscal year**

**Action(s):**

Motion was made to enter into an agreement with CCOSA as attached hereto and made a part of these minutes. This motion, made by Kiah Anderson and seconded by Melissa Rollins, passed.

**Voting Detail:**

Kiah Anderson:       yes

Sarah Cody:           yes

Anne Nicole Flinn:   yes

Melissa Rollins:     yes

Kyle Stuart:          yes

**Voting Summary:** yes: 5, no: 0

**24. Vote to approve or not to approve district membership in the following professional organizations for the 2025-2026 school year:**

- a. Oklahoma State School Boards Associations (OSSBA)

- b. Oklahoma Schools Advisory Council (OSAC)**
- c. Organization of Rural Oklahoma Schools (OROS)**

**Action(s):**

Motion was made to approve District Membership in the professional organizations listed in agenda item. This motion, made by Melissa Rollins and seconded by Kiah Anderson, passed.

**Voting Detail:**

Kiah Anderson:       yes  
Sarah Cody:           yes  
Anne Nicole Flinn:   yes  
Melissa Rollins:     yes  
Kyle Stuart:          yes

**Voting Summary:** yes: 5, no: 0

**25. Vote to declare or not to declare items listed on attachment as surplus**

**Action(s):**

Motion was made to declare items listed on attachment as surplus. This motion, made by Kiah Anderson and seconded by Kyle Stuart, passed.

**Voting Detail:**

Kiah Anderson:       yes  
Sarah Cody:           yes  
Anne Nicole Flinn:   yes  
Melissa Rollins:     yes  
Kyle Stuart:          yes

**Voting Summary:** yes: 5, no: 0

**26. Vote to approve or not to approve Student Activity Absences for the 2024-2025 School Year as attached**

**Action(s):**

Motion was made to approve the Student Activity Absences for the 2024-2025 school year as shown on attachment. This motion, made by Melissa Rollins and seconded by Sarah Cody, passed.

**Voting Detail:**

Kiah Anderson:       yes  
Sarah Cody:           yes  
Anne Nicole Flinn:   yes  
Melissa Rollins:     yes  
Kyle Stuart:          yes

**Voting Summary:** yes: 5, no: 0

**27. Vote to approve or not to approve Out-of-State Travel Request for AHS Competitive Drama/Speech & Debate Team to compete at the National Speech & Debate Competition as shown on attachment**

**Action(s):**

Motion was made to approve the out-of-state travel request for AHS Competitive Drama/Speech & Debate to National Speech & Debate Competition in Des Moines, IA, June 14-21, 2025. This motion, made by Kiah Anderson and seconded by Kyle Stuart, passed.

**Voting Detail:**

Kiah Anderson:       yes  
Sarah Cody:           yes  
Anne Nicole Flinn:   yes  
Melissa Rollins:     yes  
Kyle Stuart:          yes

**Voting Summary:** yes: 5, no: 0

**28. Vote to approve or not to approve workshop requests as shown on attachment**

**Action(s):**

Motion was made to approve workshop requests as listed on attachment. This motion, made by Kyle Stuart and seconded by Melissa Rollins, passed.

**Voting Detail:**

Kiah Anderson:       yes  
Sarah Cody:           yes  
Anne Nicole Flinn:   yes  
Melissa Rollins:     yes  
Kyle Stuart:          yes

**Voting Summary:** yes: 5, no: 0

**29. Discussion of Strategic Plan**

**a. Academics and Instructions**

**i. Return to Learn Plan 2.0**

**ii. ARP Use of Funds**

**1. C3 -- Cougars, Curriculum and Camp Summer Program**

**b. Character and Culture**

**c. Finance and Budget**

**i. Bond Issue Update**

**ii. Salary Schedule**

Mr. Mike Anderson, Superintendent invited discussion on the Strategic Plan as listed above.

**30. Vote to accept or not to accept the following funds:**

**a. Local Funds - Ad Valorem Tax (Current Year) - \$180,638.72**

**b. Local Funds - County 4 Mill Ad Valorem Tax - \$22,410.97**

**c. State Funds - Gross Production Tax - \$15,809.52**

**d. State Funds - Rural Electric Coop Tax - \$1,391.26**

**e. State Funds -School Land Earnings - \$23,506.78**

**f. State Funds - Rural Electric Coop Tax - \$1,391.26**

**g. State Funds - Vehicle Tax Stamps - \$594.59**

**h. State Funds - Ace Technology - \$11,029.34**

**i. State Funds - Alt Ed - \$16,416.49**

**j. Federal Funds - Impact Aid - \$18,371.00**

**Action(s):**

Motion was made to accept funds as listed. This motion, made by Kyle Stuart and seconded by Melissa Rollins, passed.

**Voting Detail:**

Kiah Anderson: yes

Sarah Cody: yes

Anne Nicole Flinn: yes

Melissa Rollins: yes

Kyle Stuart: yes

**Voting Summary:** yes: 5, no: 0

**31. Comments by Board Members**

Mr. Kyle Stuart congratulated Mr. Anderson on his retirement and thanked him for his service. The other board members agreed.

**32. Vote to accept or not to accept resignations and retirement received to date.**

**Action(s):**

Motion was made to accept the resignations as received and listed on attachment. This motion, made by Kiah Anderson and seconded by Sarah Cody, passed.

**Voting Detail:**

Kiah Anderson: yes

Sarah Cody: yes

Anne Nicole Flinn: yes

Melissa Rollins: yes

Kyle Stuart: yes

**Voting Summary:** yes: 5, no: 0

**33. Vote to Convene or Not to Convene to Executive Session for discussion and possible action of hiring (1) summer school bus driver; discussion and possible action to change the contractual terms of Luke Johnston's contract; and discussion and possible action of hiring personnel for 2025-2026 school year as listed on attachment 25 O.S. Section 307(B)(1) and 70 O.S. Section 5-118.**

**Action(s):**

Motion was made to convene to executive session at 6:40 pm for discussion and possible action of hiring (1) summer school bus driver; discussion and possible action to change the contractual terms of Luke Johnston's contract; and discussion and possible action of hiring personnel for 2025-2026 school year as listed on attachment 25 O.S. Section 307(B)(1) and 70 O.S. Section 5-118. This motion, made by Kiah Anderson and seconded by Kyle Stuart, passed.

**Voting Detail:**

Kiah Anderson: yes

Sarah Cody: yes

Anne Nicole Flinn: yes

Melissa Rollins: yes

Kyle Stuart: yes

**Voting Summary:** yes: 5, no: 0

### **34. Acknowledge Return to Open Session**

Mrs. Anne Nicole Flinn, President, acknowledged the board's return to open session at 7:00 pm

### **35. Statement of Executive Session Proceedings**

Mrs. Flinn stated the board entered into executive session at 6:40 pm for discussion and possible action of hiring (1) summer school bus driver; discussion and possible action to change the contractual terms of Luke Johnston's contract; and discussion and possible action of hiring personnel for 2025-2026 school year as listed on attachment 25 O.S. Section 307(B)(1) and 70 O.S. Section 5-118 No votes were taken. Those present in executive session were: Anne Nicole Flinn, President; Melissa Rollins, Vice-President; Kiah Anderson, Clerk; Sarah Cody, Member; and Kyle Stuart, Member, and Mr. Mike Anderson, Superintendent

### **36. Action Items:**

36.a. Vote to hire or not to hire summer school bus driver as listed on "Personnel" attachment for 2024-2025 school year 25 O.S. Section 307(B)(1)

#### **Action(s):**

Motion was made to hire summer school bus driver David Denny. This motion, made by Sarah Cody and seconded by Kyle Stuart, passed.

#### **Voting Detail:**

Kiah Anderson: yes

Sarah Cody: yes

Anne Nicole Flinn: yes

Melissa Rollins: yes

Kyle Stuart: yes

**Voting Summary:** yes: 5, no: 0

36.b. Vote to change or not to change contractual terms of Luke Johnston's contract

#### **Action(s):**

Motion was made to change contractual terms of Luke Johnston's contract. This motion, made by Sarah Cody and seconded by Kyle Stuart, passed.

#### **Voting Detail:**

Kiah Anderson: yes

Sarah Cody: yes

Anne Nicole Flinn: yes

Melissa Rollins: yes

Kyle Stuart: yes

**Voting Summary:** yes: 5, no: 0

36.c. Vote to hire or not to hire personnel for the 2025-2026 school year as listed on attachment

**Action(s):**

Motion was made to hire personnel for the 2025-2026 school year as listed on attachment. This motion, made by Melissa Rollins and seconded by Sarah Cody, passed.

**Voting Detail:**

Kiah Anderson:       yes

Sarah Cody:            yes

Anne Nicole Flinn:   yes

Melissa Rollins:      yes

Kyle Stuart:           yes

**Voting Summary:** yes: 5, no: 0

**37. Vote to Adjourn**

**Action(s):**

Motion to adjourn was made at 7:01pm. This motion, made by Sarah Cody and seconded by Melissa Rollins, passed.

**Voting Detail:**

Kiah Anderson:       yes

Sarah Cody:            yes

Anne Nicole Flinn:   yes

Melissa Rollins:      yes

Kyle Stuart:           yes

**Voting Summary:** yes: 5, no: 0

Minutes were approved as prepared by Kelly Howry, Minutes Clerk

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Anne Nicole Flinn, President

## GENERAL FUND

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1068 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1068	05/27/2025	43213	BYTESPEED LLC	100/QUOTE FOR COMPUTERS/P.LITICKER	2,970.00
11	1069	06/06/2025	44946	B&H PHOTO ELECTRONICS	412/PRINTING SUPPLIES/MCCLURE/705	5,126.05
11	1070	06/06/2025	45555	HOME 2 SUITES BY HILTON	782/MTSS LODGING OVERAGE/FULTON/ALL SITES	2,430.00
11	1071	06/06/2025	5464	LISA LYNN FULTON	782/PER DIEM MTSS/FULTON- 050	150.00
11	1072	06/06/2025	46236	PATRICK W LITICKER	782/PER DIEM MTSS/FULTON- LITICKER-050	150.00
11	1073	06/06/2025	41708	ALI LAWSON	782/PER DIEM MTSS/FULTON- LAWSON - 705	200.00
11	1074	06/06/2025	6884	BARBARA JEANIE NEAL	782/PER DIEM MTSS/FULTON- NEAL - 050	200.00
11	1075	06/06/2025	42325	SHANNON MARIE BEAN	782/PER DIEM MTSS/FULTON- BEAN-110	200.00
11	1076	06/06/2025	6182	RIA HUCKEBY	782/PER DIEM MTSS/FULTON- HUCKEBY-110	200.00
11	1077	06/06/2025	46132	BREANNA NICOLE FOSTER	782/PER DIEM MTSS/FULTON- FOSTER-110	200.00
11	1078	06/06/2025	42846	CAITLIN ELIZABETH DOWING	782/PER DIEM MTSS/FULTON- DOWING-110	200.00
11	1079	06/06/2025	42910	KAELYN TAYLOR PRESLEY	782/PER DIEM MTSS/FULTON- PRESLEY-110	200.00
11	1080	06/06/2025	6149	LAURA DORMAN	782/PER DIEM MTSS/FULTON- DORMAN-110	200.00
11	1081	06/06/2025	44846	BRANDY MELTON OSBORNE	782/PER DIEM MTSS/FULTON- OSBORNE-110	100.00
11	1082	06/06/2025	45596	BRAD R LEWIS	782/PER DIEM MTSS/FULTON- LEWIS-125	200.00
11	1083	06/06/2025	45877	APRIL DAWN WHITEHEAD	782/PER DIEM MTSS/FULTON- WHITEHEAD-125	200.00
11	1084	06/06/2025	45587	MADISON P BOSWELL	782/PER DIEM MTSS/FULTON- BOSWELL-125	200.00
11	1085	06/06/2025	45918	CAYLEIGH NOEL WILSON	782/PER DIEM MTSS/FULTON- WILSON-125	200.00
11	1086	06/06/2025	45916	JENNIFER L SNELL	782/PER DIEM MTSS/FULTON- JSNELL-125	200.00
11	1087	06/06/2025	44327	LAURA CHRISTINE SNELL	782/PER DIEM MTSS/FULTON- LSNELL-125	200.00
11	1088	06/06/2025	41652	MASON GIBSON	782/PER DIEM MTSS/FULTON- GIBSON-125	200.00
11	1089	06/06/2025	45930	MCKAYLA D PLETT	782/PER DIEM MTSS/FULTON- PLETT-610	200.00
11	1090	06/06/2025	45902	ROZALIN ROARK	782/PER DIEM MTSS/FULTON- R.ROARK-610	200.00
11	1091	06/06/2025	45928	MICHELLE ELAINE RUTHERFORD	782/PER DIEM MTSS/FULTON- RUTHERFORD-610	200.00
11	1092	06/06/2025	45915	MARLEIGH RAE SHIRTUM	782/PER DIEM MTSS/FULTON- SHIRTUM-610	200.00

## GENERAL FUND

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1068 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1093	06/06/2025	44174	KAYLA RENAE BLAINE	782/PER DIEM MTSS/FULTON-BLAINE-610	200.00
11	1094	06/06/2025	43252	TONI L JONES	782/PER DIEM MTSS/FULTON-T.JONES-610	200.00
11	1095	06/06/2025	45233	JAMES KALEB GORDON	782/PER DIEM MTSS/FULTON-K.GORDON-610	200.00
11	1096	06/06/2025	45595	KRISTA D LEWIS	782/PER DIEM MTSS/FULTON-K.LEWIS-610	200.00
11	1097	06/06/2025	5464	LISA LYNN FULTON	100/CCOSA PER DIEM/FULTON-050	450.00
11	1098	06/06/2025	6884	BARBARA JEANIE NEAL	100/CCOSA PER DIEM/FULTON-NEAL-050	150.00
11	1099	06/06/2025	46236	PATRICK W LITICKER	100/CCOSA PER DIEM/FULTON-LITICKER-050	150.00
11	1100	06/06/2025	583	WAL-MART COMMUNITY/GECRB	412/CLEANING SUPPLIES/C BROWN/AHS	55.20
11	1101	06/06/2025	41553	OKLAHOMA COPIER SOLUTIONS	731/COPIERS FOR STUDENT USE/YOUNG/GRC	9,500.00
11	1102	06/06/2025	41225	AMAZON CAPITAL SERVICES	412/SUPPLIES FOR STEM/TWEEDY/610	148.91
11	1103	06/06/2025	41805	SCHOOL HEALTH CORPORATION	100/SMARTCARE SERVICES FOR VISION EQUIP/J. NEAL	1,506.00
11	1104	06/06/2025	11838	WYNDHAM GRAND	100/CCOSA LODGING/FULTON-050	800.00
11	1105	06/06/2025	40665	JIMMY DOLAN KEITH	511/AP TRAINING REGISTRATION/FULTON/JIKEITH-705	50.00
11	1106	06/06/2025	46240	NICHOLAS LANE	100/SWIMMING INSTRUCTOR	1,500.00
11	1107	06/06/2025	40063	WYNN'S PRECISIION BODY SHOP	100/CAFETERIA BOX TRUCK REPAIR	7,043.04
11	1108	06/06/2025	41225	AMAZON CAPITAL SERVICES	100/BOARD OFFICE SUPPLIES	250.00
11	1109	06/06/2025	46149	SOVEREIGN BANK	100/LEASE PURCHASE HEAT & AIR EQUIPMENT	16,198.88
11	1110	06/06/2025	45319	TREATS CLEANING SOLUTIONS	100/JANITORIAL SERVICES/HAYES-AECC	12,653.84
11	1111	06/06/2025	42974	JA CO HEATING AND AIR	100/DUCTWORK & MATERIALS/CAFETERIA STORAGE	4,600.00
11	1112	06/06/2025	386	RAY'S TRAVEL SERVICE	782/OVERAGE FOR TICKETS/A.LAWSON/HAYES	1,000.00
11	1113	06/06/2025	1485	OSBI	100/EMPLOYEE BACKGROUND CHECKS	750.00
11	1114	06/06/2025	42150	BLU SOURCE	563/JOM/School Supplies Ada District/Eakens	25,527.90
11	1115	06/06/2025	46236	PATRICK W LITICKER	100/FINGERPRINTS	15.00
11	1116	06/06/2025	46242	NEXT STEP GROUP INC	376/SECURITY CAMERAS/DISTRICT/FULTON	34,300.23
11	1117	06/06/2025	46243	BROADWAY PRECISION COLLISION LLC	100/2016 FORD SUPER DUTY F-350/2681	5,640.07
11	1118	06/06/2025	3785	STAPLES 6035 5178 2011 1853	561/Toner for Printer/Overage/Eakens/705	70.18

GENERAL FUND

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1068 - 49999, Fund(s): GENERAL FUND

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11	1119	06/06/2025	45856	BALFOUR GRADZILLA	563/JOM Caps and Gowns/Eakens/AHS/705	2,356.00
11	1120	06/06/2025	5834	ROBIN L NELSON	782/AIRPORT UBER/R.NELSON/HAYES	150.00
11	1121	06/06/2025	5834	ROBIN L NELSON	782/AIRPORT PARKING/R.NELSON/HAYES	100.00
11	1122	06/06/2025	386	RAY'S TRAVEL SERVICE	782/OVERAGE FOR PLANE TICKETS/L.FULTON/ACS	3,994.52
11	1123	06/06/2025	43213	BYTESPEED LLC	621/LENOVO THINKBOOK/PSYCS/SPEC ED	4,060.00
11	1124	06/06/2025	6721	TONDA ERIN SCALF	782/BAGGAGE FEES/T.MORRIS/HAYES	70.00
11	1125	06/06/2025	45877	APRIL DAWN WHITEHEAD	782/BAGGAGE FEES/A.WHITEHEAD/WASH	70.00
11	1126	06/06/2025	45587	MADISON P BOSWELL	782/BAGGAGE FEES/M.BOSWELL WASH	70.00
11	1127	06/06/2025	5834	ROBIN L NELSON	782/BAGGAGE FEES AND UBERS FOR ABL/R.NELSON/HAYES	220.00
11	1128	06/06/2025	46132	BREANNA NICOLE FOSTER	782/BAGGAGE FEES/B.FOSTER/HAYES	70.00
11	1129	06/06/2025	99999	ADA CITY SCHOOL	100/OSD STUDENT TRANSPORTED	2,948.00
11	1130	06/06/2025	40965	NAPA AUTO PARTS	BUS PARTS, SCHOOL VEHICLES PARTS, TOOLS ECT	2,000.00
11	1131	06/06/2025	44932	TYRONE FRAZIER	REIMBURSEMENT FOR CDL LICENSE AND FEES	58.76
11	1132	06/06/2025	315	MOON-BAKER AGENCY, INC.	100/RENEW BOND/KELLY HOWRY	25.00
11	1133	06/06/2025	45556	CHARACTER STRONG LLC	782/CHARACTER ED RENEWAL/A.LAWSON/AHS	832.50
11	1134	06/06/2025	41225	AMAZON CAPITAL SERVICES	412/DTF PRINTER, PRESSES, INK/WESTON/705	3,254.09
11	1135	06/06/2025	45953	NICOLE E BARLETTA	100/MILEAGE/FULTON-BARLETTA-ELEM SITES	110.00
11	1136	06/06/2025	41553	OKLAHOMA COPIER SOLUTIONS	100/USAGE COPIERS OVERAGE/DISTRICT	1,914.34
<b>Non-Payroll Total:</b>						<b>\$160,188.51</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$160,188.51</b>

## GENERAL FUND

## Encumbrance Register

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 50518 - 59999, Fund(s): GENERAL FUND

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11	50518	05/14/2025	43731	AVERY JAE ODOM	PAYROLL	2,018.44
11	50519	05/14/2025	46239	CHELSEA MONDAY	PAYROLL	2,351.10
11	50520	05/15/2025	46217	RONALD YORK	PAYROLL	6,189.00
<b>Non-Payroll Total:</b>						<b>\$0.00</b>
<b>Payroll Total:</b>						<b>\$10,558.54</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$10,558.54</b>

BUILDING FUND

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 256 - 49999, Fund(s): BUILDING FUND

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
21	256	05/19/2025	538	TACONY CORPORATION	008/CARPET DRYERS/010	1,221.00
21	257	06/02/2025	11931	U. S. ALERT SECURITY	008/SECURITY/ALARM /010	1,200.00
21	258	06/02/2025	44201	MARGIE'S ANTIQUES & U-HAUL	008/RENT UHAUL CAFETERIA TABLES/010	352.84
21	259	06/06/2025	43855	IRRIGATION CONSULTING SERVICES	008/REPAIR WATER LINE AJHS FB FIELD/610	1,000.00
21	260	06/06/2025	45484	HERITAGE PROFESSIONAL PPG	008/LAWN CARE PRODUCTS/705	2,014.18
21	261	06/06/2025	46042	STEVE COLLINS	100/LABOR MATERIALS CEILING PANELS/AJHS	9,000.00
21	262	06/06/2025	46086	L & W SUPPLY CORP	100/MATERIALS FOR GRID CEILING/AJHS	5,696.99
21	263	06/06/2025	10955	J. B. LUMBER & HARDWARE	100/CEILING TILES/DISTRICT WIDE	2,749.50
21	264	06/06/2025	46158	WANRACK HOLDINGS, LLC	100/NETWORK INSTALLATION/C.GALBREATH	43,843.14
<b>Non-Payroll Total:</b>						<b>\$67,077.65</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$67,077.65</b>

BUILDING FUND

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 50004 - 59999, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	50004	06/02/2025	43544	GORDON DOUGLAS CALHOUN	PAYROLL	3,553.06
21	50005	06/02/2025	43250	MICHAEL J CALHOUN	PAYROLL	6,249.93
21	50006	06/02/2025	43075	DEVAN LOGAN ESTEP	PAYROLL	3,154.24
21	50007	06/02/2025	44867	RONALD DAVID FOSTER	PAYROLL	4,097.25
21	50008	06/02/2025	40015	DUANE M HYSTEN	PAYROLL	3,111.47
21	50009	06/02/2025	45200	CARLA R REEVES	PAYROLL	3,347.92
21	50010	06/02/2025	41186	MICHAEL D WOODS	PAYROLL	3,011.82
21	50011	06/02/2025	46217	RONALD YORK	PAYROLL	3,094.50

<b>Non-Payroll Total:</b>	<b>\$0.00</b>
<b>Payroll Total:</b>	<b>\$29,620.19</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$29,620.19</b>

CHILD NUTRITION

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 38 - 49999, Fund(s): CHILD NUTRITION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	38	05/05/2025	3176	KEMPER REFRIGERATION	132/REPAIR TO FREEZER/ICE MACHINES/FRIDGE/030	500.00
22	39	06/06/2025	43263	SOUTHWEST FOODSERVICE EXCELLENCE	FOODSERVICE MEALS/DISTRICT	55,900.00
22	40	06/06/2025	11931	U. S. ALERT SECURITY	132/SECURITY/FIRE ALARM MONITORING/030	104.94
<b>Non-Payroll Total:</b>						<b>\$56,504.94</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$56,504.94</b>

37 - 2021

**Encumbrance Register**

ELECTION - BLDG

BONDS

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 21 - 49999, Fund(s): 37 - 2021 ELECTION - BLDG BONDS

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
37	21	04/30/2025	9118	ULINE	046/FURNITURE AVIATION LAB/FULTON-ECKLER/705	1,255.00
37	22	06/06/2025	9118	ULINE	37/OVERAGE AVIA FURN/FULTON-705	170.83
37	24	06/06/2025	45725	HIGH POINT NETWORKS	046/SOFTBALL & BASEBALL FIELDS INTERNET	5,324.00
37	25	06/06/2025	43213	BYTESPEED LLC	046/COMPUTERS & MONITORS	7,655.00
<b>Non-Payroll Total:</b>						<b>\$14,404.83</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$14,404.83</b>

81 - GIFTS FUND

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 93 - 49999, Fund(s): 81 - GIFTS FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
81	93	06/06/2025	3232	HOBBS LOBBY	253/STORYBOOK FORREST ITEMS/ALEXANDER/AJHS	256.67
81	94	06/06/2025	46231	ZOEY BROWN	288/MICK COWAN SCHOLARSHIP	500.00
<b>Non-Payroll Total:</b>						<b>\$756.67</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$756.67</b>

62 - ACTIVITY  
FUND

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 463 - 49999, Fund(s): 62 - ACTIVITY FUND

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
62	463	05/22/2025	1696	COMMUNICAN & BAYLOR BRIEFS	941/OVERAGE FOR PO 2025-81-48/PALMER/705	28.08
62	464	05/22/2025	3232	HOBBY LOBBY	941/STORYBOOK FOREST/PALMER-JONES/610	123.00
62	465	05/22/2025	11410	JOSTENS INCORPORATION	Yearbook payment	3,252.75
62	466	06/06/2025	41225	AMAZON CAPITAL SERVICES	913/ADULT EDUCATION GRADUATION/GRC/YOUNG	1,917.45
62	467	06/06/2025	583	WAL-MART COMMUNITY/GEGRB	913/ADULT ED GRADUATION/YOUNG/GRC	227.04
62	468	06/06/2025	6017	LEE ANN GRAY	927/GODDARD PICTURES/BRIGGS/130	1,750.00
62	469	06/06/2025	99999	ADA CITY SCHOOL	132/CAFE REIMBURSEMENT 5/31/2025	6,513.06
<b>Non-Payroll Total:</b>						<b>\$13,811.38</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$13,811.38</b>

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 5/19/2025 - 6/30/2025, PO Range: 637 - 669, Fund(s): 63 - ATHLETIC FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
63	637	05/19/2025	44640	RAISING CANES	865/866/REGIONAL MEAL/705	466.92
63	638	05/19/2025	88	BSN SPORTS LLC	801/COACHES PANTS/705	85.00
63	639	05/19/2025	1325	HARRAH SCHOOLS	810/SOCCER TOURNEY/705	300.00
63	640	05/19/2025	45492	TEXAS ROADHOUSE	819/TRACK STATE MEAL/705	595.00
63	641	05/19/2025	88	BSN SPORTS LLC	833/BANNER-DECALS SOFTBALL/705	21,040.00
63	642	05/19/2025	349	OK SEC. SCHOOLS ACT. ASSOC	813/BOYS STATE GOLF FEE/705	300.00
63	643	05/19/2025	3000	DOMINO'S PIZZA	819/AHS TRACK STATE MEAL/705	244.00
63	644	05/19/2025	12012	BUFFALO WILD WINGS	819/AHS B GOLF STATE MEAL/705	208.25
63	645	05/19/2025	2513	PAT'S TROPHIES	819/SENIOR AWARDS/705	65.00
63	646	05/19/2025	46226	CHLOE MARTIN	819/SPRING SPORTS WORKER/705	100.00
63	647	05/19/2025	46119	KENDALL BARNES	819/SPRING SPORTS WORKER/705	100.00
63	648	05/19/2025	41225	AMAZON CAPITAL SERVICES	832/TV/MOUNT SOFTBALL/705	170.96
63	649	05/19/2025	3232	HOBBY LOBBY	801/FRAMES FOOTBALL CALENDARS/705	53.98
63	650	05/29/2025	45492	TEXAS ROADHOUSE	819/AHS TRACK STATE MEAL/705	693.91
63	651	05/29/2025	854	RIDDELL	801/FOOTBALL HELMETS/705	1,267.70
63	652	05/29/2025	10940	ALERT SERVICES	832/ATHLETIC SAFETY AID SUPPLIES/705	5,353.12
63	653	05/29/2025	40932	CHARLESTON'S	819/AHS G TENNIS STATE MEAL/705	203.55
63	654	05/29/2025	2710	OLIVE GARDEN	819/AHS G TENNIS MEAL/705	233.15
63	655	05/29/2025	46241	TORCHY'S TACOS	819/AHS B TENNIS STATE MEAL/705	153.34
63	656	05/29/2025	44289	PANDA EXPRESS	819/AHS B TENNIS STATE MEAL/7005	113.20
63	657	05/29/2025	88	BSN SPORTS LLC	819/LANYARDS/705	422.94
63	658	05/29/2025	43740	VYPE-TRINITY MEDIA GROUP	813/TENNIS-GOLF-TRACK OSSAA PROGRAM ADS/705	1,500.00
63	659	06/02/2025	46245	SIDELINE POWER	850/MONO POD/705	1,749.00
63	660	06/02/2025	11873	BIGSIGNS	832/FRAMES/705	3,558.00
63	661	06/02/2025	42332	CHRISTIE ANN JENNINGS	819/REIMBURSE MEAL/705	59.20
63	662	06/02/2025	45557	SMASHBURGER	850/AHS BB GIRLS MEAL/705	300.00
63	663	06/02/2025	45558	KRISPY KRUNCHY CHICKEN	850/AHS BB G MEAL/705	300.00
63	664	06/02/2025	43749	PAPA JOHNS RESTAURANT	850/AHS BB G MEAL/705	300.00
63	665	06/02/2025	45889	THE PIT	850/AHS BB G MEAL/705	300.00
63	666	06/06/2025	88	BSN SPORTS LLC	801/FB COACHES CAPS/705	1,549.44
63	667	06/06/2025	1325	HARRAH SCHOOLS	810/SOCCER TOURNEY ENTRY/705	300.00
63	668	06/06/2025	11677	AGILE SPORTS TECHNOLOGIES	801/BLEETOOTH REMOTES/705	398.00
63	669	06/06/2025	45921	THE PIONEER MANUFACTURING COMPANY	832/PAINT ATHLETIC FIELDS/705	1,736.70

Encumbrance Register

Options: Year: 2024-2025, Date Range: 5/19/2025 - 6/30/2025, PO Range: 637 - 669, Fund(s): 63 - ATHLETIC FUND

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
					<b>Non-Payroll Total:</b>	<b>\$44,220.36</b>
					<b>Payroll Total:</b>	<b>\$0.00</b>
					<b>Balance Forward:</b>	<b>\$0.00</b>
					<b>Report Total:</b>	<b>\$44,220.36</b>

## GENERAL FUND

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 1 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/01/2025	42350	OKLAHOMA TEACHER AND LEADER EFFE	100/OKTLE SYSTEM/FULTON/ALL SITES	7,970.50
11	2	07/01/2025	43269	GLOBAL COMPLIANCE NETWORK INC	100/GCN PROF DEV SYSTEM/'FULTON/050	840.00
11	3	07/01/2025	40093	PONTOTOC TECHNOLOGY CENTER	100/TA&PARA TESTING/FULTON/050	780.00
11	4	07/01/2025	39848	OKLAHOMA STATE DEPT OF EDUCATION	100/TA & PARA CREDENTIALS/FULTON/050	240.00
11	5	07/01/2025	40093	PONTOTOC TECHNOLOGY CENTER	020/CPR CARDS/FULTON/ALL SITES	375.00
11	6	07/01/2025	102	CCOSA	100/TLE TRAINING/FULTON/050	1,700.00
11	7	07/01/2025	1985	TEACHWARE	100/E-SIGNATUE ADOBE SIGN TRANSACTIONS/JACOBS	1,680.00
11	8	07/01/2025	102	CCOSA	100/MEMBERSHIP DUES 2025- 26/DISTRICT	2,000.00
11	9	07/01/2025	42791	PILOT THOMAS LOGISTICS	131/FUEL CARD/DISTRICT USAGE	24,750.00
11	10	07/01/2025	517	ADA CHAMBER OF COMMERCE	100/MEMBERSHIP DUES/ 2025- 26 FSY/DISTRICT	192.50
11	11	07/01/2025	44887	STAPLES BUSINESS CREDIT	100/PREMIUM MEMBERSHIP FEE/DISTRICT USE	298.99
11	12	07/01/2025	44887	STAPLES BUSINESS CREDIT	100/BOARD OFFICE SUPPLIES	4,000.00
11	13	07/01/2025	44887	STAPLES BUSINESS CREDIT	100/RECIEPT BOOKS/DISTRICT	1,700.00
11	14	07/01/2025	3785	STAPLES 6035 5178 2011 1853	100/BOARD OFFICE SUPPLIES	1,500.00
11	15	07/01/2025	1341	OK SCHOOL ADVISORY COUNCIL	100/MEMBERSHIP DUES/DISTRICT	600.00
11	16	07/01/2025	826	ORGANIZATION OF RURAL OK SCHOOL	100/MEMBERSHIP DUES - FSY 2025-26	800.00
11	17	07/01/2025	350	OK STATE SCH BOARDS ASSOC.	100/MEMBERSHIP DUES/FSY 2025-26	8,462.00
11	18	07/01/2025	42868	PITNEY BOWES LEASE	100/POSTAGE MACHINE LEASE/DISTRICT 2025-26	1,958.64
11	19	07/01/2025	42866	PITNEY BOWES SUPPLIES	100/POSTAGE MACHINE SUPPLIES/DISTRICT	410.00
11	20	07/01/2025	41927	CNA SURETY	100/BLANKET BOND/SUP/TREAS	1,760.00
11	21	07/01/2025	16	ADA EVENING NEWS	100/PUBLICATIONS/NOTICES/DIS TRICT USE	900.00
11	22	07/01/2025	45899	SYLOGIST	100/APPROPRIATED/STUDENT INFO/ACCOUNTING	64,755.82
11	23	07/01/2025	40833	OSAG	WORKERS COMPENSATION INS FSY 2025-26	151,942.00
11	24	07/01/2025	40846	OK SCHOOLS INS. GROUP	100/PROPERTY INSURANCE FSY 2024-25	502,692.00
11	25	07/01/2025	479	U.S. POSTMASTER	100/PO BOX RENTAL/US MAIL POSTAGE/DISTRICT	7,500.00
11	26	07/01/2025	315	MOON-BAKER AGENCY, INC.	100/BOND INS COVERAGE	2,646.00
11	27	07/01/2025	9019	UMB BANK, N.A.	100/ADMINISTRATIVE FEES/FSY 2025-26	1,200.00
11	28	07/01/2025	1485	OSBI	100/EMPLOYEE BACKGROUND CHECKS	5,500.00

## GENERAL FUND

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 1 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	29	07/01/2025	43935	KERRY JOHN PATTEN, CPA	100/DISTRICT AUDIT/OEN/FSY 2025-26	13,585.00
11	30	07/01/2025	44696	UKG KRONOS SYSTEMS	100/TIME KEEPING SUBSCRIPTION	10,800.00
11	31	07/01/2025	288	PIKE PASS	131/TOLL HIGHWAY FEES/DISTRICT/BOECK	750.00
11	32	07/01/2025	45056	OKLAHOMA SOCIETY FOR TECHNOLOGY	081/MEMBER RENEWAL - LEVEL 2/DISTRICT	500.00
11	33	07/01/2025	41225	AMAZON CAPITAL SERVICES	100/BOARD OFFICE SUPPLIES	300.00
11	34	07/01/2025	333	OK ASSOC SERVING IMPACTED SCHOOLS	100/MEMBERSHIP DUES/FSY 2025-26/DISTRICT	1,125.00
11	35	07/01/2025	42416	SHI INTERNATIONAL CORP	081/MALWARE ENDPOINT PROTECTION/GALBREATH	8,713.80
11	36	07/01/2025	42416	SHI INTERNATIONAL CORP	081/SOPHOS VIRUS SCAN SECURE PROTECTION	6,486.20
11	37	07/01/2025	42416	SHI INTERNATIONAL CORP	081/BARRACUDA ESSENTIALS/GALBREATH	17,880.00
11	38	07/01/2025	42416	SHI INTERNATIONAL CORP	081/VEEAM DATA PREMIUM SUBSCRIPTION/GALBREATH	3,850.00
11	39	07/01/2025	45920	POWERSCHOOL	081/SCHOOL MESSENGER/DISTRICT	4,188.80
11	40	07/01/2025	45923	SCHOOLSTATUS LLC	081/COMMUNICATION PLATFORM/GALBREATH	8,635.25
11	41	07/01/2025	45858	BLOCKSI	081/ADDITIONAL LICENSES/GALBREATH/DISTRICT	835.20
11	42	07/01/2025	4556	KELLOGG & SOVEREIGN CONSULTING LLC	081/PROF E-RATE MGMT SVCS 24-25/GALBREATH	8,000.00
11	43	07/01/2025	45483	SCHOOLinSITES LLC	081/WEB HOSTING/MOBILE/GALBREATH	2,700.00
11	44	07/01/2025	44776	DIGI SECURITY SYSTEMS, LLC	081/BILLABLE TIME TECH/DISTRICT CAMERAS REPAIRS	500.00
11	45	07/01/2025	46084	WRIKE INC	081/MAINT/TECH TASK MGMT SOFTWARE/GALBREATH	15,603.20
11	46	07/01/2025	45372	SWANK MOTION PICTURES INC	081/LICENSING-STREAMING VIDEOS/GALBREATH	3,177.00
11	47	07/01/2025	336	OK GAS & ELECTRIC	100/ELECTRICAL USAGE ATHLETIC FACILITIES	90,000.00
11	48	07/01/2025	336	OK GAS & ELECTRIC	100/ELECTRICAL USAGE - AJHS	85,500.00
11	49	07/01/2025	336	OK GAS & ELECTRIC	100/ELECTRICAL USAGE - BOARD OFFICE	6,100.00
11	50	07/01/2025	336	OK GAS & ELECTRIC	100/ELECTRICAL USAGE - AHS	67,700.00
11	51	07/01/2025	336	OK GAS & ELECTRIC	100/ELECTRICAL USAGE - HAYES	55,000.00
11	52	07/01/2025	336	OK GAS & ELECTRIC	100/ELECTRICAL USAGE - GRC	42,000.00
11	53	07/01/2025	336	OK GAS & ELECTRIC	100/ELECTRICAL USAGE - WILLARD	27,600.00
11	54	07/01/2025	336	OK GAS & ELECTRIC	100/ELECTRICAL USAGE - WASHINGTON	38,900.00
11	55	07/01/2025	45880	SUN COAST RESOURCES LLC	131/FUEL TANK USAGE/DISTRICT/BOECK	139,500.00

GENERAL FUND

**Encumbrance Register**

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 1 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	56	07/01/2025	45882	GRANITE TELECOMMUNICATIONS	100/RECURRING PHONE CHARGES DISTRICT USE/DISTRICT	8,000.00
11	57	07/01/2025	1985	TEACHWARE	081/ADOBE, WINDOWS/MICROSOFT, ADOBE SIGN/DISTRICT	12,226.00
11	58	07/01/2025	45714	CENTEGIX	081/LICENSE FOR VISITOR MANAGEMENT/GALBREATH	4,170.00
11	59	07/01/2025	45871	JAMF SOFTWARE, LLC	081/MOBILE MANAGEMENT FOR APPLE DEVICES/GALBREATH	6,600.25
11	60	07/01/2025	583	WAL-MART COMMUNITY/GECRB	081/MONITORS & MOUNTS/GALBREATH	6,000.00
11	61	07/01/2025	46185	TANGO FLIGHT INC	100/AIRCRAFT BUILD PROGRAM/C.ECKLER	64,854.00
11	62	07/01/2025	46246	INSTRUCTURE, INC.	081/LEARN PLATFORM/C.GALBREATH	11,540.00
<b>Non-Payroll Total:</b>						<b>\$1,572,473.15</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$1,572,473.15</b>

BUILDING FUND

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 1 - 49999, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	1	07/01/2025	45858	BLOCKSI	081/CLASSROOM WEB FILTER/ADMIN APPLICATION	15,869.80
21	2	07/01/2025	43029	TODD OUTDOOR SERVICES	100/LAWN MOWING/BLOWING/EDGING/	36,000.00
21	3	07/01/2025	42181	PEC	100/ELECTRICAL USAGE/AECC	63,000.00
21	4	07/01/2025	45451	SUMMIT UTILITIES OKLAHOMA	100/NATURAL GAS USAGE - DISTRICT	65,000.00
21	5	07/01/2025	118	CITY OF ADA-WATER DEPT.	100/WATER/TRASH/SEWAGE/DI STRICT USE	214,500.00
21	6	07/01/2025	146	CULLIGAN WATER CONDITIONING	100/WATER SOFTENER EQUIPMENT/SALT	12,650.00
21	7	07/01/2025	40810	OK SCHOOL INSURANCE GROUP	100/PROPERTY INSURANCE 2024 -25	270,037.00
21	8	07/01/2025	42181	PEC	100/ELECTRICAL USAGE - NEW ELEMENTARY	15,000.00

<b>Non-Payroll Total:</b>	<b>\$692,056.80</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$692,056.80</b>

CHILD NUTRITION

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 1 - 49999, Fund(s): CHILD NUTRITION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	1	07/01/2025	3222	OK ST DEPT OF HEALTH	FOOD SERVICE LICENSE/EACH SITE	900.00
22	2	07/01/2025	146	CULLIGAN WATER CONDITIONING	WATER SOFTENER RENTALS/CAFE USE	4,400.00
22	3	07/01/2025	43898	FIRST CHOICE PEST CONTROL	EXTERMINATION CAFE USEAGE	3,000.00
22	4	07/01/2025	336	OK GAS & ELECTRIC	ELECTRICAL USAGE - CAFE	23,650.00
22	5	07/01/2025	118	CITY OF ADA-WATER DEPT.	WATER/TRASH/SEWAGE - CAFE USE ONLY	24,200.00
22	6	07/01/2025	43263	SOUTHWEST FOODSERVICE EXCELLENCE	FOODSERVICE MEALS/DISTRICT	660,000.00
22	7	07/01/2025	45899	SYLOGIST	LUNCH ROOM ACCOUNTING SOFTWARE	6,148.00
22	8	07/01/2025	41225	AMAZON CAPITAL SERVICES	132/CAFE ID CARDS/S. ALLISON	25.00

<b>Non-Payroll Total:</b>	<b>\$722,323.00</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$722,323.00</b>

# ADA PUBLIC SCHOOL

## Cash Balances

Options: Fiscal Years: 2025, Funds: 62, As Of Date: 5/31/2025, Account Types: AC

### Cash By Account and Fund

AC 0003	VISION BANK				
2025	62	62 - ACTIVITY FUND			\$541,462.04
			Total AC	0003	\$541,462.04
					<u>\$541,462.04</u>

### Cash By Fund

2025	62	62 - ACTIVITY FUND			\$541,462.04
					<u>\$541,462.04</u>

# ADA PUBLIC SCHOOL

## Revenue/Expenditure Summary

Options: Fund: 62, Date Range: 5/1/2025 - 5/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
132 CAFETERIA LOCAL FUNDS	\$4,808.34	\$6,513.06	\$0.00	\$3,393.45	\$7,927.95	\$1,414.89	\$6,513.06
903 LIBRARY	\$27,968.62	\$3,101.89	\$0.00	\$918.93	\$30,151.58	\$4,893.25	\$25,258.33
904 COUGAR CHASE	\$2,183.42	\$150.00	\$0.00	\$1,082.35	\$1,251.07	\$0.00	\$1,251.07
906 CLUB C.S.I. (FORENSIC SCIENCE	\$121.73	\$0.00	\$0.00	\$0.00	\$121.73	\$112.28	\$9.45
907 PHILOSOPHY CLUB	\$390.00	\$0.00	\$0.00	\$0.00	\$390.00	\$0.00	\$390.00
909 ENVIRONMENTAL SCIENCE CLUB	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00	\$0.00	\$60.00
910 ACTIVITY CENTER RENTAL	\$3,251.55	\$0.00	\$0.00	\$0.00	\$3,251.55	\$0.00	\$3,251.55
913 ADULT ED/GED	\$9,325.90	\$4,000.00	\$0.00	\$0.00	\$13,325.90	\$0.00	\$13,325.90
914 AHS PHILANTHROPY	\$0.87	\$520.00	\$0.00	\$0.00	\$520.87	\$0.00	\$520.87
915 AHS CHANNEL ONE FUND	\$53,491.67	\$0.00	\$0.00	\$0.00	\$53,491.67	\$0.00	\$53,491.67
916 OASC STUDENT COUNCIL STATE CONVENTION	\$9,687.61	\$0.00	\$0.00	\$0.00	\$9,687.61	\$0.00	\$9,687.61
917 PURRISTA CAFE	\$484.00	\$224.67	\$0.00	\$0.00	\$708.67	\$0.00	\$708.67
918 FESTIVAL DISNEY	\$0.89	\$0.00	\$0.00	\$0.00	\$0.89	\$0.00	\$0.89
919 DECA	\$212.91	\$0.00	\$0.00	\$0.00	\$212.91	\$0.00	\$212.91
920 RUFF RYDERS	\$645.20	\$0.00	\$0.00	\$0.00	\$645.20	\$200.00	\$445.20
921 CURRENT EVENTS	\$288.69	\$0.00	\$0.00	\$0.00	\$288.69	\$0.00	\$288.69
922 ROBOTICS	\$514.07	\$0.00	\$0.00	\$0.00	\$514.07	\$0.00	\$514.07
923 FCCLA	\$445.70	\$40.00	\$0.00	\$0.00	\$485.70	\$51.03	\$434.67
924 METEOROLOGY CLUB	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00
925 GARDEN GNOME COLLECTING CLUB	\$664.07	\$125.00	\$0.00	\$0.00	\$789.07	\$168.12	\$620.95
926 MCKEEL PROJECT	\$33.75	\$0.00	\$0.00	\$0.00	\$33.75	\$0.00	\$33.75
927 CAMP GODDARD PICTURES	\$2,865.13	\$1,270.00	\$0.00	\$0.00	\$4,135.13	\$0.00	\$4,135.13
928 COUGAR VICTORY GARDENS	\$20.69	\$0.00	\$0.00	\$0.00	\$20.69	\$20.69	\$0.00
929 SPEECH/COMPETITIVE DRAMA	\$3,892.33	\$0.00	\$0.00	\$1,991.26	\$1,901.07	\$160.00	\$1,741.07
930 CAREER KICKSTART PROGRAM	\$841.00	\$0.00	\$0.00	\$0.00	\$841.00	\$0.00	\$841.00
931 CHESS CLUB	\$80.91	\$0.00	\$0.00	\$0.00	\$80.91	\$0.00	\$80.91
932 AHS SERVE	\$526.88	\$0.00	\$0.00	\$0.00	\$526.88	\$0.00	\$526.88
934 PHYSICAL EDUCATION	\$8,134.56	\$938.68	\$0.00	\$0.00	\$9,073.24	\$0.00	\$9,073.24
935 WILLARD'S CLOTHING CLOSET	\$0.05	\$0.00	\$0.00	\$0.00	\$0.05	\$0.00	\$0.05
936 TEEN ANGEL	\$1,214.65	\$0.00	\$0.00	\$0.00	\$1,214.65	\$0.00	\$1,214.65
937 HAYES T-SHIRTS	\$1,524.92	\$175.00	\$0.00	\$0.00	\$1,699.92	\$0.00	\$1,699.92
938 VIDEO SALES/RECYCLE	\$2,937.65	\$0.00	\$0.00	\$0.00	\$2,937.65	\$80.00	\$2,857.65
939 BUSINESS PROFESSIONALS OF AMER	\$8,131.49	\$261.40	\$0.00	\$390.00	\$8,002.89	\$0.00	\$8,002.89
941 PERFORMING ARTS	\$66,217.77	\$8,045.00	\$0.00	\$6,070.09	\$68,192.68	\$24,013.28	\$44,179.40
945 STEM	\$736.01	\$0.00	\$0.00	\$0.00	\$736.01	\$0.00	\$736.01
946 VARSITY CHEERLEADERS	\$1,147.03	\$0.00	\$0.00	\$0.00	\$1,147.03	\$0.00	\$1,147.03
949 COUGANNS	\$60.35	\$0.00	\$0.00	\$0.00	\$60.35	\$0.00	\$60.35
951 CLASS OF 2025	\$5,815.50	\$0.00	\$0.00	\$2,681.00	\$3,134.50	\$1,000.00	\$2,134.50
952 CLASS OF 2026	\$9,125.00	\$0.00	\$0.00	\$2,351.88	\$6,773.12	\$0.00	\$6,773.12
955 TRIPLE C - COOL COUGAR CHARACT	\$2,682.15	\$1,000.00	\$0.00	\$0.00	\$3,682.15	\$600.00	\$3,082.15
956 YEARBOOK	\$34,719.91	\$7,623.00	\$0.00	\$7,893.48	\$34,449.43	\$141.37	\$34,308.06
957 COLOR GUARD/FLAGS	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	\$0.00	\$120.00
958 JOURNALISM/COUGAR TALES	\$1,013.21	\$0.00	\$0.00	\$0.00	\$1,013.21	\$0.00	\$1,013.21
959 WORLD TRAVELER CLUB	\$71.50	\$0.00	\$0.00	\$0.00	\$71.50	\$0.00	\$71.50
960 LIFETIME ACTIVITIES COURSE	\$477.75	\$0.00	\$0.00	\$0.00	\$477.75	\$0.00	\$477.75
961 CNN-COUGAR NEWS NETWORK	\$2,641.22	\$0.00	\$0.00	\$0.00	\$2,641.22	\$11.66	\$2,629.56
962 CHOIR/VOCAL MUSIC	\$16,208.18	\$944.80	\$0.00	\$672.00	\$16,480.98	\$1,062.09	\$15,418.89
964 SPECIAL EDUCATION	\$167.25	\$0.00	\$0.00	\$0.00	\$167.25	\$0.00	\$167.25
966 VISION BANK INTEREST - DO NOT USE	\$5,376.71	\$334.35	\$0.00	\$959.15	\$4,751.91	\$529.72	\$4,222.19
967 SPANISH CLUB	\$718.42	\$0.00	\$0.00	\$0.00	\$718.42	\$163.51	\$554.91
968 BAND	\$4,827.20	\$1,225.00	\$0.00	\$885.81	\$5,166.39	\$721.36	\$4,445.03
969 NATIVE PRIDE	\$1,708.73	\$0.00	\$0.00	\$138.36	\$1,570.37	\$408.66	\$1,161.71
970 PROJECT IGNITION/LEADERSHIP	\$7,360.98	\$308.00	\$0.00	\$413.75	\$7,255.23	\$4,727.85	\$2,527.38
971 STUDENT COUNCIL	\$6,924.89	\$1,179.00	\$0.00	\$1,931.08	\$6,172.81	\$619.01	\$5,553.80
972 ILO	\$3,592.32	\$128.00	\$0.00	\$159.84	\$3,560.48	\$187.01	\$3,373.47
973 MATH CLUB	\$2,787.70	\$14.00	\$0.00	\$0.00	\$2,801.70	\$0.00	\$2,801.70
974 SCIENCE CLUB	\$9,024.05	\$97.00	\$0.00	\$83.67	\$9,037.38	\$79.65	\$8,957.73

## ADA PUBLIC SCHOOL

### Revenue/Expenditure Summary

Options: Fund: 62, Date Range: 5/1/2025 - 5/31/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
975 MOCK TRIAL	\$9.46	\$0.00	\$0.00	\$0.00	\$9.46	\$0.00	\$9.46
976 ENGLISH	\$10.82	\$0.00	\$0.00	\$0.00	\$10.82	\$0.00	\$10.82
977 ECONOMICS	\$57.00	\$0.00	\$0.00	\$0.00	\$57.00	\$0.00	\$57.00
978 FOREIGN EXCHANGE	\$2,119.55	\$0.00	\$0.00	\$0.00	\$2,119.55	\$0.00	\$2,119.55
979 BOXTOPS	\$659.47	\$13.10	\$0.00	\$604.57	\$68.00	\$0.00	\$68.00
980 ACADEMIC INCENTIVE/SCHOLASTIC	\$2,730.59	\$20.00	\$0.00	\$779.00	\$1,971.59	\$140.40	\$1,831.19
981 PICTURE FUND	\$5,739.13	\$5,128.80	\$0.00	\$0.00	\$10,867.93	\$1,400.00	\$9,467.93
983 VENDING	\$2,730.73	\$27.99	\$0.00	\$350.32	\$2,408.40	\$122.08	\$2,286.32
985 AP COALITION	\$884.79	\$0.00	\$0.00	\$785.86	\$98.93	\$0.00	\$98.93
986 SPECIAL OLYMPICS	\$12,391.01	\$0.00	\$0.00	\$0.00	\$12,391.01	\$0.00	\$12,391.01
987 HONOR SOCIETY	\$1,007.45	\$930.00	\$0.00	\$0.00	\$1,937.45	\$0.00	\$1,937.45
989 TECH ENGINEERING	\$1,283.11	\$0.00	\$0.00	\$120.00	\$1,163.11	\$120.00	\$1,043.11
990 ART CLUB	\$1,541.68	\$0.00	\$0.00	\$0.00	\$1,541.68	\$0.00	\$1,541.68
991 NESTLES/CANDY/COOKIES	\$83,478.16	\$217.00	\$0.00	\$3,204.77	\$80,490.39	\$1,510.14	\$78,980.25
992 CAMP GODDARD	\$50,719.89	\$1,059.00	\$0.00	\$28,562.25	\$23,216.64	\$641.13	\$22,575.51
993 ID BADGE REPLACEMENT	\$1,175.94	\$26.00	\$0.00	\$0.00	\$1,201.94	\$0.01	\$1,201.93
994 ACADEMIC BOWL	\$426.54	\$0.00	\$0.00	\$0.00	\$426.54	\$0.00	\$426.54
995 GENERAL ACTIVITY	\$23,432.08	\$2,473.20	\$0.00	\$3,354.36	\$22,550.92	\$2,685.06	\$19,865.86
996 DEVICE SALES/SERVICE - HOTSPOTS	\$265.26	\$0.00	\$0.00	\$0.00	\$265.26	\$0.00	\$265.26
997 DEVICE INSURANCE/REPLACEMENT	\$43,980.39	\$460.00	\$0.00	\$279.80	\$44,160.59	\$5,873.14	\$38,287.45
<b>Total</b>	<b>\$562,946.13</b>	<b>\$48,572.94</b>	<b>\$0.00</b>	<b>\$70,057.03</b>	<b>\$541,462.04</b>	<b>\$53,857.39</b>	<b>\$487,604.65</b>

Cash Balances

Options: Fiscal Years: 2025, Funds: 63, As Of Date: 5/31/2025, Account Types: All

Cash By Account and Fund

AC 0001	FIRST UNITED BANK				
2025	63	63 - ATHLETIC FUND			\$267,809.17
			Total AC	0001	\$267,809.17
AC 0002	PORTRAIT BANK				
2025	63	63 - ATHLETIC FUND			\$0.00
			Total AC	0002	\$0.00
					\$267,809.17

Cash By Fund

2025	63	63 - ATHLETIC FUND			\$267,809.17
					\$267,809.17

# ADA PUBLIC SCHOOL

## Revenue/Expenditure Summary

Options: Fund: 63, Date Range: 7/1/2024 - 5/31/2025

	<b>Begin Balance</b>	<b>Receipts</b>	<b>Adjusting Entries</b>	<b>Payments</b>	<b>Cash End Balance</b>	<b>Unpaid POs</b>	<b>End Balance</b>
801 FOOTBALL	\$0.00	\$56,272.10	\$17,452.83	\$70,557.23	\$3,167.70	\$3,167.70	\$0.00
802 BASKETBALL	\$0.00	\$42,351.00	\$33,041.52	\$51,132.69	\$24,259.83	\$0.00	\$24,259.83
804 SOUTHEAST SIX BASKETBALL CONFERENCE	\$0.00	\$0.00	\$450.00	\$0.00	\$450.00	\$0.00	\$450.00
805 BASEBALL	\$0.00	\$3,990.00	\$17,117.30	\$16,182.30	\$4,925.00	\$0.00	\$4,925.00
806 SOFTBALL	\$0.00	\$11,696.38	\$7,359.36	\$17,170.74	\$1,885.00	\$0.00	\$1,885.00
807 WRESTLING	\$0.00	\$1,964.00	\$6,502.04	\$6,941.04	\$1,525.00	\$0.00	\$1,525.00
808 TENNIS	\$0.00	\$10,161.93	\$12,078.60	\$14,665.90	\$7,574.63	\$3,521.10	\$4,053.53
810 SOCCER	\$0.00	\$2,445.00	\$4,504.12	\$4,220.75	\$2,728.37	\$300.00	\$2,428.37
811 TRACK	\$0.00	\$8,923.00	\$13,922.19	\$19,825.19	\$3,020.00	\$1,819.04	\$1,200.96
813 GOLF	\$0.00	\$509.23	\$14,695.93	\$11,491.98	\$3,713.18	\$3,713.18	\$0.00
819 ALL SPORTS	\$0.00	\$35,068.16	\$36,213.76	\$59,909.67	\$11,372.25	\$6,402.32	\$4,969.93
820 OSSAA	\$0.00	\$46,591.00	\$2,022.38	\$27,354.00	\$21,259.38	\$0.00	\$21,259.38
822 RADIO BROADCASTS	\$0.00	\$1,200.00	\$423.43	\$0.00	\$1,623.43	\$0.00	\$1,623.43
825 CHANGE	\$0.00	\$181,582.32	\$28,196.94	\$179,100.00	\$30,679.26	\$0.00	\$30,679.26
826 CONCESSION	\$0.00	\$92,621.20	\$4,610.64	\$59,151.79	\$38,080.05	\$3,383.23	\$34,696.82
830 LETTERMEN'S CLUB	\$0.00	\$7,800.00	\$392.26	\$7,042.31	\$1,149.95	\$0.00	\$1,149.95
831 SCHOOL STORE	\$0.00	\$480.00	\$3,043.00	\$0.00	\$3,523.00	\$0.00	\$3,523.00
832 GAME DAY PROMOTIONS	\$0.00	\$36,500.00	(\$231.54)	\$12,069.00	\$24,199.46	\$5,524.08	\$18,675.38
833 WINTER BASKETBALL LEAGUE	\$0.00	\$56,790.00	\$12,067.96	\$24,943.32	\$43,914.64	\$21,040.00	\$22,874.64
850 FOOTBALL SUB-ACCOUNT	\$0.00	\$23,646.80	\$7,676.27	\$20,512.32	\$10,810.75	\$85.00	\$10,725.75
851 BOYS BASKETBALL SUB-ACCOUNT	\$0.00	\$0.00	\$1,955.89	\$607.29	\$1,348.60	\$0.00	\$1,348.60
852 GIRLS BASKETBALL SUB-ACCOUNT	\$0.00	\$650.00	\$5,477.46	\$863.75	\$5,263.71	\$0.00	\$5,263.71
853 SOFTBALL SUB-ACCOUNT	\$0.00	\$0.00	\$1,900.00	\$1,300.00	\$600.00	\$0.00	\$600.00
854 WRESTLING SUB-ACCOUNT	\$0.00	\$33,196.00	\$6,251.67	\$37,358.48	\$2,089.19	\$0.00	\$2,089.19
860 BASEBALL SUB-ACCOUNT	\$0.00	\$10,335.00	\$8,600.00	\$15,782.85	\$3,152.15	\$0.00	\$3,152.15
861 BOYS TENNIS SUB-ACCOUNT	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
863 BOYS SOCCER SUB-ACCOUNT	\$0.00	\$4,504.03	\$3,672.43	\$6,865.31	\$1,311.15	\$0.00	\$1,311.15
864 GIRLS SOCCER SUB-ACCOUNT	\$0.00	\$4,354.02	\$6,784.16	\$10,507.45	\$630.73	\$0.00	\$630.73
865 BOYS TRK/CROSS CTRY - SUBACCT	\$0.00	\$2,940.00	\$5,133.64	\$348.95	\$7,724.69	\$466.92	\$7,257.77
866 GIRLS TRK/CROSS CTRY - SUBACCT	\$0.00	\$2,940.00	\$1,712.92	\$48.95	\$4,603.97	\$0.00	\$4,603.97
868 GIRLS GOLF SUB-ACCOUNT	\$0.00	\$0.00	\$1,194.10	\$0.00	\$1,194.10	\$0.00	\$1,194.10
<b>Total</b>	<b>\$0.00</b>	<b>\$679,511.17</b>	<b>\$264,251.26</b>	<b>\$675,953.26</b>	<b>\$267,809.17</b>	<b>\$49,422.57</b>	<b>\$218,386.60</b>

**MONEY MARKET AND INVESTMENT ACCOUNTS**

**May 31, 2025**

FUND	BK	ACCT NO.	INVESTMENT AMOUNT	MATURITY	RATE	DAY	TRANSACTION DATE	AMT LIQUIDATED	INT EARNED TO DATE	INVEST BAL
<b>CERTIFICATES OF DEPOSIT</b>										
8123	VIS	500100FY23A	\$3,534.07	5/24/2023	0.2000%	365	5/15/2023	3,534.07		\$0.00
8124	VIS	500100FY24A	\$2,541.16	05/23/2024	2.87%	365	05/15/2024	\$2,615.80	\$74.64	\$0.00
8125	VIS	500100FY25A	\$1,615.80	05/15/2025	2.87%	365			\$47.52	\$1,663.32
<b>TOTAL INVESTED IN GIFTS FUND</b>										<b>\$1,663.32</b>
3723	OHB	1026730623	\$3,623,033.77	1/25/2025	4.88%	730	01/24/2023		\$177,300.93	\$3,800,334.70
3725	OHB	1026730623	\$3,800,334.70		4.88%		01/23/2025	\$3,903,916.45	\$103,581.75	\$0.00
3725	GWB	1030738639	\$3,900,000.00	09/04/2025	4.60%	180	03/06/2025		\$42,031.89	\$3,942,031.89
<b>TOTAL INVESTED IN BONDS FUND #37</b>										
<b>MONEY MARKET ACCOUNT</b>										
1125	FUB	1928233	\$1,659,847.16		4.88%	365			\$71,615.33	\$1,731,462.49
<b>TOTAL INVESTED IN GENERAL FUND</b>										<b>\$1,731,462.49</b>
2125	FUB	192833	\$841,346.59		4.88%	365			\$178,946.82	\$1,020,293.41
2102824*	FUB	192833	\$4,000,000.00		4.88%	365	02/24/2025	\$2,000,000.00		\$2,000,000.00
<b>TOTAL INVESTED IN BUILDING FUND</b>										<b>\$3,020,293.41</b>
<b>TOTAL INVESTED AS OF 05/31/2025</b>										<b>\$8,695,451.11</b>

\*04/30/2024 Balance of funds received from Insurance Company for roof damage from recent hailstorm.

CBT SWEEP ACCOUNT	\$363,236.53
CBT REGULAR CHECKING ACCOUNT	\$37,380.89
<b>TOTAL INTEREST EARNED FOR FY2025 AS OF 05/31/2025</b>	<b>\$796,840.73</b>

REVENUE COLLECTION ANALYSIS

AS OF May 31, 2025

GENERAL FUND - 11

PROJECT	SOURCE	NAME	ALLOCATION OR ESTIMATE FOR FY2025	COLLECTED FY2025	TO BE COLLECTED FY2025	COLLECTED FY2024	COLLECTED FY2023
	1110	AD VALOREM	\$4,531,492.47	\$4,691,199.22	\$35,448.92	\$4,480,237.39	\$4,272,918.02
	2100	4-MILL	\$535,967.11	\$612,250.47	\$5,551.52	\$595,519.01	\$559,743.91
	2200	CO. APPORT.	\$64,748.42	\$61,514.40	\$7,881.94	\$71,942.69	\$74,813.11
	3110	GROSS PRODUCTION	\$210,021.46	\$213,622.23	\$21,615.26	\$233,357.18	\$318,645.32
	3120	MOTOR VEHICLE	\$1,005,013.18	\$985,236.89	\$97,594.24	\$1,116,681.31	\$1,075,762.41
	3130	RE C	\$11,819.31	\$12,457.27	\$1,051.41	\$13,132.57	\$16,616.25
	3140	SCHOOL LAND	\$397,003.82	\$427,242.42	\$40,000.00	\$441,115.35	\$381,039.85
	3150	VEHICLE TAX STAMPS	\$2,520.75	\$2,798.75	\$118.53	\$2,800.83	\$2,484.60
	3210	FOUNDATION - Allocation 07-12	\$13,508,270.55	\$12,747,415.14	\$1,263,024.63	\$13,688,256.27	\$11,868,209.14
		Revised 08-08-2024	\$13,608,914.01				
		Revised 01-07-2025	\$14,010,001.01				
		Revised 01-08-2025	\$14,010,439.77				
319	3430	ADULT ED MATCHING	\$17,286.00	\$17,953.32	\$0.00	\$21,973.20	
331	3250	FLEX BENEFIT	\$26,768.64	\$23,382.54	\$2,312.56	\$27,047.48	\$29,835.88
		Revised 12-09-2024	\$26,777.00				
		Revised 02-10-2025	\$25,695.10				
332	3250	FLEX BENEFIT	\$124,193.83	\$97,856.81	\$7,868.80	\$128,230.44	\$109,027.29
		Revised 12-09-2024	\$108,578.55				
		Revised 02-10-2025	\$105,725.61				
333	3420	TEXTBOOK	\$168,997.06	\$172,542.54	\$0.00	\$171,387.67	\$165,727.05
		Revised 01-03-2025	\$172,542.54				
334	3250	FLEX BENEFIT	\$1,663,709.76	\$1,589,409.67	\$157,194.36	\$1,628,811.16	\$1,522,314.62
		Revised 12-09-2024	\$1,730,145.07				
		Revised 02-10-2025	\$1,746,604.03				
335	3250	FLEX BENEFIT	\$619,324.11	\$650,203.63	\$116,139.26	\$640,261.50	\$590,687.61
		Revised 12-09-2024	\$701,234.73				
		Revised 02-10-2025	\$766,342.89				
361	3690	ACE TECHNOLOGY		\$11,029.34		\$13,294.08	\$14,505.02
366	3470	AP Grants	\$30,000.00		\$30,000.00	\$33,899.40	
367	3415	READING SUFFICIENCY ACT		\$74,218.60		\$57,446.40	\$56,363.48
376	3436	SCHOOL RESOURCE OFFICER	\$91,829.62	\$91,829.62	\$0.00	\$92,000.00	
388	3310	ALTERNATIVE ED	\$61,364.59	\$65,665.96	\$0.00	\$90,045.50	\$93,749.75
411	3811	VOC INC SAL	\$19,800.00	\$19,800.00	\$0.00	\$19,800.00	\$19,800.00
412	3812	VOC INC ASSIST.	\$90,000.00	\$90,000.00	\$0.00	\$90,000.00	\$81,909.00
421	4821	CARL PERKINS	\$38,061.00	\$27,884.39	\$7,343.00	\$36,751.56	\$43,492.17
469	3892	LOTTERY GRANT MONEY	\$37,933.19	\$36,664.79	\$0.00	\$14,991.53	\$35,256.65
511	4210	TITLE I	\$928,181.34	\$484,805.83	\$145,000.00	\$772,349.06	\$691,677.21
541	4271	TITLE II - A	\$104,762.95	\$104,762.95	\$0.00	\$108,137.00	\$116,487.97
552	4442	TITLE IV - A	\$53,975.62	\$53,975.62	\$0.00	\$52,981.74	\$45,008.71
561	4140	TITLE VI-IND.ED.	\$227,487.00	\$146,457.60	\$38,644.99	\$223,684.53	\$193,043.97
563	4550	JOM	\$63,120.00	\$55,491.41	\$7,628.59	\$19,652.44	\$33,219.12
572	4281	TITLE III, EL	\$23,312.41	\$894.19	\$673.61	\$3,415.03	
587	4470	TITLE V	\$21,415.50	\$14,676.36	\$62,321.08	\$48,713.22	\$32,488.27
613	4310	Special Ed Staff Development	\$1,690.16	\$1,422.00	\$0.00		\$350.00
615	4310	Engage/Develop Monitoring Grant	\$4,594.16	\$3,428.11	\$0.00	\$2,730.79	\$3,727.63
618	4310	SE TRANSITION DEVELOP PROG	\$6,092.61				
621	4310	SE FLOW THROUGH	\$766,872.19	\$384,975.33	\$144,495.88	\$502,379.35	\$576,399.54
641	4340	SE PRESCHOOL	\$19,198.00	\$11,222.03	\$3,393.90	\$14,993.80	\$14,948.31
731	4611	ADULT ED - FEDERAL	\$99,809.00	\$63,947.79	\$20,816.62	\$91,722.82	\$78,035.27
775	4689	OK Gear Up	\$20,026.90	\$20,066.95	\$0.00	\$99,234.38	\$85,972.35
782	4570	AWARE GRANT	\$518,312.81	\$336,088.38	\$266,269.04	\$370,693.86	\$392,136.29
788	4689	CARES I			\$0.00		
793	4689	CARES II			\$0.00		\$517,381.43
795	4689	CARES III	\$9,052.02	\$116,261.19	\$0.00	\$333,737.09	\$1,276,322.18
797	4689	ESSER III - HOMELESS II		\$403.31	\$0.00	\$12,923.64	
SUBTOTAL			\$26,840,113.53	\$24,521,057.05	\$2,482,388.14	\$26,366,331.27	\$25,390,099.38
PREVIOUS YEAR CARRYOVER			\$7,070,678.17	\$7,070,678.17		\$6,059,685.39	\$5,230,748.20
ADD'L \$\$ REC'D				\$1,052,234.61	\$3,623.85	\$918,247.51	\$1,223,798.33
TOTAL			\$33,910,791.70	\$32,643,969.83	\$2,486,011.99	\$33,344,264.17	\$31,844,645.91

Total Collections Including FY24 carryover as of 05/31/2025

\$32,643,969.83

**GENERAL FUND -11 - ADDITIONAL REVENUE**

Project	Source	NAME	ALLOCATIONS OR ESTIMATE FOR FY2025	COLLECTED FY2025	TO BE COLLECTED FY2025	COLLECTED FY2024	COLLECTED FY2023
		ADDITIONAL \$\$\$ RECEIVED					
		1120-1189,1191-1589,1590-1690		\$456,215.74	\$2,973.85		
		5160-5600		\$40,894.88			
		6130-6140					
		GRC Lease -*moved to Fund 21 FY2022		\$92,400.00			
	1190	Citizens Pottawatomie		\$1,402.89		\$4,314.93	\$3,885.01
	2300	Resale of Property Fund District.					\$36,126.90
	6130	Lapsed Appropriations					\$875.00
	6140	Estopped Warrants					\$3,820.95
	6200	Inter Fund Transfer					
776	4689	Chickasaw Nation CBS Grant					
018	1610/1840	STUCO State					
019	1650	T-Mobile Lease	\$7,800.00	\$7,150.00	\$650.00	\$6,885.48	\$7,200.00
023	3590	Inspire To Teach		\$4,000.00			
082		AOPA (Aircraft Owners & Pilots Assoc)	\$15,000.00				
083	1680	Oklahoma Aeronautics Grant				\$13,451.98	\$6,699.60
084	3690	OERB STEM GRANT					
087	1590	AP Testing					
088	1610	NAT'L MATH & SCIENCE ALT					
		Chickasaw Nation COVID-19 Public					
092	1610	Schools Grant					\$499,200.00
308	3690	TLE					
311	3411	PROFESSIONAL DEVELOP		\$3,498.00			
312	3412	Nat'l Board Certified		\$14,100.00		\$14,100.00	\$14,100.00
352	3690	Teacher Induction & Mentor Program					\$2,000.00
377	3437	Maternity Leave		\$51,983.64			
389	3690	Public Schools Classroom Support Grt					
424	4821	CARL PERKINS - HIGH GROWTH				\$19,385.11	\$33,492.04
456	4617	DHS REHABILITATION SERV				\$658.78	\$1,509.08
515	4213	SCHOOL IMPROVEMENT GRANT					
591	4130	TITLE VII-IMPACT AID		\$328,794.00			
		**moved to Building Fund					
592	4130	TITLE VII-IMPT AID SPEC ED		\$16,096.00			
		**moved to Building Fund					
617	4300	CARES - SPECIAL ED					
628	4310	Special Ed - Flowthrough ARP				\$16,093.75	\$23,810.16
643	4340	Special Ed - Preschool ARP				\$0.00	
723		CDC - Covid-19 Prevention Grant			\$0.00		\$214,901.95
725		Student Teacher Stipend		\$3,498.00		\$1,749.00	\$5,247.00
726	4689	ARP ESSER III		\$1,938.00			
799		Prior Years' Reimbursement		\$30,263.46		\$841,608.48	\$370,930.64
		<b>TOTAL</b>	<b>\$22,800.00</b>	<b>\$1,052,234.61</b>	<b>\$3,623.85</b>	<b>\$918,247.51</b>	<b>\$1,223,798.33</b>
		FY12 BAL FORWARD	\$3,101,747.03		FY19 BAL FORWARD	\$3,155,514.21	
		FY13 BAL FORWARD	\$2,575,645.27		FY20 BAL FORWARD	\$3,005,494.72	
		FY14 BAL FORWARD	\$1,923,202.79		FY21 BAL FORWARD	\$3,816,286.58	
		FY15 BAL FORWARD	\$2,056,129.85		FY22 BAL FORWARD	\$5,230,748.20	
		FY16 BAL FORWARD	\$998,173.57		FY23 BAL FORWARD	\$6,059,685.39	
		FY17 BAL FORWARD	\$2,009,298.44		FY24 BAL FORWARD	\$7,070,678.17	
		FY18 BAL FORWARD	\$3,216,807.52				

**BUILDING FUND - 21**

PROJECT SOURCE	NAME	ESTIMATE OF NEEDS FY2025	COLLECTED FY2025	TO BE COLLECTED FY2025	COLLECTED FY2024	COLLECTED FY2023
	1110 AD VALOREM	\$680,218.32	\$670,549.95	\$30,000.00	\$640,395.49	\$610,761.74
	1120 AD VALOREM - PREVIOUS YEARS	\$61,838.03	\$30,826.60	\$1,000.00	\$25,012.69	
	1311 MONTHLY BANK INTEREST	\$369,107.35	\$579,564.24	\$95,000.00	\$410,119.27	
028	1510 INSURANCE REFUND - HAIL		\$156,482.73	\$0.00	\$5,477,751.68	
029	1510 INSURANCE REFUND - ICE			\$0.00		
030	1510 INSURANCE REFUND - WIND			\$0.00		
031	1530 INSURANCE REFUND - TORNADO		\$346,974.54			
318	3435 REDBUD SCHOOL GRANT	\$417,371.97	\$417,371.97	\$300,000.00	\$689,074.59	\$198,335.98
332	3250 FLEX BENEFITS	\$2,276.28	\$1,896.90	\$379.38	\$2,276.28	\$2,276.28
335	3250 FLEX BENEFITS	\$18,439.74	\$15,932.44	\$2,507.30	\$17,877.64	\$20,739.16
	Revised allocation 12-27			\$0.00		
591	4130 IMPACT AID		\$0.00	\$0.00	\$485,127.00	\$250,169.00
592	4130 IMPACT AID - SPEC ED		\$0.00	\$0.00	\$22,541.00	\$11,186.00
723	4689 CDC - COVID-19			\$0.00		\$35,943.29
795	4689 CARES III			\$0.00		
6140	ESTOPPED WARRANTS			\$0.00	\$1,523.88	
	GRC LEASE			\$0.00	\$92,400.00	\$184,800.00
	ALL OTHER REVENUE		\$16,451.85	\$0.00	\$15,729.06	\$324,603.79
	SUBTOTAL	\$1,549,251.69	\$2,236,051.22	\$428,886.68	\$7,879,828.58	\$1,638,815.24
	PREVIOUS YEAR CARRYOVER	\$8,035,975.17	\$8,035,975.17	\$0.00	\$1,796,353.97	\$1,124,872.63
	ADD'L \$\$ REC'D			\$0.00		
	TOTAL	\$9,585,226.86	\$10,272,026.39	\$428,886.68	\$9,676,182.55	\$2,763,687.87
	FY13 BAL FORWARD	\$1,803,044.14		FY19 BAL FORWARD	\$784,546.68	
	FY14 BAL FORWARD	\$1,159,095.33		FY20 BAL FORWARD	\$797,052.19	
	FY15 BAL FORWARD	\$879,510.67		FY21 BAL FORWARD	\$879,352.41	
	FY16 BAL FORWARD	\$843,556.82		FY22 BAL FORWARD	\$1,124,872.63	
	FY17 BAL FORWARD	\$697,361.86		FY23 BAL FORWARD	\$1,796,353.97	
	FY18 BAL FORWARD	\$704,661.50		FY24 BAL FORWARD	\$8,035,975.17	

**CHILD NUTRITION FUND - 22**

PROJECT SOURCE	NAME	ESTIMATE OF NEEDS FY2025	COLLECTED FY2025	TO BE COLLECTED FY2025	COLLECTED FY2024	COLLECTED FY2023
GENERAL						
CNP FUND - 22						
332	3250 FLEX BENEFIT	\$6,828.84	\$4,742.25	\$2,086.59	\$6,828.84	\$6,259.77
335	3250 FLEX BENEFIT	\$59,126.94	\$47,934.22	\$11,192.72	\$57,907.40	\$52,808.32
132	5160 ACTIVITY FUND REIMBURSEMENT	\$50,000.00	\$31,014.90	\$6,000.00	\$124,474.06	\$125,952.86
385	3720 STATE	\$9,500.00	\$9,995.44	\$0.00	\$9,693.46	\$9,898.94
759	4705 USDA - SUPPLY CHAIN ASSIST			\$0.00	\$66,717.12	\$74,066.39
760	4706 P-EBT LOCAL ADMIN FUNDS			\$0.00		\$3,135.00
762	4705 CNP EMERGENCY FUNDING			\$0.00		
763	4710 FEDERAL	\$650,000.00	\$640,791.74	\$61,973.82	\$703,815.40	\$654,421.64
764	4720 FEDERAL	\$220,000.00	\$203,919.10	\$19,090.12	\$237,729.38	\$223,521.86
791	4780 EQUIPMENT GRANT			\$0.00		
6140	ESTOPPED WARRANTS			\$0.00	\$646.44	
	MISC. REVENUE		\$139.20	\$0.00		\$2,805.76
	TOTAL	\$995,455.78	\$938,536.85	\$100,343.25	\$1,207,812.10	\$1,152,870.54
	PREVIOUS YEAR CARRYOVER	\$533,924.08	\$533,924.08		\$629,908.43	\$495,715.67
	ADD'L COLLECTIONS					
	TOTAL	\$1,529,379.86	\$1,472,460.93	\$100,343.25	\$1,837,720.53	\$1,648,586.21
	FY13 BAL FORWARD	\$224,277.02		FY19 BAL FORWARD	\$226,037.66	
	FY14 BAL FORWARD	\$119,327.14		FY20 BAL FORWARD	\$175,104.34	
	FY15 BAL FORWARD	\$82,518.32		FY21 BAL FORWARD	\$193,070.92	
	FY16 BAL FORWARD	\$102,832.61		FY22 BAL FORWARD	\$495,715.67	
	FY17 BAL FORWARD	\$154,195.47		FY23 BAL FORWARD	\$629,908.43	
	FY18 BAL FORWARD	\$147,190.14		FY24 BAL FORWARD	\$533,924.08	



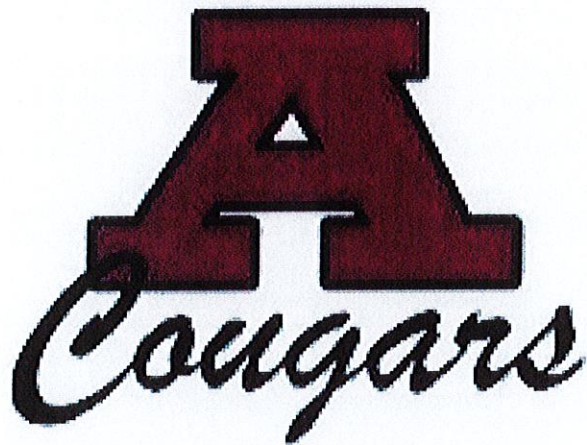
**ADA PUBLIC SCHOOL**  
Budget Yearly Comparison

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025

Classification	2024-2025			2023-2024			Difference		
	Appr.	Enc.	Paid	Appr.	Enc.	Paid	Appr.	Enc.	Paid
334 ED FLEXIBLE ALLOWANCE-CERTIFIE	1,730,145.07	1,819,712.08	1,809,814.08	1,615,336.78	1,632,287.94	1,632,287.94	114,808.29	187,424.14	177,526.14
335 ED FLEXIBLE ALLOWANCE-SUPPORT	701,234.73	795,329.18	774,119.18	653,535.14	644,940.14	644,940.14	47,699.59	150,389.04	129,179.04
352 TEACHER INDUCTION & MENTOR PROGRAM	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00
361 ACE TECHNOLOGY	24,029.34	0.00	0.00	13,294.08	13,294.08	13,294.08	10,735.26	-13,294.08	-13,294.08
366 ADVANCED PLACEMENT MATERIALS GRANT	0.00	0.00	0.00	38,863.51	33,899.40	33,899.40	-38,863.51	-33,899.40	-33,899.40
367 READING SUFFICIENCY ACT	0.00	0.00	0.00	57,446.40	57,446.40	57,446.40	-57,446.40	-57,446.40	-57,446.40
376 STRONG READERS	74,218.60	56,968.16	56,968.16	0.00	0.00	0.00	74,218.60	56,968.16	56,968.16
376 SCHOOL RESOURCE OFFICER PROGRAM	91,829.62	44,155.06	29,195.06	92,000.00	92,000.00	92,000.00	-170.38	-47,844.94	-62,804.94
388 ALTERNATIVE ED STATEWIDE PROGR	65,665.96	342,295.61	342,295.61	90,045.50	90,045.50	90,045.50	-24,379.54	252,250.11	252,250.11
411 COMPREHENSIVE SECONDARY PRG	19,800.00	24,812.37	24,812.37	19,800.00	19,800.00	19,800.00	0.00	5,012.37	5,012.37
412 VOCATIONAL PROGRAMS ASST GRANT	90,000.00	87,884.40	78,295.25	90,000.00	90,000.00	90,000.00	0.00	-2,115.60	-11,704.75
421 CARL PERKINS	37,158.06	35,445.76	35,445.76	38,477.00	36,048.20	36,048.20	-1,318.94	-602.44	-602.44
424 CARL PERKINS SUPPLEMENTAL GRANT	0.00	0.00	0.00	24,381.90	19,087.19	19,087.19	-24,381.90	-19,087.19	-19,087.19
456 JOB TRAINING DEPT OF REHAB	500.00	0.00	0.00	2,500.00	658.78	658.78	-2,000.00	-658.78	-658.78
469 LOTTERY GRANT MONEY	37,933.19	36,664.79	36,664.79	15,000.00	14,991.53	14,991.53	22,933.19	21,673.26	21,673.26
511 PART A, BASIC PROGRAM	1,061,134.35	846,642.84	845,774.91	1,031,420.28	912,686.12	912,686.12	29,714.07	-66,043.28	-66,911.21
561 PART A, INDIAN EDUCATION	216,693.42	185,489.95	185,102.59	223,132.75	223,132.75	223,132.75	-6,439.33	-37,642.80	-38,030.16
563 JOHNSON-O'MALLEY PROGRAM	63,120.00	45,948.99	16,465.09	61,920.00	61,920.00	61,920.00	1,200.00	-15,971.01	-45,454.91
571 TITLE IIIA - IMMIGRANT	1,552.04	0.00	0.00	0.00	0.00	0.00	1,552.04	0.00	0.00
572 PART A, ENGLISH LANG ACQUISITIO	22,759.36	873.47	873.47	12,125.35	3,339.00	3,339.00	10,634.01	-2,465.53	-2,465.53
587 SUBPART 2, RURAL/LOW-INCOME SCH	20,907.45	20,907.44	20,907.44	74,475.40	53,575.29	53,575.29	-53,567.95	-32,667.85	-32,667.85
613 SPECIAL EDUCATION STAFF DEVELOPMENT	2,632.32	1,422.00	1,422.00	0.00	0.00	0.00	2,632.32	1,422.00	1,422.00
615 ENGAGE/DEVELOP MONITORING MINI GRANT	3,495.22	3,348.67	3,348.67	2,744.06	2,670.00	2,670.00	751.16	678.67	678.67
618 SECONDARY TRANSITION SERVICES	5,948.07	0.00	0.00	3,764.80	0.00	0.00	2,183.27	0.00	0.00
621 FLOW THRU, PL108-446, IDEA PART B	757,197.82	511,378.67	506,719.67	644,592.36	491,195.09	491,195.09	112,605.46	20,183.58	15,524.58
628 ARP - FLOWTHROUGH	0.00	0.00	0.00	21,679.00	15,735.46	15,735.46	-21,679.00	-15,735.46	-15,735.46
641 PRESCHOOL-AGES3-5, PL108-446, ID	19,780.22	14,615.93	14,615.93	17,418.93	14,659.98	14,659.98	2,361.29	-44.05	-44.05
643 ARP - PRESCHOOL	0.00	0.00	0.00	616.42	0.00	0.00	-616.42	0.00	0.00
725 STUDENT TEACHER STIPEND PAYMENT	3,498.00	1,749.31	1,749.31	1,749.00	1,749.00	1,749.00	1,749.00	0.31	0.31
726 ARP ESSER III	1,938.00	1,937.70	1,937.70	0.00	0.00	0.00	1,938.00	1,937.70	1,937.70
731 ADULT EDUCATION AND LITERACY	123,518.55	94,264.41	83,771.13	134,319.10	99,384.08	99,384.08	-10,800.55	-5,119.67	-15,612.95
775 OK GEAR UP	37,197.90	36,622.37	36,622.37	114,615.85	108,464.47	108,464.47	-77,417.95	-71,842.10	-71,842.10
782 AWARE GRANT	716,310.16	623,868.77	485,343.64	561,296.52	381,148.71	381,148.71	155,013.64	242,720.06	104,194.93
795 CARES III	16,350.60	16,175.52	16,175.52	439,684.31	423,572.56	423,572.56	-423,333.71	-407,397.04	-407,397.04
797 ARP-ESSER III HOMELESS II	8,832.06	393.96	393.96	21,463.63	12,631.61	12,631.61	-12,631.57	-12,237.65	-12,237.65
<b>Fund - 11 GENERAL FUND</b>	<b>\$28,700,000.00</b>	<b>\$28,682,861.84</b>	<b>\$27,823,173.87</b>	<b>\$26,747,278.21</b>	<b>\$26,732,208.19</b>	<b>\$26,731,708.19</b>	<b>\$1,952,721.79</b>	<b>\$1,950,653.65</b>	<b>\$1,091,465.68</b>
<b>Report Total:</b>	<b>\$28,700,000.00</b>	<b>\$28,682,861.84</b>	<b>\$27,823,173.87</b>	<b>\$26,747,278.21</b>	<b>\$26,732,208.19</b>	<b>\$26,731,708.19</b>	<b>\$1,952,721.79</b>	<b>\$1,950,653.65</b>	<b>\$1,091,465.68</b>

SUPERINTENDENT'S

REPORT



June 9, 2025

## Superintendent's Report - June 9, 2025

### Finance and Legislative Update

#### Bond Update

#### District News

- **Finance and Legislative Update**

#### Administrative Rules - Official

SJR 22 by Sen. Micheal Bergstrom, R-Adair, and Rep. Gerrid Kendrix, R-Altus, approves in part and disapproves in part proposed permanent rules submitted by the state Department of Education. The joint resolution will be implemented because the Governor did not take action during the required timeline.

Specifically, the joint resolution disapproves:

- Rule 210:1-1-6(a) which relates to parliamentary procedures followed by the State Board of Education.
- Rule 210:1-3-11(c)(4) dealing with open records requests at the SBE level.
- Rule 210:1-5-3(a)(3) regarding SDE rule appeals.
- Rule 210:10-1-5(d)(4-7) requiring citizenship information upon enrollment in school.
- Rule 210:10-1-18(d)(4) regarding student transfers – parental notification.
- Rule 210:20-13-1(c) requiring teachers to pass the U.S. Citizenship test

#### Budget Bills

The budget bills all became law May 29, effective for FY 2026, without the governor's approval.

- SB 1126 is the line-item bill for the State Department of Education.
- HB 2766 is the general appropriations bill for all state-funded entities.
- HB 2779 \$750,000 for Secure School Program.
- SB 1129 \$500,000 for grants to be administered by the Office of Educational Quality and Accountability to schools who, beginning in the 2025-2026 school year, adopt a bell-to-bell cell phone free policy for three years to use for phone storage.

#### Budget Overview for Common Education:

- **3.15% funding increase (approximately).**
  - FY 26 appropriation: \$3.98 billion
  - FY 25 appropriation: \$3.86 billion
- \$25 million additional dollars in the State Aid Formula to pay for a 10-year extension to the minimum teacher salary schedule. Based on pending legislation, this will trigger

a requirement to add one day to the minimum number of required school days (165 to 166 days) and increase minimum hours (1,080 to 1,086 hours).

- \$5 million to pay for a Grow Your Own Educator grant matching program.
- \$4 million increase for maternity leave reimbursement cost increases.
- \$1 million of unused SDE funds reallocated to the State Aid Formula.
- \$66 million increase for the FY 26 flexible benefit allowance (FBA).
- \$22 million to supplement the shortfall in FY 25 funding for FBA.

- **Bond Update**

- Redbud Grade Center
  - Plans by the City of Ada to annex property around the Redbud Grade Center site into the city limits.
  - Playground Equipment has been finalized
  - Met with Lashun Huff to finalize furniture options
- Wrestling Fieldhouse
  - The weather has slowed construction considerably but the framing for the foundation and stem wall concrete work is just about complete.

- **District News**

District

- Several educators from across the district spent the week after school attending the Professional Learning Communities Conference to better prepare them for next year.
- A meet and greet reception to meet the new superintendent, Mr. Liticker, was held at the AECC.

Fine Arts

- The Speech and Debate National Qualifiers are working hard preparing to leave for Nationals in Iowa this month.
- Davion Wilson was recognized with a Spotlight Award at the Kelly O'Hara Awards.

Athletics

- Jadyce Burns set new school records in both the 100 and 200-meter dashes at the state meet. She ended her freshman year with a 3rd place medal at the 5A Track and Field State.
- Gavin Gunter was named All-State in Track and Field and was a back to back 5A discus state champion.
- Zoey Brown and Jessi Bolin were named to the girls tennis All-State East Team.
- JD Dugan was named to the Oklahoma Baseball All-State team.
- Cade Stick was named to the Oklahoma Native Americans All State team in Baseball.
- Boys tennis had a 5th place team finish at state with Drake Cody and Cedar Thomas being the 2 Doubles 4A State Runner Up.
- Edyn Keefer placed 5th in 100 meter hurdles at 5A State Track and Field.
- Ada Girls Tennis are once again State Champions in 4A Girls Tennis
- Lilli Keefer was the 5A runner up in high jump and Bella Holcomb was tied for 5th place at the 5A State Track and Field Meet.

## Schools

- Super Kids Day was held at Hayes and was a HUGE success thanks to many of our community supporters coordinated by our PTO.
- Washington's Mrs. Hubble and Mrs. Sullivan's 3rd grade classes made homemade bread for an end of the year project.
- AJHS students raised over \$1000 during their Unity week for Love Theory.
- Ada HighSchool students Reagan Padol, Isaiah Underwood and Walker Weston were among over 6,800 students from across the country who competed at BPA National Leadership Conference in Orlando. Reagan and Isaiah were recognized on stage for placing in the top ten in Global Marketing Team and Walker was recognized on stage for placing in the top ten in Advanced Interview Skills.
- Mrs. Roberts Art classes were taught by guest artist, Paul Walsh, who demonstrated the artistry of portrait painting.
- The L.I.F.E. Class took a field trip to TLC Therapeutic Riding Center this month.
- Senior walk through and celebration occurred. The seniors walked the halls of every classroom in their cap and gown. Upon return at the high school, they were celebrated with a party that included cupcakes, popcorn, a photo booth and senior t-shirt signing. This is possible through our Gear Up grant and Love Theory.

Ada City Schools Salary Schedule 2025-2026

Years of Experience	Bachelor's Degree	National Board Certification Bachelor's Degree	Master's Degree	National Board Certification Master's Degree	Doctor's Degree
0	\$42,502.42	\$42,502.42	\$43,982.73	\$43,982.73	\$45,264.14
1	\$42,991.52	\$42,991.52	\$44,420.22	\$44,420.22	\$45,699.47
2	\$43,430.09	\$43,430.09	\$44,854.50	\$44,854.50	\$46,134.83
3	\$43,865.35	\$43,865.35	\$45,291.91	\$45,291.91	\$46,571.30
4	\$44,303.78	\$44,303.78	\$45,726.19	\$45,726.19	\$47,006.51
5	\$45,851.19	\$45,851.19	\$47,277.76	\$47,277.76	\$48,555.17
6	\$46,315.27	\$46,315.27	\$47,741.84	\$47,741.84	\$49,019.69
7	\$46,809.38	\$46,809.38	\$48,205.84	\$48,205.84	\$49,483.13
8	\$47,278.84	\$47,278.84	\$48,668.84	\$48,668.84	\$49,946.57
9	\$47,741.84	\$47,741.84	\$49,132.84	\$49,132.84	\$50,411.08
10	\$49,838.63	\$49,838.63	\$51,722.37	\$51,722.37	\$53,988.07
11	\$50,332.44	\$50,332.44	\$52,218.33	\$52,218.33	\$54,481.89
12	\$50,826.26	\$50,826.26	\$52,716.43	\$52,716.43	\$54,975.60
13	\$51,319.06	\$51,319.06	\$53,214.54	\$53,214.54	\$55,469.15
14	\$51,812.86	\$51,812.86	\$53,711.65	\$53,711.65	\$55,962.70
15	\$53,405.23	\$53,405.23	\$55,305.03	\$55,305.03	\$57,553.02
16	\$53,903.35	\$53,903.35	\$55,803.13	\$55,803.13	\$58,046.19
17	\$54,401.46	\$54,401.46	\$56,301.24	\$56,301.24	\$58,539.99
18	\$54,899.56	\$54,899.56	\$56,799.35	\$56,799.35	\$59,033.81
19	\$55,399.83	\$55,399.83	\$57,297.46	\$57,297.46	\$59,527.61
20	\$55,915.77	\$55,915.77	\$57,816.56	\$57,816.56	\$60,043.41
21	\$56,410.67	\$56,410.67	\$58,314.67	\$58,314.67	\$60,536.89
22	\$56,905.47	\$56,905.47	\$58,812.78	\$58,812.78	\$61,030.44
23	\$57,399.28	\$57,399.28	\$59,315.12	\$59,315.12	\$61,524.76
24	\$57,893.07	\$57,893.07	\$59,808.92	\$59,808.92	\$62,018.61
25	\$59,317.89	\$59,317.89	\$61,270.81	\$61,270.81	\$63,524.38
26	\$59,660.90	\$59,660.90	\$61,597.68	\$61,597.68	\$63,853.40
27	\$60,091.01	\$60,091.01	\$62,027.80	\$62,027.80	\$64,229.75
28	\$60,521.11	\$60,521.11	\$62,457.90	\$62,457.90	\$64,606.10
29	\$61,058.74	\$61,058.74	\$62,995.54	\$62,995.54	\$65,143.73
30	\$61,596.38	\$61,596.38	\$63,533.17	\$63,533.17	\$65,681.37
31	\$62,134.01	\$62,134.01	\$64,070.81	\$64,070.81	\$66,219.00
32	\$62,671.65	\$62,671.65	\$64,608.44	\$64,608.44	\$66,756.64
33	\$63,209.28	\$63,209.28	\$65,146.08	\$65,146.08	\$67,294.27
34	\$63,746.91	\$63,746.91	\$65,683.71	\$65,683.71	\$67,831.90
35	\$64,284.55	\$64,284.55	\$66,221.34	\$66,221.34	\$68,369.54

Base + Retirement + TRS Credit = Total Salary

ADA BOARD OF EDUCATION

Approved by Board of Education:

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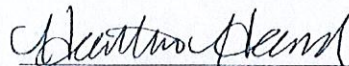
## Notice of Proposed Annexation

Pursuant to Title 11, Oklahoma Statutes, Section 21-103 *et seq.*, notice is hereby given that the City of Ada proposes to annex the following described property, situated in Pontotoc County, Oklahoma, into and as part of the City of Ada, Oklahoma:

Property depicted in Green on the maps attached as Exhibits A1, A2 and A3.

A public hearing on the proposed annexation will be held on the 16<sup>th</sup> day of June, 2025 at 5:45 o'clock p.m. in the Dr. Ray L. Stout City Council Chambers, Ada City Hall, 231 South Townsend Avenue, Ada, Oklahoma 74820.



  
Heather Heard, City Clerk



**EXHIBIT A1**  
Existing City Limits in RED  
Proposed Annexation in GREEN

HAMILTON WAY

E 30TH ST

E 32ND ST

US HWY 317 - SW BYPASS

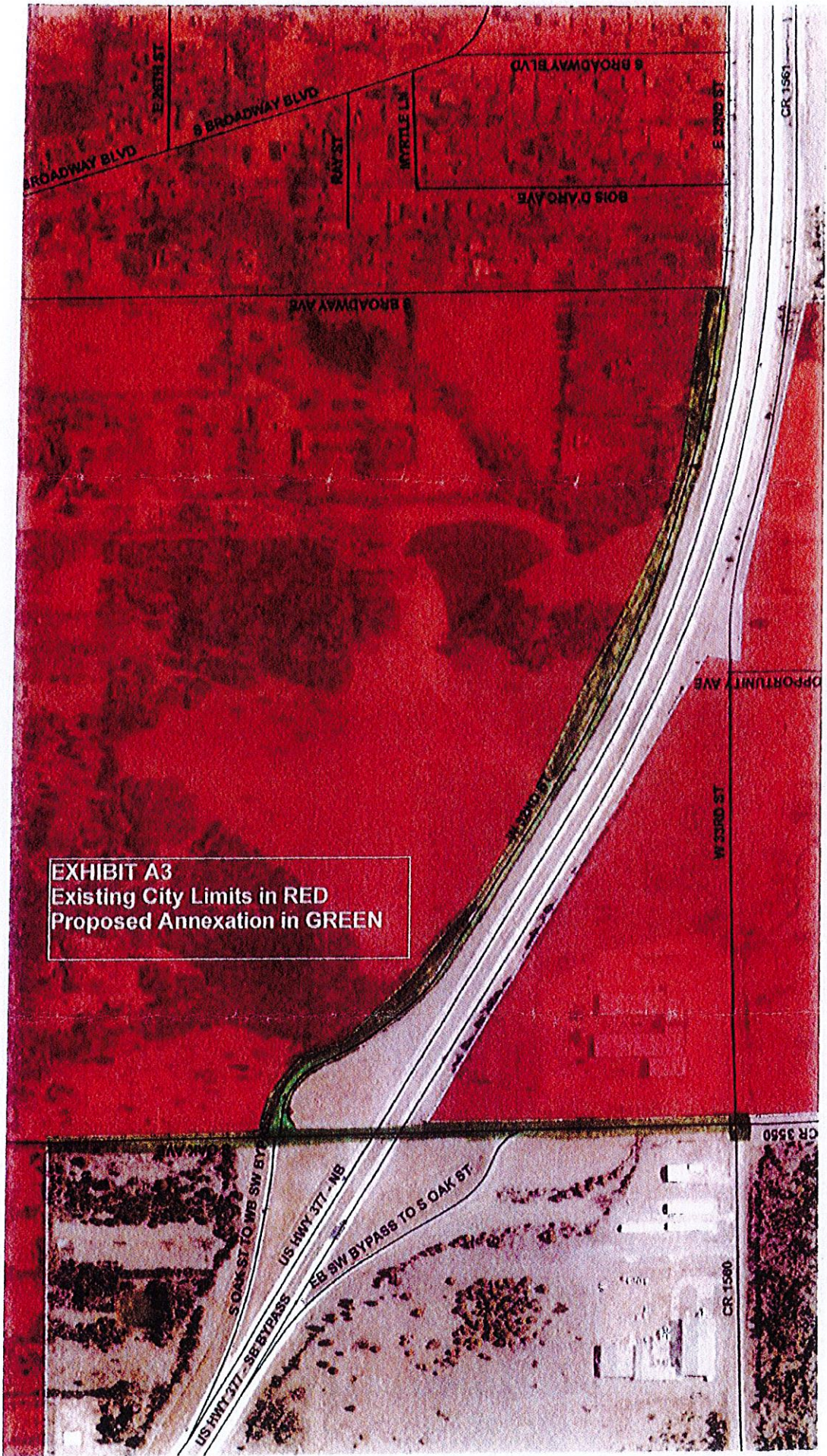
US HWY 317 - SB BYPASS

CR 1561

CR 1561



EXHIBIT A2  
Existing City Limits in RED  
Proposed Annexation in GREEN



**EXHIBIT A3**  
Existing City Limits in RED  
Proposed Annexation in GREEN

## MEDICATION: ADMINISTERING TO STUDENTS

It is the policy of the Ada Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a nonprescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:
  - A. student's name,
  - B. name and strength of medication,
  - C. dosage and directions for administration,
  - D. name of physician or dentist,
  - E. date and name of pharmacy, and
  - F. whether the child has asthma or other disability which may require immediate dispensation of medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

- A. purpose of the medication,
  - B. time to be administered,
  - C. whether the medication must be retained by student for self-administration,
  - D. termination date for administering the medication, and
  - E. other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
  - A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
  - B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
  - C. Permission for the self-administration of asthma, or anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

**MEDICATION: ADMINISTERING TO STUDENTS (Cont.)**

D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, or anaphylaxis medication, or replacement pancreatic enzyme medication at all times.

E. Definitions:

1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.
2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.
4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.
5. Complementary and Alternative Medications will not be given at school without the request being written into the Individualized Education Program or Section 504 plan for a student. The U.S. Food and Drug Administration warns parent about the use of such medications since homeopathic remedies and dietary supplements are not evaluated by the FDA for safety or effectiveness. Complementary and Alternative Medications, including herbal and homeopathic, may be given by the nurse or designee if the dosage is age-appropriate according to the directions on the manufacturers label. Written permission from the student's physician and/or parent must accompany the request for medication administration. No experimental or investigational drug without FDA approval will be administered at school.

The administrator, or administrator's designee, will:

- A. Inform appropriate school personnel of the medication being administered
- B. Keep an accurate record of the administration of the medication
- C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
- D. Return unused prescription medication to the parent or guardian only

**MEDICATION: ADMINISTERING TO STUDENTS (Cont.)**

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

**REFERENCE:** 10 O.S. §170.1  
59 O.S. §353.1  
70 O.S. §1-116, et seq.

**DATA MANAGEMENT**

The clerk of the Ada Board of Education will supervise the management of all records kept by the school district.

The board will contract for the services of an electronic data processing system to manage financial and other business records and perform other needed functions. Responsibility for oversight of the system will rest with the clerk of the board.

The clerk is authorized to destroy all financial records and documents on file, including those in electronic format, in the district offices for more than five years. Minutes of board meetings will be kept permanently.

The transcript of a student shall be maintained by the school district for not less than eighty (80) years following the graduation, transfer, or date the student is withdrawn from the school district. "Transcript" will include the following:

1. The permanent academic record of a student which shall include the name, address, telephone listing;
2. The date and place of birth of the student;
3. An inventory of courses taken;
4. All grades received;
5. Grade-point averages or class rank;
6. All academic and extracurricular honors and awards received;
7. All degrees conferred;
8. Extracurricular or afterschool activities.

All non-transcript information in a student's record shall be disposed of by the school district at a time selected by the administration that is between five (5) years and seven (7) years after the student has graduated, transferred, or withdrawn from the school district. The school district shall comply with the notification of destruction of records requirements set forth by the State Board of Education.

Materials to which the public has the right of access may be reproduced and provided to any citizen requesting such material at a charge to cover the cost of reproduction.

**REFERENCE: 70 O.S. §5-122**

**SENIOR TRIPS**

The Ada Board of Education does not authorize or endorse senior trips taken for any purpose other than as a special part of the board-approved district curriculum.

Individuals who solicit funds for participation in privately-sponsored senior trips may not do so as representatives of the school district.

District equipment or facilities will not be used to advertise or promote such excursions during the school day. Requests for use of district equipment or facilities after school hours shall conform to established district policies.

**REFERENCE: 70 O.S. §5-130**

**EXCLUSIVE RADIO BROADCAST AGREEMENT**  
**RADIO BROADCAST RIGHTS**  
Ada High School Sports – Football and Basketball

**THIS AGREEMENT** made and entered into this 1<sup>st</sup> day of June 2025 and represents a yearly continuous arrangement and understanding between Ada High School hereinafter referred to as SCHOOL and SCORE Broadcasting, owned and operated by the Chickasaw Nation, KADA Radio broadcasting on 99.3FM and streaming on www.kadaradio.net hereinafter referred to as STATION. The overall purpose of this agreement is to have a valid agreement in place for the purposes of video streaming sports broadcasts and telegraphic play-by-play accounts for Ada High School Football and Basketball. Nothing in this agreement shall be construed to waive the Sovereign immunity of the Chickasaw Nation, its officers, employees or agents. This agreement shall be performed within the applicable guidelines, resolutions and ordinances of the Chickasaw Nation, the Ada Public School System, as well as applicable FCC and OSSAA rules and regulations for the following term:

**TERM:** The term of this agreement will be a continuous and ongoing term starting with the 2025 Sports season, and will continue uninterrupted unless either party notifies the other party no later than July 1<sup>st</sup> of each year that a discussion of terms needs to take place for the upcoming school year. If and when that action occurs, responsible parties of both SCHOOL and STATION will meet no later than July 10<sup>th</sup> to discuss any changes desired by either party. If parties cannot agree on terms for the upcoming year, either party has the ability to null and void this agreement and future agreements.

**WITNESSETH**

That for, and in consideration of, the promises made herein, the parties agree and are in agreement to the following:

**1. Grant of Rights**

That Ada Public Schools hereby grants RADIO STATION the exclusive streaming and on-air broadcast rights to produce for public consumption, jointly promote, all home and away Ada High School regular season and post-season football games, and select men's and/or ladies basketball games at the discretion of both RADIO STATION and PLAY-BY-PLAY staff and SCHOOL. Games will be streamed live on-line on kadaradio.net and adasports.net in both audio and video form. STATION will also air, the weekly "Cougar Report" show on 99.3FM at the discretion of the play-by-play announcer to be aired on radio once per week and streamed on line at kadaradio.net.

**1. Technical / Staff**

RADIO STATION will be responsible for the complete broadcast, including the pre-game, game broadcast and post-game, the sale of air time, the production of commercials, on-site equipment, broadcast rights (if any) and the hiring and management of the Play-by-Play announcer which will be put forth for approval by SCHOOL who will have complete veto power. It is the STATION'S responsibility to provide the equipment needed to execute the game broadcast from the field.

**2. Promotion and Marketing**

STATION will use its significant promotional power to educate the public that the games will be streamed live on the internet and on the air and will run promotional spots and social media posts weekly to widely disseminate this information. Modest cross promotion will take place on the other "sister" stations of KADA which include KYKC (100.1 FM), KTLS-FM (106.5 FM) and KYFC-FM (105.5 FM) to provide wide dissemination of the game broadcasts. It is also understood that the SCHOOL will utilize its best assets to promote the game broadcasts as well, utilizing marketing tools such as "morning announcements," school newspaper school websites, Facebook and Twitter accounts, home field announcements, etc. STATION will also issue press releases and paid ads to promote the same in print media.

**3. Stipulations, Requirements and Reservation**

- (1) RADIO STATION agrees to pay and provide a play-by-play announcer and associated crew. RADIO STATION will do everything in its power to continue with the services of individuals approved by SCHOOL.
- (2) STATION will work and cooperate with the play-by-play talent to produce an acceptable pre-game show with pre-recorded segments, if desired, as has been the history of this broadcast in previous years.
- (3) STATION will NOT carry a scheduled game that is being played only in the event of last minute illness by the play-by-play announcer, emergency news or weather announcements that could have a significant impact on the public at large, equipment failure at the game site, or it is a game previously not scheduled to be played.
- (4) STATION will be responsible for any rights fees associated with carrying any of the games. STATION does reserve the right to refuse to pay a fee that is significantly higher than the average for schools and stations in a market the size of Ada which could possibly prevent a broadcast to occur. It is understood that the STATION and on-site personnel will use every means to prevent this scenario from occurring and may request the SCHOOL for help in negotiating a settlement either before or after a broadcast has occurred and/or in payment of a rights fee that has either not occurred, or has occurred, but is in need of an appeal.
- (5) STATION reserves all rights to the on-air broadcast and agrees not to use any promotion of the broadcasts for any use other than promotional announcements for future games. It is also understood that the STATION considers these broadcasts to be intellectual property and strictly prohibits

the use of same of any other purpose except those described above for promotional announcements on the STATION'S web streaming sites.

- (6) It is understood that STATION has a motivation to promote the games, and will do so aggressively on 99.3 FM as well as sister radio stations.
- (7) STATION agrees to pay Rights Fees to the Ada School System for above outlined broadcast rights:

**\$1,200 per year**

Payment will be made for each term, in full, toward the end of the school year.

- (8) SCHOOL agrees to work closely with play-by-play talent for the purpose of executing a professional game broadcast, including reasonable access to coaches, players, and administration officials, as well as home telephone lines and/or internet access, if needed on a **priority basis over any other medial outlet.**
- (9) SCHOOL agrees to allow for banner/signage at the home school venue for the purpose of promoting the broadcast if the STATION so chooses.
- (10) SCHOOL will provide information to STATION sales staff concerning the names of the members of the Ada High Booster Club for the purposes of gathering information about potential clients for the broadcast. SCHOOL will also provide STATION with a single page Letter of Endorsement authenticating STATION'S rights to market the Ada High School broadcasts.
- (11) STATION retains all rights to the commercial streaming content in the games for the purpose of airing sponsor commercials. STATION agrees to allow sponsor "mentions" of any advertiser secured by the SCHOOL by the on-air announcer, or possibly a video "crawl" of those sponsors if that is set up in advance by the SCHOOL with the play-by-play staff and the producer of the game broadcast. It is understood that the STATION reserves all fully-produced video content of a commercial nature for it's own sponsors.

#### 4. **ASSIGNMENT**

STATION will not sell, assign, subrogate, or encumber in any manner any of its rights under this agreement without the written permission of SCHOOL. It is understood that at certain times and on occasion, other radio outlets may contact STATION for "live simulcast feeds" of the game. If and when this should occur, it is understood that the game broadcast itself is the sole intellectual property of STATION, and STATION has full rights to that broadcast and to collect a fee from the inquiring "away" station. It is however understood that STATION will seek out permission from the play-by-play announcer before any feeds will be provided.

It is also understood the SCHOOL will endorse STATION'S exclusive broadcast agreement and provide a letter on SCHOOL letterhead if requested acknowledging same, which may be sent to current and potential advertisers and sponsors.

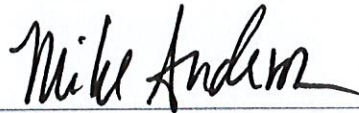
**5. USE**

(1) It is understood by all parties that this agreement, when executed, may be utilized by either SCHOOL or STATION to showcase to the OSSAA, other streaming vendors, other schools, or any other party, that a bonified formal agreement does exist between SCHOOL and STATION and that all parts of this agreement are in force and in good standing.

**IN WITNESS THEREOF**, the parties hereto have, by authorized representatives, Subscribed this Agreement the day and date of August 1<sup>st</sup>, 2024.

**ATTEST**

**FOR SCHOOL**



Mike Anderson, Superintendent

Date 06/09/2025

**FOR STATION**

Date \_\_\_\_\_

<b>2025-2026 Districtwide Administrative Level</b>	
<b>Position</b>	<b>2025-2026 Stipend</b>
<b>High School Principal</b>	<b>\$28,000.00</b>
<b>High School Assistant Principal</b>	<b>\$21,300.00</b>
<b>Junior High Principal</b>	<b>\$27,200.00</b>
<b>Junior High Assistant Principal</b>	<b>\$20,300.00</b>
<b>Elementary Principal</b>	<b>\$24,200.00</b>
<b>Elementary Assistant Principal</b>	<b>\$15,500.00</b>
<b>Counselor</b>	<b>\$7,000.00</b>
<b>Curriculum and Assessment</b>	<b>\$27,700.00</b>
<b>Human Resources/Operations</b>	<b>\$32,700.00</b>
<b>District Directors</b>	<b>2025-2026 Stipend</b>
<b>SPED Director</b>	<b>\$20,200.00</b>
<b>SPED Coordinator</b>	<b>\$17,700.00</b>

<b>All SPED</b>	<b>7% Above Base</b>
<b>School Resource Officer</b>	<b>\$7,500.00</b>
<b>Safety/Security Director</b>	<b>\$7,500.00</b>
<b>Technology Director</b>	<b>\$19,000.00</b>
<b>Assistant Technology Diector</b>	<b>\$13,000.00</b>
<b>Maintenance Director</b>	<b>\$12,150.00</b>
<b>Transportation Director</b>	<b>\$12,750.00</b>
<b>Assistant Transportation Director</b>	<b>\$3,000.00</b>
<b>Alternative Education</b>	<b>\$5,000.00</b>
<b>Assistant Alternative Education</b>	<b>\$2,500.00</b>
<b>STEAM</b>	<b>\$19,000.00</b>
<b>Indian Education</b>	<b>\$14,000.00</b>
<b>Public Relations</b>	<b>\$8,000.00</b>
<b>Activities Director</b>	<b>\$8,000.00</b>
<b>Child Nutrition</b>	<b>\$6,000.00</b>
<b>Health Services</b>	<b>\$5,000.00</b>

Approved by Ada Board of Education 06/09/2025

Board of Directors

May 28, 2025

Terry Davidson,  
Chairman  
Finance Director:  
Comanche Schools

Pat Liticker  
Ada ISD  
324 W 20th  
Ada, OK 74820

Sherry Durkee,  
Vice Chairman  
Superintendent:  
Sand Springs  
Schools

RE: Membership Proposal Effective 07/01/2025

Dear Pat Liticker:

Dr. John Cox,  
Treasurer  
Superintendent:  
Peggs Schools

We are very pleased to provide you with the attached proposal for insurance coverages with Oklahoma Schools Insurance Group (OSIG).

Shelley Free,  
Secretary  
Superintendent:  
Kiamichi Technology  
Center

OSIG is not a conventional insurance program. We are a public entity in the state of Oklahoma formed by an Interlocal Agreement and made up of member public school districts. Our organization is non-profit, **member owned** and controlled by a board of your peers. Our sole mission is to serve our member schools. Our promise is to provide quality insurance coverage and superior service at stable pricing. We are pleased that 539 school districts are members of OSIG. Our membership is strong and committed.

Jeremy Hogan,  
Member  
Superintendent:  
Collinsville Schools

OSIG's financial position is excellent. Our organization is continuously growing, improving and looking for new ways to serve Oklahoma schools. The group purchasing power of OSIG and a non-profit structure provides competitive insurance rates even in tough financial times.

Jeff Daugherty,  
Member  
Superintendent:  
Merritt Schools

**Included in this proposal is information on OSIG's financial condition and summaries of enhanced coverages that only OSIG provides.**

Jason Lindley,  
Member  
Superintendent:  
Hartshorne Schools

For the 07/01/2025 to 7/1/2026 plan year, we are requiring the resolution to be signed by the member's Board of Education and returned to OSIG before close of business June 27, 2025 in order to bind coverage effective July 1, 2025. **Coverage will not be bound if resolution is not received by June 27, 2025.**

Laura Sprouse,  
Member  
Select Actuarial  
Services

Loss control, risk management services and specialized insurance coverages included in OSIG program are:

Steve Moyer,  
Member  
Shelter Insurance

- Enhanced Property and Liability Coverage
- Cyber Liability, Crime, Pollution, School Violent Acts Protection
- Online training in many different areas for your school employees
- Loss Control Site Surveys/Safety Inspections
- Member Only Risk Management Library at [osig.org](http://osig.org)
- StopIt Anonymous Incident Reporting mobile and web app

Executive Director

Rick Thomas

Sincerely,  
OSIG Program Administration

Revised

Ada ISD  
324 W 20th  
Ada, OK 74820

This is not an invoice.

Breakdown of Insurance Cost

Annual Premium Breakdown

Property:	\$673,669
Boiler & Machinery:	\$3,201
Auto Physical Dmg:	\$5,510
General Liability:	\$16,575
Auto Liability:	\$22,099
Educators Legal:	\$16,577
Excess Liability:	\$11,018
<b>Total Annual:</b>	<b>\$748,649</b>

A 25% minimum earned premium applies.

Agent's Commission = 7.0%

Your historical billed premiums, total insured values and loss information are shown in the charts below.

Year	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Total Values	\$84,321,652	\$84,481,869	\$86,233,446	\$145,596,614	\$145,951,245	\$153,128,549
Premium	\$233,898	\$285,584	\$361,563	\$430,075	\$708,147	\$772,729
Distribution	\$9,977	\$0	\$0	\$0	\$0	\$0

Number of Claims:	Insurance Cost Paid to OSIG (incl Endts):	Incurred Claims:	Loss Ratio:
35	\$2,790,619	\$8,446,405	302.67%

Your losses are considered in the calculation of the cost of your insurance. Your dedication to maintaining your property and providing safe campuses for your students and community will result in savings in the cost of your insurance.

**Payment Terms**

Payment of the insurance cost is due the effective date of your coverage. **A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available.** A three (3) payment plan option is available.

- Installment #1 1/3 of total due 7/1/25
- Installment #2 1/3 of total due 8/1/25
- Installment #3 1/3 of total due 9/1/25

Revised  
Coverages

OSIG provides a full range of property and liability coverages with the exception of workers compensation. Crime and Cyber Liability coverages are included in pool limits.

Property

- Full Replacement Cost - Except Roofs over 15 years old and Autos, Contractors Equipment & Debris Removal Only adjusted at ACV or buildings designated as ACV or \*stated value
- No Coinsurance Clause
- Exclusion - Cosmetic loss to metal roof coverings caused by hail
- Real And Personal Property- Limit Per Occurrence \$1,500,000,000
- Building - Margin Clause 125% of scheduled limits per statement of value
- Business Personal Property - blanket coverage per statement of values including:
  - Electronic Data Processing Equipment, and Media
  - Accounts Receivable
  - Valuable Papers
  - Fine Arts
  - Miscellaneous Property
  - Miscellaneous Unnamed / Undescribed Property
  - Builder's Risk
    - \*Note All Builder's Risk projects must be reported to OSIG - Frame projects are subject to approval
  - Outdoor Property - covered all perils
  - Extra Expense
  - Business Income including Rental Income and Tuition Income
  - Ordinance or Law including Increased Cost of Construction and Demolition
  - Contractor's Equipment Coverage
  - Debris Removal Coverage
  - Covered Property In Transit
  - Personal Property of Others/Officers/Employees
  - Off Premises Services Interruption including Extra Expense
  - Vehicle Damage
- Newly Acquired Property Coverage - newly acquired property should be reported to OSIG within 30 days of acquisition \$25,000,000
- Earthquake, Volcanic Eruption- Aggregate Any One Policy Year \$10,000,000
- Flood- Aggregate Any One Policy Year \$25,000,000
- **\*Note Flood Zones A and V are excluded**
- Terrorism \$500,000,000
- Pollution Liability included
- Boiler And Machinery Coverage- Any One Occurrence \$200,000,000

Please refer to the attached property and automobile schedules for your school district's limits of insurance for Building, Contents, Extra Expense, Miscellaneous Property, EDP, Earthquake, Flood and Automobile Physical Damage coverage.

**Deductibles**     Optional increased deductible quotations are available upon request.

- \$100,000 Property Deductible Per Occurrence
- \$100,000 Property Deductible Per Occurrence- Windstorm / Hail
- \$1,000 Boiler / Machinery Deductible per Occurrence
- \$10,000 Terrorism Deductible Per Occurrence
- \$50,000 Flood, Earthquake and Pollution

## Revised

### General Liability

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury, Property Damage And Personal / Advertising Injury
- Premises / Operations And Products / Completed Operations
- Miscellaneous Medical Professional to Include School Nurses, Student Nurses, Counselors and Allied Health Programs
- Insureds Include District, Board Members, Employees, Student Teachers, And Volunteers
- No Exclusions for Corporal Punishment or Sexual Misconduct
- No Deductible
- PTA/PTO's included for coverage if funds flow through school's books.

### School Board Legal Liability

- Claims-Made Form
- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Errors And Omissions Liability including Educational Errors And Omissions
- Employment Practices Liability
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- \*Unlimited Prior Acts / No retroactive date included
- \$25,000 legal costs for IEP administrative hearings
- \$2,500 Deductible
- \*Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

### Employee Benefit Liability

- Claims Made Form
- Unlimited Prior Acts / No retroactive date included
- \*Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

### Automobile Liability

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury And Property Damage
- Includes Hired and Non-Owned Exposures
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- Coverage included for garage liability and garage keepers legal liability.
- \$1,000 Auto Property Damage Deductible
- No charge for vehicles added/deleted during the policy term. Vehicle changes must be reported to OSIG.

### Oklahoma Uninsured Motorist Coverage

- \$25,000 per covered party
- \$50,000 per accident

### Automobile Physical Damage

- Actual Cash Value
- \$1,000 Deductible
- Vehicle additions / deletions / changes must be reported to OSIG

## Revised

No charge for vehicles added/deleted during the policy term.

- Please refer to the attached schedule of vehicles.

### Crime

- \$10,000 Limit Per Occurrence / Per District
- Employee Dishonesty
- Premises Money And Securities
- Transit Money And Securities
- \$1,000 Deductible

### Cyber Liability

- Claims-Made Form
- Retro date - first effective date with OSIG
- Liability
  - \$2,000,000 Annual Aggregate Limit for Data and Network Liability
  - \$2,000,000 Annual Aggregate for Regulatory Defense and Penalties
  - \$2,000,000 Annual Aggregate for Payment Card Liability and Costs
  - \$2,000,000 Annual Aggregate for Media Liability
- Breach Response Cost
  - \$500,000 Annual Aggregate for Breach Response Cost
- First Party
  - \$750,000 Annual Aggregate for Cyber Extortion Loss
  - \$750,000 Annual Aggregate for Data Recovery Costs
  - \$750,000 Annual Aggregate for Business Interruption Resulting in Security Breach
  - \$500,000 Annual Aggregate for Business Interruption Resulting in System Failure
  - \$750,000 Annual Aggregate for Dependent Business Interruption Resulting in Security Breach
  - \$100,000 Annual Aggregate for Dependent Business Interruption Resulting in System Failure
- eCRIME
  - \$75,000 Annual Aggregate for Fraudulent Instruction
  - \$75,000 Annual Aggregate for Funds Transfer Fraud
  - \$75,000 Annual Aggregate for Telephone Fraud
- Coverage Endorsements
  - \$100,000 Annual Aggregate for Reputation Loss
  - \$50,000 Annual Aggregate for Claims Preparation Costs for Reputation Loss Claims Only
  - \$100,000 Annual Aggregate for Computer Hardware Replacement Costs
  - \$100,000 Annual Aggregate for Invoice Manipulation
  - \$25,000 Annual Aggregate for Cryptojacking
- \$10,000 Deductible

### Excess Cyber Coverage

- \$2,000,000 limit
- \$5,000,000 annual aggregate

**\*Note, to access full first-party and full liability limits of the Cyber and Excess Cyber coverages, members must have:**

- Multi-Factor Authentication (MFA) for all remote access
- Enterprise-wide Endpoint Protection Platform (EPP)
- Without these controls, first-party sublimits are reduced to \$100,000 per coverage, and liability limits for Data Network, Regulatory Defense, Payment Card, and Media Liability are reduced to \$1,000,000 per member.

## Revised

### Deadly Weapon Protection

- Claims Made Form
- \$500,000 Limit Per Occurrence
- \$2,500,000 Annual Aggregate
- \$10,000 Deductible
- Must notify OSIG within 90 days of receiving notice of a covered accident

### Excess Liability

- Excess Primary Limits \$4,000,000
- Follow Form Underlying - Excluding Employers Liability

Note: Per Occurrence Limits are shared limits except as otherwise indicated.

This coverage form is an outline of the coverages provided through OSIG. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual plan language.

## Property Schedule

Report Printed: 05/28/2025 07:35 pm

### Ada ISD

Location	Occupied As	Bldg Value	Contents Val
1400 Craddock Rd.	Tennis Storage Building	\$49,634	\$5,061
1400 Stadium Dr.	Alternative Education Classroom	\$870,578	\$87,058
1400 Stadium Dr.	Band Building	\$1,836,856	\$183,685
1400 Stadium Dr.	Central Copy/Warehouse Building	\$582,580	\$58,258
1400 Stadium Dr.	Classrooms Between High School & Gym	\$592,070	\$59,206
1400 Stadium Dr.	Concession Stand-Football	\$244,952	\$24,495
1400 Stadium Dr.	Cougar Activity Center	\$15,001,010	\$1,500,101
1400 Stadium Dr.	Covered Metal Carport	\$49,300	\$4,930
1400 Stadium Dr.	FB Bleachers, Scoreboard, Goal Posts & Track	\$268,978	\$0
1400 Stadium Dr.	Fence	\$67,246	\$0
1400 Stadium Dr.	High School EZ-Marque Sign	\$59,828	\$0
1400 Stadium Dr.	High School Football Building	\$2,411,852	\$241,185
1400 Stadium Dr.	High School/Academic Bldg /Safe Room	\$15,359,903	\$1,535,991
1400 Stadium Dr.	Indoor Practice Facility	\$5,372,557	\$537,256
1400 Stadium Dr.	Lights on Pole (4)-Football	\$119,656	\$0
1400 Stadium Dr.	Lights on Poles (4)-Soccer	\$119,656	\$0
1400 Stadium Dr.	Maintenance Building	\$567,074	\$56,708
1400 Stadium Dr.	PE Gym	\$3,219,933	\$321,993
1400 Stadium Dr.	Soccer Fence, Bleachers, Goal, Storage, Scoreboard, Dugout	\$69,448	\$6,959
1400 Stadium Dr.	Wrestling and Track Building	\$821,005	\$82,100
223 W 18th	Ada Jr High School Safe Room Addition	\$1,807,206	\$180,721
223 W 18th	Ada Junior High	\$20,743,180	\$2,074,318
223 W 18th	Cafeteria/West Gym	\$5,932,418	\$593,242
223 W 18th	Physical Development Center	\$461,887	\$46,188
223 W 18th	Records Building	\$95,514	\$15,950
223 W 18th	Shop Classroom/Jr. High	\$235,245	\$39,288
301 Napier Rd.	Baseball Bleachers (2)	\$43,564	\$0
301 Napier Rd.	Baseball Fence & Scoreboard	\$65,814	\$0
301 Napier Rd.	Baseball Field (Liability Only)	\$0	\$0
301 Napier Rd.	Concession Stand/Restroom Baseball	\$243,513	\$24,351
301 Napier Rd.	Concession Stand/Restrooms	\$50,840	\$8,489
301 Napier Rd.	Dressing Room/Dugout Softball	\$257,500	\$25,750
301 Napier Rd.	Dressing Room/Restrooms- Baseball	\$254,194	\$25,419
301 Napier Rd.	Dugout Baseball	\$12,563	\$2,098
301 Napier Rd.	Dugout Softball	\$12,563	\$2,098
301 Napier Rd.	Indoor Practice Facility	\$551,058	\$55,106
301 Napier Rd.	Lights on Poles (4)-Softball	\$74,784	\$0
301 Napier Rd.	Lights on Poles (6)-Baseball	\$119,656	\$0
301 Napier Rd.	Softball Bleachers, Fence, Scoreboard	\$80,655	\$0
304 W. 18th	2000 Gallon Diesel and 500 Gallon Gas	\$12,505	\$0
304 W. 18th	Bus Storage and Maintenance Building	\$641,178	\$64,118
324 W 20th	Administration Building	\$600,201	\$60,020
500 S Mississippi	Hayes Grade Center	\$11,372,223	\$1,137,222
500 S Mississippi	Hayes Library	\$155,172	\$23,659
500 S Mississippi	Playground Equipment	\$83,335	\$0
600 W 17th	Modular Building	\$114,872	\$19,183
600 W 17th	Playground Equipment, Fence, Pavilion	\$111,113	\$0
600 W 17th	Washington Grade Center	\$10,052,275	\$1,005,227
600 W 17th	Washington Music & Computer Annex	\$254,194	\$42,452
600 W 17th	Washington Safe Room Addition	\$2,181,631	\$218,163
630 W. 33rd	Early Childhood Center	\$12,480,815	\$1,248,082
630 W. 33rd	Playground Equipment & Shade Structures	\$268,978	\$0

Ada ISD

Location	Occupied As	Bldg Value	Contents Val
817 E 9th	Fence & Pavilion	\$27,778	\$0
817 E 9th	Willard Grade Center	\$12,275,661	\$1,227,566
825 W 10th	Glenwood Early Childhood	\$10,955,693	\$1,095,570
		<u>\$140,313,894</u>	<u>\$13,939,266</u>

Floater Limi \$200,000  
 EDP Limit: \$1,000,000  
 Extra Expense Limit \$750,000

Auto Values: \$1,276,384  
 Total Values: \$157,479,544

## Auto Schedule

Report Printed: 05/28/2025 07:36 pm

Ada ISD

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
1	1991	Chevrolet	K3500 Pickup	3	1GBHK34K2ME119756	\$509
2	1997	International	Bus	71	1HVBBAAP5VH446054	\$2,430
3	1997	Chevrolet	Astro Van	11	1GNDM19WXXVB179198	\$1,145
4	1998	Chevrolet	Bus	71	1GBL7T1J9WJ106911	\$2,430
5	1999	Chevrolet	Bus	21	1GBHG31R7X1078118	\$2,430
6	2000	Bluebird	Bus	59	1GBL7T1CXXJ108461	\$3,240
7	2000	Dodge	Van	11	2B7HB11XXYK180953	\$1,831
8	2001	Ford	Windstar Van	11	2FMZA50431BA51704	\$2,288
9	2001	Ford	Windstar Van	11	2FMZA50481BA12235	\$2,288
10	2004	International	Bus	71	4DRBRABPX4B966069	\$6,480
11	2004	International	Bus	71	4DRBRABPX4B966070	\$6,480
12	1997	Chevrolet	C2500 Pickup	3	1GCGC29J7VE124208	\$2,060
13	2006	Bluebird	Bus	71	1BAKGCKH16F228940	\$8,100
14	2007	Bluebird	Bus	72	1BAKGCPH67F242939	\$9,720
15	2008	Bluebird	Bus	71	1BAKGCPH78F250033	\$11,340
16	2007	Chevy	Suburban	8	3GNFC16J57G102642	\$7,290
17	2007	Chevy	Pickup	5	2GCEC19C171591938	\$4,860
18	2008	Chevy	Bus	21	1GBJG31K981110475	\$9,720
19	2008	Chevy	Bus	21	1GBJG31K681109395	\$9,720
20	2008	Chevy	Bus	65	1BAKF3PH28F250010	\$12,150
21	2009	International	Bus	71	4DRBUSKP19B664386	\$14,580
22	2009	Chevy	Suburban	8	1GNFC16JX9R195791	\$7,932
23	2009	Chevy	Impala	5	2G1WT57K091215250	\$3,991
24	2009	Bluebird	Bus	71	1BAKGCPH79F256769	\$14,580
25	2011	Ford	Cargo Van	2	1FTNEF2EW9B0B08414	\$6,623
26	2009	Bluebird	Bus	71	1BAKGCPH19F266519	\$14,580
27	2009	Bluebird	Bus	71	1BAKGCPH9F266521	\$14,580
28	1999	Kentucky Mfg	Box Trailer		1KKVE5324XL115474	\$6,973
29	2011	Bluebird	Bus	71	1BAKGCPH6BF281457	\$17,820
30	2011	Bluebird	Bus	71	1BAKGCPH9BF280058	\$17,820
31	2011	Bluebird	Bus	71	1BAKGCPH7BF280060	\$17,820
32	2011	Bluebird	Bus w/Wheelchair Ramp	33	1BAKCCPH5BF277640	\$21,060
33	2014	Chevy	Suburban LS		1GNSC5E02ER192781	\$11,340
34	2014	Ford	Expedition		1FMJU1H56EEF09305	\$11,340
35	2012	International	Bus	44	4DRBXAAR1CB343671	\$40,500
36	2019	International	Bus	71	4DRBUC8PXXB739637	\$40,500
37	2019	International	Bus	71	4DRBUC8P0KB739632	\$40,500
38	2015	Bluebird	Bus	48	1BAKCCPH6FF306424	\$28,350
39	2012	Ford	Pickup		1FT7X2B60ECE03252	\$4,665
40	2019	International	Bus	71	4DRBUPWP6LB431361	\$40,500
41	2019	International	Bus	71	4DRBUPWP8LB431362	\$40,500
42	2018	Ford	Activity Bus	14	1FDES8PM2JKA99722	\$36,450
43	2000	Sterling	Semi Tractor		2FWYHWEB5YAF57126	\$8,201
44	2014	Ford	Pickup		FT7X3B69EEA03186	\$8,100
45	2023	International	Bus	71	4DRBUC8P8PB018420	\$64,800
46	2023	International	Bus	71	4DRBUC8P8PB018421	\$64,800
47	2023	International	Bus	71	4DRBUC8P8PB018422	\$64,800
48	2020	Bluebird	Bus	71	1BAKGCEHOLF366332	\$42,120
49	2016	Ford	F350 Pickup		1FDRF3G63GEB96638	\$8,262
50	2022	International	Bus	71	4DRBUC8P2PB018428	\$68,850
51	2023	Chevy	Suburban		1GNSCBED4PR161858	\$44,550
52	2023	Chevy	Suburban		1GNSCBED6PR148867	\$44,550

# Ada ISD

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
53	2023	Chevy	Silverado		1GB3WRE72PF249935	\$47,790
54	2014	Ford	F150 Pickup		1FTFX1EF8EFB32212	\$9,315
55	2023	Bluebird	Bus	71	1BAKGCSH5RF805960	\$88,569
56	2024	Chevy	Suburban		1GNSCBKD1RR138464	\$49,981
57	2024	Chevy	Suburban		1GNSCBKD4RR149801	\$49,981
58	2020	Collins	Bus	26	1HA6GUBG6LN006007	\$45,000
59	2016	Ford	F350 Pickup		1FDRF3G66GEA12681	\$7,200

Total Value of All Autos for Ada ISD: \$1,276,384

## Overview

### Background

The Oklahoma Schools Insurance Group (OSIG) is a public entity of the State of Oklahoma, formed as an Interlocal Agreement in accordance with 74 O.S. 1004(f), for the purpose of joining together a group of Oklahoma public school districts. OSIG allows member districts to more efficiently and more economically obtain and manage their insurance programs.

OSIG obtained approval to operate from the Oklahoma Attorney General on June 28, 2001. Effective July 1, 2002, OSIG began full operation by providing its member districts with **broad insurance coverage through "A" rated insurance carriers and professional risk management services**. Over the past 23 years, OSIG's membership has grown to 539 and the program insures more than \$30 Billion in school property across Oklahoma.

### Structure

OSIG is a non-profit, member-owned, public entity program whose management is completely controlled by a Board of your peers.

*"The mission of Oklahoma Schools Insurance Group (OSIG) is to provide quality, cost effective risk management products and services to member schools".*

The group purchases reinsurance from "A" rated carriers. OSIG's reinsurance providers are long term partners and committed to OSIG and Oklahoma schools.

OSIG has contracted with Risk Program Administrators in Tulsa to administer the program. RPA is one of the largest insurance brokers in the world and manages programs similar to OSIG across the country.

It is important to know that the insurance coverage provided by OSIG was specifically tailored to meet the needs of Oklahoma schools. The coverage is what you need to protect your schools' property, your students, and patrons.

Losses are a part of life. Only OSIG has the collective strength and staying power to provide the protections you need. By remaining together as a group, OSIG will be able to continue to provide you with the quality, fair-priced insurance, risk management and the added value services you need to protect your schools' assets, your board, your staff and most importantly your children.

## Financial Strength

OSIG is financially strong and we have the funds (cash) we need to pay your claims. OSIG has returned more than \$9 million to our members over the years as distributions. Surplus at year ended 6/30/24 was more than \$7.8 million and our assets were more than \$39 million.

We believe in complete transparency. We submit to an annual financial audit each year end and share the operating results at our annual members meeting held each year.

The financial condition of an insurance interlocal should be of utmost importance to you when choosing an insurance partner for your district.

<i>Statement of Net Assets</i>	
<i>As of 6/30/24</i>	
Cash	\$ 28,499,096
Other Assets	\$ 11,453,895
<b>Total Assets</b>	<b>\$ 39,952,991</b>
<b>Total Liabilities</b>	<b>\$ 32,096,253</b>
<b>Total Net Assets/Surplus</b>	<b>\$ 7,856,738</b>

## Revised

# Important Plan Information

It is important to understand that OSIG is not an insurance company, but rather a non-profit, cooperative risk management program owned and directed by Oklahoma Schools. Its mission is to reduce insurance costs and stabilize rates by aggregating purchasing power with an intense focus on controlling member losses. When losses are controlled, OSIG's member schools retain the underwriting profit and investment income thereby increasing fund reserves for future years. OSIG purchases per occurrence and liability aggregate protection for its member schools. The per occurrence insurance protects member schools up to \$1,500,000,000 for property losses and \$1,000,000 for liability claims in each and every occurrence subject to a \$10M annual aggregate limit. The aggregate insurance protection is purchased in the unlikely event that sum total of all OSIG losses are significantly more than actuarially projected. Additional excess liability limits are available for members requiring higher limits.

This proposal is an outline of the coverages proposed by insurers based on the information provided by your school district. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. Please refer to the plan document for the details.

## Actuarial Review

An independent actuary has been retained by OSIG to make projections as to anticipated claims and losses the program should expect on an annual basis. The OSIG actuary has relied on the historical loss experience and exposures provided to OSIG by the member school districts to make projections of OSIG's expected losses. OSIG adequately funds to, or in excess of, the expected loss projections through member contributions (insurance cost) and our own surplus.

Membership contributions are used to buy insurance, pay administrative expenses, and fund for members' claims. Similar successful programs throughout the country for schools and municipalities are protected using the same insurance structure as OSIG has deployed. As with any insurance mechanism, OSIG does not guarantee full funding in the event unimaginable losses would materialize that are many times greater than what is indicated by past history. The OSIG board is charged with developing a plan to address under funding in this unlikely event.

## Revised

# Procedure to Renew Coverage

Notify your agent of your acceptance of this insurance renewal proposal. Your agent will advise the OSIG administrative staff in writing that you wish to renew the insurance coverage.

The signed Resolution by the member's Board of Education and return to OSIG in order to bind coverage effective 07/01/2025.

## Payment Terms

Payment of the insurance cost is due the effective date of your coverage. A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available. A three (3) payment plan option is available.

Installment #1	1/3 of total	due 7/1/25
Installment #2	1/3 of total	due 8/1/25
Installment #3	1/3 of total	due 9/1/25

A 25% minimum earned premium applies.

## Risk Management And Loss Control Tools

Onsite Safety Inspections

Onsite Appraisals

StopIt Anonymous Incident Reporting Mobile App & Web App

Risk Management focused website [www.osig.org](http://www.osig.org)

Vector Solutions - Professional Development Training Platform:

Free of charge to all members of OSIG

Online 24/7 access to training

Training modules include:

- Child Sexual Abuse Prevention Training
- School Bus Driver Training
- Safety & Compliance Training

Beazley & Lodestone Cyber Portal

Helix Intel

HSB Water & Temperature Monitoring Devices - Pilot Program

## Resolution of Ada ISD to Join Oklahoma Schools Insurance Group

**Whereas, Oklahoma Schools Insurance Group** ("OSIG") is an Oklahoma interlocal formed in accordance with Oklahoma law to enable Oklahoma School Districts to cooperate with each other to procure insurance services, benefits and insure against losses and possible liabilities in the most cost effective manner; and

**Whereas, Ada ISD** is an Oklahoma public school district ("the District"); and

**Whereas, OSIG** has provided to the District a Plan Document which includes a quotation for certain insurance coverages for the 2025-2026 plan year; and

**Whereas, the quotation is acceptable to the District;**

**Now, therefore be it resolved,** that the District hereby joins OSIG as a Member;

**Be it further resolved,** that so long as the District remains as a Member, the District shall comply with OSIG's bylaws, the Plan Document and OSIG claim reporting procedures; and

**Be it further resolved,** that by the adoption and signing of this resolution, Ada ISD understands and agrees that school district members are responsible for their own loss experience and will not be singly responsible for other members' losses.

Date: 06/09/2025

Ada ISD By:

  
\_\_\_\_\_  
President, Board of Education

Anne Nicole Flinn

Attest:

  
\_\_\_\_\_  
Clerk, Board of Education

Kiah Anderson

# **Revitalize Therapy, LLC**

Gina Hatfield, MOT, OTR/L

580-579-8114

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## **Contract for Consultative and/or Direct Occupational Therapy**

**Re: Revitalize Therapy, LLC**

.....  
**AGREEMENT SUMMARY: Ada City Schools enters into the following agreement with Revitalize Therapy, LLC hereinafter referred to as (“Provider”) for quality occupational therapy services. The agreement is as follows:**

1. **ADA CITY SCHOOLS** agrees to make available sufficient information for provider personnel to perform therapy services to meet the client/student demand for these services and allow adequate performance of provider personnel.
2. Provider agrees to provide occupational therapy personnel, licensed in the state of **Oklahoma**, as mutually agreed upon by both parties, with a minimum of one COTA and/or OTR assigned to **ADA CITY SCHOOLS** for the amount of time necessary to complete service provisions.
3. Provider agrees to provide **ADA CITY SCHOOLS** with copies of Provider personnel licenses/credentials and proof of professional liability coverage.
4. Provider will receive reimbursement for professional occupational therapy services provided by Provider personnel and deemed appropriate and satisfactory to the **ADA CITY SCHOOLS** for school year beginning July 01, 2025 and ending June 30, 2026. These services shall include but not be limited to the following:
  - Initial Evaluations
  - Three-Year Evaluations/Reassessments
  - Group Interventions
  - Individual Interventions
  - Classroom Intervention
  - Consultations
  - Initial scoring and documentation of standardized tests
  - Daily notes, progress reports, and discharge summary documentation
  - Any documentation required for IEP meeting or other necessary, parent or teacher education, and student homework.
  - Any other official business necessary for the delivery of services and/or made mandatory by school administration.
  - And other therapy-related tasks as requested by a qualified representatives of **ADA CITY SCHOOLS**
5. If any Provider personnel should be temporarily or permanently unable to provide services, provider shall attempt to provide equally or better qualified and credentialed personnel to perform the services required under the terms of this agreement. Such personnel must be approved by both **ADA CITY SCHOOLS** and the Provider.
6. Any and all personnel provided by Provider for services rendered to **ADA CITY SCHOOLS** are subject to Criminal History Background Checks before being hired as well as any time during employment.
7. The **ADA CITY SCHOOLS** agrees to pay provider the following fee as good and sufficient consideration for the performance by COTA and OTR, above enumerated:

Fee: \$65.00 per hour and .60 per mile starting portal (Kingston, OK) to ending portal (Kingston, OK)

8. Billing for provider will be invoiced to the **ADA CITY SCHOOLS** and be paid monthly by the **ADA CITY SCHOOLS** immediately upon receipt of invoice.
  - a. Any outstanding balances not paid within 30 days of invoice shall be subject to a late payment charge of 1.5% per month – 18% annual rate, or such lesser amount as necessary to ensure that such late charge does not exceed the maximum allowable by law.
  - b. Should it be necessary to assign the account balance to a collection agency or an attorney for legal action, **ADA CITY SCHOOLS** shall pay reasonable collection charges and legal fees.
  - c. Provider may immediately terminate this agreement at any time without notice if payment in full for services is not received as outlined in this paragraph.
9. Provider shall indemnify and hold harmless, to the extent allowable by law, the **ADA CITY SCHOOLS** from all suits, actions, or claims of any character, type, or description brought or made on or account of any injuries for damages received or sustained by any person occasion by the acts of Provider personnel in the execution or performance of the services provided under this Agreement.
10. During the coverage period of the Agreement, the **ADA CITY SCHOOLS** will not directly or indirectly solicit the performance of services from any employee of provider except with prior consent of the Provider.
  - a. If agreed upon by the Provider and the **ADA CITY SCHOOLS** and upon written request by the Provider, the **ADA CITY SCHOOLS** agrees to pay the provider a recruitment fee of \$10,000.00 for any Provider employee.
  - b. Such amounts will be due and payable on the first day of services for the **ADA CITY SCHOOLS** by the Provider personnel, in question.
11. Non-disclosure: The parties agree not to disclose any provision of this Agreement to any third party unless required by law.
  - a. The parties expect that Provider will receive education, medical, personal, and financial records from **ADA CITY SCHOOLS** as an incident of the service that Provider is providing to **ADA CITY SCHOOLS**. Provider acknowledges that all student and employee information is the confidential information of **ADA CITY SCHOOLS**, and Provider shall not use it or distribute it for any purpose except, as stated in the agreement.
  - b. The provisions of the paragraph shall survive termination of this agreement.
12. The parties further agree that either party, without cause, upon rendering at least a thirty (30) day notice may also terminate this contract. This Agreement may be sooner terminated by either party in the event the other party fails to substantially comply with duties, responsibilities, and obligations set forth in the Agreement.



Mike Anderson, Superintendent  
Ada City Schools Representative

Gina Hatfield, MOT, OTR/L  
Revitalize Therapy, LLC

6-9-2025  
Date

Date

**ADA CITY SCHOOLS**  
**MEMORANDUM OF AGREEMENT**  
**FOR SPEECH/LANGUAGE SERVICES**

This Memorandum of Agreement is between MELISSA HISLE, certified and licensed speech language pathologist and the Ada City School District for FY2026:

Ada City Schools agrees to:

1. Employ the individual named above for the period of July 1, 2025 to June 30, 2026 for the purpose of providing speech/language therapy classes up to five(5) days per week.
2. To pay a total salary for this agreement is \$55.00 per hour of speech/language screenings, evaluations, development of Individual Educational Plans and the provision of direct speech language therapy sessions. The amount will be payable monthly upon the submission by Melissa Hisle of an itemized statement of hours with services rendered. It is hereby agreed that either party shall have thirty (30) days prior to cancellation to give written notice of their intent not to renew.

Speech Pathologist agrees:

1. That she must hold a valid Oklahoma teaching certificate; as well as, an ASHA license. She understands that she must attend the required professional development in order to maintain her ASHA license.
2. That she must complete the required documents from the Ada City Schools' Board Office to serve as a contracted provider of services.

The policies and procedures of the Ada Board of Education are hereby incorporated by reference into this agreement as if fully set out herein; and both the Employee and the Ada Board of Education agree to be bound by them. By executing this Memorandum of Agreement, the Employee acknowledges access to a copy of said policies and procedures of the Ada Board of Education.

It is hereby; mutually agreed by and between the employee and the Ada Board of Education that nothing herein contained shall operate or be construed as a waiver of any of the rights, power, privileges, or duties of either party under the laws of the State of Oklahoma.

We the undersigned parties understand the intent of the agreement and approve of its content and agree to abide therewith.

\_\_\_\_\_  
Related Service Provider signature      Date

  
\_\_\_\_\_  
Director's signature      Date  
Mike Anderson, Superintendent



CCOSA

Cooperative Council for Oklahoma School Administration

2901 North Lincoln Boulevard  
Oklahoma City, OK 73105  
405-524-1191 office  
405-524-1196 fax  
www.ccosa.org

**CCOSA's District Level Services (DLS) Program**  
**(Agreement 2025-2026)**

This letter sets out the Agreement between the Cooperative Council for Oklahoma School Administration (CCOSA) and \_\_\_\_\_ School District No. \_\_ of \_\_\_\_\_ County, Oklahoma (District) concerning the District's participation in **CCOSA's District Level Services Program** (Program) for the fiscal year ending June 30, 2026.

For participating Oklahoma cooperatives, interlocals, and technology centers, the cost of participation will be determined based upon the total 2023-24 ADM for your district.

**P.O. CALCULATION GRID**

County Name: Pontotoc County Number: 62  
District Name: Ada City Schools District Number: 1019

**P.O. CALCULATION GRID**

<u>ADM</u>	<u>COST</u>
25,000 plus	\$ 4,000
10,000 to 24,999	\$ 3,000
5,000 to 9,999	\$ 2,500
1,500 to 4,999	\$ 2,000
500 to 1,499	\$ 1,800
499 or less	\$ 1,500

<u>ADM</u> <u>(2023-24)</u>	<u>TOTAL COST</u>
2650	\$2,000.00

Purchase Order Number: 2026-11-8

Purchase Order Amount: \$2,000.00

\*\*Please attach a copy of the purchase order when submitting completed forms\*\*



CCOSA

The Oklahoma Council of  
Regional School Administrators

2901 North Lincoln Boulevard  
Oklahoma City, OK 73105  
405-524-1191 office  
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CCOSA's District Level Services (DLS) Program

Designated Administrator Contact Form 2025-2026

While all of your district leaders have full access by phone, email, or in person, we need you to designate district administrators who serve as your main contacts to share information from CCOSA and its partners. **These designated administrators will need to commit to forwarding Professional Learning opportunities to your other district and/or school team members to ensure that all of your leaders get maximum benefit from the program.** Districts with an ADM of 10,000 and above may designate three district administrators. The District may include additional school personnel at no additional cost in conference calls, on-site visits, and training sessions.

<b>Designated Administrators</b>	
<small>(based upon each district's size in ADM for the 2023-24 school year)</small>	
<u>ADM</u>	<u># of eligible administrators</u>
10,000 +	3
1 to 9,999	2

<u>ADMINISTRATOR</u>	<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>
Pat Liticker	580.310.7200	pat.liticker@adapss.com
Lisa Fulton	580.310.7200	fultonl@adapss.com
*		

\*only if ADM exceeds 10,000

Please send a copy of the completed forms to Jen Knight ([jennifer@ccosa.org](mailto:jennifer@ccosa.org)) or fax to 405.524.1196 (ATTN: Jen Knight). Keep one copy for your records.



CCOSA

For the People  
Expanding School Impact

2901 North Lincoln Boulevard  
Oklahoma City, OK 73105  
405-524-1191 office  
405-524-1196 fax  
www.ccosa.org

Superintendent Certification of Participation

I certify that on the 9TH day of June 2025, the Board of Education of Ada Public Schools voted to allow our school district to participate in the CCOSA District Level Services Program. The Ada Board of Education has encumbered \$2,000.00 for the purpose of participating in the CCOSA District Level Services Program. The Board of Education acknowledges that participation in the Program will result in the provision of advisory services to designated administrators with Ada Public Schools.

Signature of Superintendent  
Pat Liticker

06/09/2025

Date

The District understands that CCOSA's District Level Services Program emphasizes assistance in areas that help to create high-quality schools based on the research in *For the People* and seven areas that create a quality system: Culture and Climate; Learning; Teaching, and Assessment; Expanded Learning Opportunities; Governance, Leadership, and Accountability; Human Capital Development; Physical Resources; and Financial Resources.

If consultation and/or professional learning is in the school district, the school district would agree to pay travel expenses that would not be a part of this agreement.

The District understands that CCOSA and/or its partners will be unable to provide assistance in some areas and with some issues. The District understands that, in those situations, CCOSA and/or its partners may recommend that the District seek advice, assistance, and services beyond those offered by this Program, which may cause the District to incur expenses that are not covered by this Program. **This Program is ADVISORY ONLY and CCOSA and/or its partners do not warrant or guarantee any specific outcome related to the advisory services provided. CCOSA reserves the right to refuse participation to school districts and to remove school districts from participation in the Program.**

The term of this Agreement begins on the date it is approved by the District's Board of Education and ends on June 30, 2026. Either the District or CCOSA may terminate this Agreement upon notice in writing to the other party. However, a delay in contract approval could result in your district missing valued services and workshops!

## TECHNOLOGY SURPLUS

AS OF JUNE 9, 2025

Serial	Model	Serial	Model
0JDA91DH40	Samsung Chromebook	jxp31m1	Dell latitude e6410
5CD118HF98	HP Chromebook	968wzn1	Dell latitude e6410
YX01GRY8	Lenovo Chromebook	4clkzn1	Dell latitude e6410
YX01GRFF	Lenovo Chromebook	9cts2q1	dell latitude e6420
YX01GSBN	Lenovo Chromebook	hr4q5q1	dell latitude e6420
YX01HHSP	Lenovo Chromebook	30hy9s1	dell latitude e6420
YX01GRP9	Lenovo Chromebook	hfstbs1	dell latitude e6420
5CD8252LPV	HP Chromebook	hsn4n22	dell latitude e6420
P202GZL9	Lenovo Chromebook	g1qcpp1	Dell Vostro 1540
5CD911BVTL	HP Chromebook	8fgf5q1	Dell latitude e6420
b1qcpp1	dell vostro 1540	43vzbs1	Dell latitude e6420
g3qcpp1	dell vostro 1540	9xq33r1	Dell latitude e6420
41qcpp1	dell vostro 1540	5gk15q1	Dell latitude e6420
1f4myk1	dell latitude 5500	85ntyn1	Dell latitude e6420
9ypcpp1	dell vostro 1540	6ypcpp1	Dell vostro 1540
44qcpp1	dell vostro 1540	818fry1	Dell latitude e5430
2f4myk1	dell latitude 5500	dycpp1	Dell vostro 1540
5f4myk1	dell latitude 5500	84djyn1	Dell latitude e6410
bqjy6k1	dell latitude 5500	5rdzbs1	dell latitude e6420
jd4myk1	dell latitude 5500	6kzk6r1	dell latitude e6420
boqcpp1	dell vostro 1540	bmr0g72	dell latitude e 6440
51qcpp1	dell vostro 1540	5dqhbs1	dell latitude e6420
U64221D7N4	Brother MFC-L5850DW	2swd5q1	dell latitude e6420
h2324dey751	onn 24 in monitor	1YPCPP1	Dell vostro 1540
25fsn22	dell latitude e6440	352myk1	dell latitude e5500
3ww2362	dell latitude e6440	gxpcpp1	Dell vostro 1540
b5lkn32	dell latitude e6440	fjym5q1	dell latitude e6410
57b8n32	dell latitude e6440	12 Samsung monitors	
5r0mms1	dell optiplex 790	2 dell monitors	
c2929991	dell optiplex 990	329s4q1	dell latitude e6410
b6kmyk1	dell optiplex 780	7875xn1	dell latitude e6410
bwtvv12	dell optiplex 7010	7y3jyn1	dell latitude e6410
dp91q22	dell optiplex 9030 aio	b21h1m1	dell latitude e6410



## ACTIVITY ABSENCES 2024-2025

The Following Students have been identified as those who have exceed the 10 day activity absence limit for the 2024-2025 school year. The Internal Activities Review Committee recommends that each student listed below be granted exceptions to the 10 day limit.

### Ada High School

Matthew Anderson	Kennadee Bickerstaff	Braden Briscoe
Zoey Brown	Spencer Contreras	Brandon Cook
J.B. Coyle	Kaya Edmondson	Mathew Estes
Sebastian Fuentes	Emma Fulton	Leila Hamrick
Tanaya Heath	Makenna Howell	
Michael Leubscher	Zoe Logan	Sophie Mater
Dillon Maxwell	Ariana Munoz	Michael Muse
Sylvia Patterson	Paisley Poe	Brayleigh Stephens
Katie Vallandingham	Leslie Walters	Karsyn Woods
Emory Anderson	Pablo Benton	Kennadee Bickerstaff
Brooklyn Black	Jessi Bolin	Makenzi Burden
Gus Byrd	Tylor Byrd	Ava Campos
Oliver Cantrell	Heidi Clay	Alyssa Delgado
Jace Davis	Presley Dickinson	Laila Ferree
Jayden Gray	Addisyn Jackson	Natalie Jussely
Lillian Keefer	Wyatt Killgore	Mikayla Lopez
Aliya Marshall	Jakobie McBee	Owen Moon
Annabeth Muse	Jerzie O'Neal	Annabelle Peters
Triston Poe	Kimball Rex	Couper Rogers
Daisy Stillwell	Reilly Vietzke	Caleb Whitebird
Davion Wilson	Kylee Witt	Campbell Cole
Michael Black	Averi Lawson	Malory Ross
Bella Stowers	Kellen Stuart	Cedar Thomas
Kylee Witt		

**Ada Jr. High**

Eden Alexander	Olivia Black	Haiden Bundy
Jadyce Burns	Reed Danielson	
Drake Cody	Starla Hudson	Naomi Coulson
Ryder Fielder	Nevaeh Gore	Colby Fowler
Starla Hudson		
Leyton Jacobs	Edyn Keefer	Ella Key
Ava Leonard	Jake Lillard	Henry McLellan
Ava Moon	Ava Morris	Journie Redbird
Xavri Rhynes		
Amyah Rodriquez	Alejandra Solorio	Layla Yott

**Willard**

Hadley Branscum	Liam Campos	Ashtyn Chitto
Ivan Choate	Rhyan Davenport	Averi Martin
Luke Ellis	Mason Fowler	Logan Freeland
Kingston Howlingwolf	Alexis Jacobs	Asher Lawson
Diego Martinez Juarez	August McLellan	Brighton Melton
Katelyn Murray	Katlyn Pennza	Bella Rayford
Aubree Roark		Ellis Truett
Sylus Bear	Colton Conoway	Ava Grace Estep
Khalil Hopstein	Anna Kate Johnson	Sam Lillard
Adelyn Lofton	Paizleigh Marion	Josie Porter

**OUT OF STATE  
TRAVEL REQUESTS  
June 9, 2025**

<b>SCHOOL</b>	<b>GROUP</b>	<b>DATES</b>	<b>DESTINATION</b>
HIGH SCHOOL	COMPETITIVE DRAMA SPEECH/DEBATE	JUNE 14-21, 2025	DES MOINES, IA

ADA BOARD OF EDUCATION

DATE APPROVED 06/09/2025

**ADA CITY SCHOOLS  
WORKSHOP  
June 9, 2025**

<b>DATE</b>	<b>WORKSHOP/LOCATION</b>	<b>EMPLOYEES</b>	<b>EXPENSE AMOUNT</b>	<b>PAID BY</b>
06/23	OK Parents Center Annual Conf Midwest City	J. Neal	NO EXPENSES	

APPROVED BY BOARD OF EDUCATION

Date: 06/09/2025

**RESIGNATIONS**  
**JUNE 9, 2025**

**Resignations for 2024-2025:**

Marissa Ledbetter	Washington Para	5/21/2025
Madison Henry	Washington Teacher	5/21/2025
John Sheridan	AJHS History Teacher	5/21/2025
Paige Harrington	AECC Para	5/21/2025
Skyler Riddle	AJHS Math Teacher	5/21/2025
John Kerr	JH Band	5/21/2025
Cody Nall	AJHS Athletic Coordinator	5/21/2025

**Resignation for 2025-2026 School Year:**

Kelly Elliott	AJHS 9th Science
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**Personnel**  
**June 9, 2025**

**Hire:**

David Denny Summer School Bus Driver 6/10/2025

**Change Contractual Terms:**

Luke Johnston Willard PE Teacher 8/1/2025

**Hire for 2025-2026 School Year:**

Autumn Morris	AECC Teacher
Breanna Graham	AHS Teacher
Laura Hamilton	Willard Teacher & Coach
Jordan Eaton	AJHS Band
Brian Lorance	Athletic Trainer
Ashley McArthur	Hayes Teacher
Cassidy Welty	Washington Teacher
Jayden Edwards	AJHS English Teacher
Destini Anderson	AJHS Teacher & Coach
Tony Willoughby	AHS Teacher & Coach
Tatum Havens	Student Coach
David Denny	Bus Driver
Geri Johnson	Willard Secretary
Breanne McCleave	SpEd Para

GENERAL FUND

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 6/1/2025 - 6/30/2025, PO Range: 1137 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1137	06/10/2025	42416	SHI INTERNATIONAL CORP	361/ACE TECH - CHROMEBOOKS/FULTON-705	11,029.34
11	1138	06/10/2025	44946	B&H PHOTO ELECTRONICS	412/CLASSROOM EQUIPMENT/MWRIGHT/705	2,126.50
11	1139	06/11/2025	44946	B&H PHOTO ELECTRONICS	412/LARGE FORMAT PRINTER/FULTON-ROSS/705	375.55
11	1140	06/11/2025	40846	OK SCHOOLS INS. GROUP	100/LIABILITY DEDUCTIBLE/SARAH IVERSON	1,000.00
11	1141	06/23/2025	40846	OK SCHOOLS INS. GROUP	100/DEDUCTIBLE ON CLAIM/GWENDOLYN WATSON	1,000.00
11	1142	06/23/2025	45918	CAYLEIGH NOEL WILSON	100/TUITION STIPEND	250.00
11	1143	06/23/2025	45714	CENTEGIX	081/LICENSE FOR ENTERPRISE LEVEL/MAY & JUNE	695.00
11	1144	06/23/2025	5834	ROBIN L NELSON	782/PARKING OVERAGE/R.NELSON/HAYES	25.00
11	1145	06/23/2025	5834	ROBIN L NELSON	782/AIRPORT UBER/R.NELSON/HAYES	135.16
11	1146	06/24/2025	6884	BARBARA JEANIE NEAL	782/MILEAGE FOR MTSS/J.NEAL/GRC	101.13
11	1147	06/24/2025	6120	EDDIE JACOBS	782/MILEAGE FOR MTSS/E.JACOBS/AHS	202.26
11	1148	06/24/2025	6701	TARA BURNS	782/MILEAGE FOR MTSS/T.BURNS/WILLARD	202.26
11	1149	06/24/2025	46236	PATRICK W LITICKER	782/MILEAGE FOR MTSS/P.LITICKER/BOARD OFFICE	101.13
11	1150	06/24/2025	41708	ALI LAWSON	782/MILEAGE FOR MTSS/A.LAWSON/AHS	101.13
11	1151	06/24/2025	1449	BARNES & NOBLES	141/WASHINGTON/LIBRARY BOOKS/M.TAYLOR	406.32
11	1152	06/24/2025	583	WAL-MART COMMUNITY/GECRB	412/SUPPLIES FOR STEM/TWEEDY/610	28.85

<b>Non-Payroll Total:</b>	<b>\$17,779.63</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$17,779.63</b>

BUILDING FUND

Encumbrance Register

Options: Year: 2024-2025, Date Range: 6/1/2025 - 6/30/2025, PO Range: 265 - 49999, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	265	06/24/2025	46158	WANRACK HOLDINGS, LLC	100/NETWORK INSTALLATION/C.GALBREATH	7,971.48
21	266	06/30/2025	336	OK GAS & ELECTRIC	100/ELECTRICAL USAGE - WASHINGTON	1,354.57
21	267	06/30/2025	336	OK GAS & ELECTRIC	100/ELECTRICAL USAGE - GRC	1,685.59
<b>Non-Payroll Total:</b>						<b>\$11,011.64</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$11,011.64</b>

CHILD NUTRITION

Encumbrance Register

Options: Year: 2024-2025, Date Range: 6/1/2025 - 6/30/2025, PO Range: 41 - 49999, Fund(s): CHILD NUTRITION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	41	06/23/2025	43263	SOUTHWEST FOODSERVICE EXCELLENCE	FOODSERVICE MEALS/DISTRICT	10,629.97

<b>Non-Payroll Total:</b>	<u>\$10,629.97</u>
<b>Payroll Total:</b>	\$0.00
<b>Balance Forward:</b>	\$0.00
<b>Report Total:</b>	<u><u>\$10,629.97</u></u>

62 - ACTIVITY  
FUND

Encumbrance Register

Options: Year: 2024-2025, Date Range: 6/1/2025 - 6/30/2025, PO Range: 470 - 49999, Fund(s): 62 - ACTIVITY FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
62	470	06/11/2025	44946	B&H PHOTO ELECTRONICS	956/LARGE FORMAT PRINTER/FULTON-ROSS/705	26.95
62	471	06/23/2025	44946	B&H PHOTO ELECTRONICS	939/CLASSROOM SUPPLIES/MCCLURE/705	11.90
62	473	06/26/2025	46244	NATIVE CO GALLERY	915/969/GRAUATION ITEMS/TCANNON/AHS	1,704.00
62	474	06/30/2025	99999	ADA CITY SCHOOL	132/CAFE REIMBURSEMENT 6/30/2025	123.34
62	475	06/30/2025	99999	ADA CITY SCHOOL	132/CAFE REIMBURSEMENT 6/30/2025/FINAL	1,344.65
<b>Non-Payroll Total:</b>						<b>\$3,210.84</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$3,210.84</b>

## Purchase Order Register

Options: Year: 2024-2025, Fund(s): 63 - ATHLETIC FUND, Date Range: 7/1/2024 - 6/30/2025, PO Range: 670 - 674

PO No	Date	Vendor No	Vendor	Description	Amount
670	06/17/2025	40932	CHARLESTON'S	819/AHS B TENNIS STATE MEAL/705	321.00
671	06/25/2025	349	OK SEC. SCHOOLS ACT. ASSOC	813/BOYS GOLF STATE FEE/705	495.00
672	06/25/2025	11731	ADA BASEBALL BOOSTER	826/PROCEEDS BASEBALL CONCESSION/705	2,100.68
673	06/25/2025	43513	ADA SOCCER BOOSTER	826/PROCEEDS FROM SOCCER CONCESSION/705	977.00
674	06/26/2025	41387	RONNIE K ANDERSON	819/REIMBURSE AHS G GOLF STATE ROOMS/MEALS/705	1,539.50
<b>Non-Payroll Total:</b>					<b>\$5,433.18</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$5,433.18</b>

## GENERAL FUND

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/16/2025, PO Range: 63 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	63	07/08/2025	40965	NAPA AUTO PARTS	BUS PARTS, SCHOOL VEHICLES PARTS, TOOLS ECT	2,000.00
11	64	07/08/2025	2221	O'REILLY AUTO PARTS	BUS PARTS, SCHOOL VEHICLES PARTS, TOOLS ECT	2,000.00
11	65	07/08/2025	451	T & W TIRE COMPANY	TIRE REPAIR, NEW TIRES , RIMS, FOR BUSES	3,000.00
11	66	07/08/2025	46258	CASSIDY MALM	100/FINGERPRINTS	15.00
11	67	07/08/2025	46261	TIERRA ROBERSON	100/FINGERPRINTS	15.00
11	68	07/08/2025	46260	LILY PHILLIPS	100/FINGERPRINTS	15.00
11	69	07/08/2025	46249	DESTINI ANDERSON	100/FINGERPRINTS	15.00
11	70	07/08/2025	46252	JAYDEN N EDWARDS	100/FINGERPRINTS	15.00
11	71	07/08/2025	46263	CASSIDY WELTY	100/FINGERPRINTS	15.00
11	72	07/08/2025	46257	ASHLEY MCARTHUR	100/FINGERPRINTS	15.00
11	73	07/08/2025	46247	CRYSTAL D AHREND	100/FINGERPRINTS	15.00
11	74	07/08/2025	46248	MATTHEW AHREND	100/FINGERPRINTS	15.00
11	75	07/08/2025	46254	LAURA HAMILTON	100/FINGERPRINTS	15.00
11	76	07/08/2025	46255	NATALIE KIMBRELL	100/FINGERPRINTS	15.00
11	77	07/08/2025	42556	JACK DAVID MALM	100/FINGERPRINTS	15.00
11	78	07/08/2025	46259	COURTNEY MATLOCK	100/FINGERPRINTS	15.00
11	79	07/08/2025	374	LEGAL SHIELD	100/FLEET DRIVER INSURANCE	1,500.00
11	80	07/08/2025	43407	PROPIO LANGUAGE SERVICES	100/ONSITE & PHONE INTERPRETATION	300.00
11	81	07/08/2025	46264	ANTHONY M WILLOUGHBY	100/FINGERPRINTS	15.00
11	82	07/08/2025	46266	GERI JOHNSON	100/FINGERPRINTS	15.00
11	83	07/08/2025	17134	DAVID TIMOTHY DENNY	100/FINGERPRINTS	15.00
11	84	07/08/2025	46267	ZACHARY WEST CARROLL	100/FINGERPRINTS	15.00
11	85	07/08/2025	46268	JASON E REIMER	100/FINGERPRINTS	15.00
11	86	07/08/2025	46265	BREANNE MCCLEAVE	100/FINGERPRINTS	15.00
11	87	07/08/2025	46127	BRIAN LORANCE	100/FINGERPRINTS	15.00
11	88	07/08/2025	42737	SHRED AWAY	100/DISTRICT SHREDDING	2,000.00
11	89	07/08/2025	45779	AT&T MOBILITY	100/PHONE & DATA/NURSE/STUDENT USE/HAYES	685.80
11	91	07/08/2025	41553	OKLAHOMA COPIER SOLUTIONS	CONTRACT ESTIMATED USAGE COPIERS/DISTRICT	6,372.00
11	92	07/08/2025	42976	THE PHONE SPECIALIST	376/SECURITY CAMERA INSTALL/FULTON	6,363.00
11	93	07/08/2025	46149	SOVEREIGN BANK	100/LEASE PURCHASE HEAT & AIR EQUIPMENT	69,222.44
11	94	07/08/2025	46242	NEXT STEP GROUP INC	376/SECURITY CAMERAS/DISTRICT/FULTON	34,300.23
11	95	07/08/2025	42974	JA CO HEATING AND AIR	100/DUCTWORK & MATERIALS/CAFETERIA STORAGE	4,600.00
11	96	07/08/2025	45323	REVITALIZE THERAPY LLC	100/OT THERAPY EVALUATIONS/DISTRICT	24,000.00
11	97	07/08/2025	42976	THE PHONE SPECIALIST	376/REPAIR OF DIGITAL CAMERAS/R.GRAY	725.00
11	98	07/08/2025	45793	MICHELLE AND CO	100/BOARD OFFICE CLEANING	950.00

## GENERAL FUND

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/16/2025, PO Range: 63 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	100	07/08/2025	1911	ROSENSTEIN FIST AND RINGOLD	100/PROFESSIONAL LEGAL SERVICES	15,000.00
11	101	07/09/2025	11796	MAIL PARCELS & MORE	008/UPS, FED EX, PRIORITY MAIL/010	125.00
11	102	07/09/2025	44887	STAPLES BUSINESS CREDIT	008/OFFICE SUPPLIES/010	500.00
11	103	07/09/2025	42084	TRACI PRINCE	100/INTERPRETING SERVICES/DISTRICT USE	1,000.00
11	104	07/09/2025	46133	MELANIE RENAE RHYNES	100/MILEAGE STIPEND/NURSE TRAVEL/DISTRICT	500.00
11	105	07/09/2025	45744	ALCOHOL AND DRUG TESTING INC	100/DRUG TESTING FEES/DISTRICT USE	5,000.00
11	106	07/09/2025	40729	SECRETARY OF STATE	100/CERTIFICATE OF GOOD STANDING	80.00
11	107	07/09/2025	39758	CINTAS CORPORATION	131/SCRAPER/MATS/SHOP TOWELS/BUS BARN	300.00
11	108	07/09/2025	40401	KINDRICK PRINTING	100/GENERAL FUND WARRANTS/DISTRICT	783.75
11	109	07/09/2025	43901	KERI SMART	100/FINGERPRINTS	15.00
11	110	07/09/2025	46271	DANIELLE MCLAUGHLIN	100/FINGERPRINTS	15.00
11	111	07/14/2025	45047	HOLT TRUCK CENTERS OF OKLAHOMA LLC	FACTORY INTERNATIONAL BUS PARTS, BUS REPAIR, ECT.	2,000.00
11	112	07/15/2025	386	RAY'S TRAVEL SERVICE	782/AIRFARE ABL TRAINING/FULTON/RKEITH-705	923.56
11	113	07/15/2025	3481	AUTO ZONE	BUS PARTS, SCHOOL VEHICLES PARTS, TOOLS ECT	1,000.00
11	114	07/15/2025	45367	BROOKS DIESEL SERVICE LLC	BUS AND TRUCK PARTS, BUS AND TRUCK REPAIR ECT.	2,000.00
11	115	07/15/2025	43316	CENTRAL OKLAHOMA FAMILY MEDICAL	BUS DRIVER PHYSICALS	1,000.00
11	116	07/15/2025	156	D-C IGNITION, INC.	REBUILD ALTERNATORS AND STARTERS SCHOOL VEHICLES	700.00
11	117	07/15/2025	3192	INTERSTATE BATTERY	BATTERIES FOR SCHOOL VEHICLES AND BUSES	1,500.00
11	118	07/15/2025	33	JAMES SUPPLIES	WELDING, CUTTING SUPPLIES AND TANK RENTAL	1,000.00
11	119	07/15/2025	45466	JARON ALLEN KEITH	REIMBURSEMENT FOR CDL CLASSES, CDL LICENSE,	500.00
11	120	07/15/2025	43621	RANDOLPH HOWELL	REIMBURSEMENT FOR CDL CLASSES, CDL LICENSE,	500.00
11	121	07/15/2025	11169	ROSS TRANSPORTATION, INC.	BLUE BIRD FACTORY PARTS, BUS REPAIR. ECT.	2,500.00
11	122	07/15/2025	10218	RSI	RADIO PARTS, ANTENAS, MICS, CONNECTORS, WIRES	700.00
11	123	07/15/2025	46068	SABER TRANSPORTATION INC	CDL DRIVER DRUGSCREEN AND RECORDS	1,500.00
11	124	07/15/2025	43317	SETH WADLEY CHEVROLET	BUS AND SCHOOL VEHICLE PARTS, AND CHEVY PARTS	1,000.00
11	125	07/15/2025	423	SMITH SALVAGE	TOWING BUSES AND SCHOOL VEHICLES	2,000.00

## GENERAL FUND

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/16/2025, PO Range: 63 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	126	07/15/2025	45886	STEPHEN JUSTIN NAIL	REIMBURSEMENT FOR CDL CLASSES, CDL LICENSE,	500.00
11	127	07/15/2025	45914	CHAD ROARK	REIMBURSEMENT FOR CDL CLASSES, CDL LICENSE,	500.00
11	128	07/15/2025	44379	TPX POWER SOURCE LLC	BUS COMPUTER SCANNER SOFTWARE UPDATES	800.00
11	129	07/15/2025	46123	UNITED ENGINES LLC	BUS AND TRUCK PARTS, BUS AND TRUCK REPAIR ECT.	2,000.00
11	130	07/15/2025	11169	ROSS TRANSPORTATION, INC.	BLUE BIRD FACTORY PARTS, BUS REPAIR. ECT.	2,500.00
11	131	07/15/2025	43990	WESTERN MARKETING INC	VEHICLE FLUIDS, DEF, SOLVENT, ENGINE OIL ECT.	2,000.00
11	132	07/15/2025	43497	TRANSPORTATION ACCESSORIES	BUS PARTS, MIRRORS, LIGHTS, HEATER MOTORS, ECT	1,500.00
11	133	07/15/2025	2395	ADA TIRE	TIRE REPAIR, NEW TIRES , RIMS, FOR BUSES	900.00
11	134	07/15/2025	42633	S & S GLASS	BUS AND SCHOOL VEHICLE GLASS	1,000.00
11	135	07/15/2025	46272	BERNIE'S AUTO GLASS LLC	REPLACE OR REPAIR BUS AND SCHOOL VEHICLE GLASS	1,000.00
11	136	07/15/2025	44550	CHRISTON HUTCHINS	REIMBURSEMENT FOR CDL CLASSES, CDL LICENSE,	500.00
11	137	07/15/2025	44887	STAPLES BUSINESS CREDIT	008/OFFICE SUPPLIES/010	500.00
11	138	07/15/2025	42737	SHRED AWAY	100/DISTRICT SHREDDING/CONT FROM 2026-11-88	1,150.00
11	139	07/15/2025	40093	PONTOTOC TECHNOLOGY CENTER	020/BLENDED BASIC LIFE SUPPORT/M.RHYNES	85.00
11	140	07/15/2025	41175	COMET CLEANERS	142/DRY CLEAN BAND UNIFORMS/JACK MALM	612.50
11	141	07/15/2025	44776	DIGI SECURITY SYSTEMS, LLC	376/ENTERPRISE CAMERA CHANNEL/C.GALBREATH	22,156.00
11	142	07/15/2025	1285	DAYS INN	782/LODGING ABL CONF/FULTON/HAYES-110	264.00
11	143	07/16/2025	41016	MELISSA HISLE	096/SPEECH SERVICES FOR JULY/SPEC ED	2,500.00
11	144	07/16/2025	41748	PRO HAB THERAPY	096/PT SERVICES FOR THE MONTH OF JULY/SPEC ED	1,000.00
11	145	07/16/2025	1589	OMNI	613/Special Ed Conference/Spec Ed/ J. Neal	597.00
11	146	07/16/2025	6884	BARBARA JEANIE NEAL	613/Parking for SpEd Conference/J. Neal	30.00
11	147	07/16/2025	1718	HOME DEPOT	421/HAGAR A TOOLS AND SUPPLIES/ECKLER/705	2,806.62
11	148	07/16/2025	39781	APPLE COMP	421/MAC MINI FOR HANGAR A/ECKLER/705	799.00
11	149	07/16/2025	9118	ULINE	421/WORKBENCH AND SHELVING/ECKLER/705	1,477.26
11	150	07/16/2025	46273	PRESENTATION PRODUCTS, INC.	421/SMARTBOARD IN HANGAR A/ECKLER/705	7,483.00

## GENERAL FUND

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/16/2025, PO Range: 63 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	151	07/16/2025	46280	AMIRA LEARNING INC	511-515/ASSM INTV SFTWR/FULTON/105-110-125- 130-610	34,566.62
11	152	07/16/2025	6828	TERRY SWOPES	782/ABL PER DIEM, BAGGAGE, PARKING/T.SWOPES/AHS	420.00
11	153	07/16/2025	46184	JENNIFER SUNSHINE SWOPES	782/ABL PER DIEM, BAGGAGE/S.SWOPES/AECC	320.00
11	154	07/16/2025	45596	BRAD R LEWIS	782/ABL PER DIEM, BAGGAGE/B.LEWIS/WASH	320.00
11	155	07/16/2025	45595	KRISTA D LEWIS	782/ABL PER DIEM, BAGGAGE/K.LEWIS/AJHS	320.00
11	156	07/16/2025	6730	ANNE GRAY	782/ABL PER DIEM & BAGGAGE/R.GRAY/WILLARD	320.00
11	157	07/16/2025	45632	JEFFERSON RYLEE GRAY	782/PER DIEM & BAGGAGE/R.GRAY/WILLARD	320.00
11	158	07/16/2025	836	HOLIDAY INN	782/ABL OKC/A.LAWSON/AHS	450.00
11	159	07/16/2025	3208	HILTON GARDEN	782/ABL VERMONT/A.LAWSON/AHS	7,560.00
11	160	07/16/2025	583	WAL-MART COMMUNITY/GECRB	412/FCS LAB SUPPLIES/COYLE/610	2,000.00
11	161	07/16/2025	3785	STAPLES 6035 5178 2011 1853	412/OFFICE,INK,SUPPLIES/COYLE /610	500.00
11	162	07/16/2025	322	NASCO	412/FCS LAB KITS & ESSENTIALS/COYLE/610	800.00
11	163	07/16/2025	44887	STAPLES BUSINESS CREDIT	412/FCS LAB EQUIPMENT PRINTER/COYLE/610	490.00
11	164	07/16/2025	11761	FRANKLINCOVEY CLIENT SERVICES	782/LEADER IN ME MEMBERSHIP/COACHING/105- 110-125	36,300.00
11	165	07/16/2025	11761	FRANKLINCOVEY CLIENT SERVICES	587/LEADER IN ME PROF DEV/FULTON/110-125	4,000.00
11	166	07/16/2025	44185	BEDFORD, FREEMAN, AND WORTH	511/TEXTBOOKS FOR AP GOVN/FULTON/JKEITH-710	3,000.00
11	167	07/16/2025	2183	HANDWRITING WITHOUT TEARS	100-333/HANDWRITING MATERIALS/FULTON/BRADY-105	6,482.29
11	168	07/16/2025	464	THOMPSON SCHOOL BOOK DEPOSITOR	100-333/AP US HISTORY TEXTBK/FULTON/705	1,008.82
11	169	07/16/2025	39921	ARCHWAY	100-333/FINE ARTS ADOPTION/FULTON/125-610- 705	15,344.60
11	170	07/16/2025	43681	IMAGINE LEARNING	511/COUGAR ACADEMY CURR/FULTON/610-705	51,480.00
11	171	07/16/2025	1627	RENAISSANCE LEARNING, INC.	511/ STAR MATH, ACCEL RDR/FULTON-105-110-125-130	19,820.50
11	172	07/16/2025	43493	EDUSKILLS LLC	511/ELL SOFTWARE/FULTON/ALL SITES	7,700.00
11	173	07/16/2025	45236	NAIKU INC	511/CFA SOFTWARE/FULTON/705	3,000.00
11	174	07/16/2025	43454	CERTIPOINT	421/CURR & ASSM FOR CTE/FULTON/610-705	18,558.20

## GENERAL FUND

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/16/2025, PO Range: 63 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	175	07/16/2025	45989	IXL LEARNING, INC	511-561/SUPPLEMENTAL SOFTWARE/110-125-130-610	34,380.00
11	176	07/16/2025	583	WAL-MART COMMUNITY/GECRB	775/GEAR UP EVENT SUPPLIES/FULTON/610-705	1,300.00
11	177	07/16/2025	102	CCOSA	775/REGISTRATION NEW TEACHER TRNG/FULTON/610-705	5,400.00
11	178	07/16/2025	46160	BOARD OF CONTROL FOR SOUTH REG EDUC	775/MATH PROF DEV SERVICES/FULTON/610-705	4,400.00
11	179	07/16/2025	41931	OKACTE	412/OK SUMMIT/C BROWN	315.00
11	180	07/16/2025	42569	CHRISTY LEE BROWN	412/PER DIEM AND PARKING/C BROWN/AHS	130.00
11	181	07/16/2025	39781	APPLE COMP	469/NEW COMPUTER AND IPADS/ECKLER/705	10,248.00
11	182	07/16/2025	6828	TERRY SWOPES	782/UBER TO/FROM AIRPORT ABL CON/T.SWOPES/AHS	350.00
11	183	07/16/2025	146	CULLIGAN WATER CONDITIONING	112/CULLIGAN WATER RENTAL/AJHS/ALEXANDER	500.00
11	184	07/16/2025	39758	CINTAS CORPORATION	112/CINTAS MAT RENTAL/AJHS/ALEXANDER	500.00
11	185	07/16/2025	43668	MUSKOGEE CREEK NATION CASINO	412/HOTEL FOR SUMMIT/TWEEDY/610	432.48
11	186	07/16/2025	7396	STEFANIE H TWEEDY	412/PER DIEM FOR OK SUMMIT/TWEEDY/610	150.00
11	187	07/16/2025	41931	OKACTE	412/OK SUMMIT CONFERENCE FEE/TWEEDY/610	325.00
11	188	07/16/2025	42695	PROJECT LEAD THE WAY	412/PLTW GATEWAY CURRICULUM FEE/TWEEDY/610	950.00
11	189	07/16/2025	46273	PRESENTATION PRODUCTS, INC.	469/HANGAR A SMARTBOARD/ECKLER/705	7,483.00
11	190	07/16/2025	43668	MUSKOGEE CREEK NATION CASINO	412/OK SUMMIT HOTEL FOR CHRIS ECKLER/ECKLER/705	379.48
11	191	07/16/2025	42489	CHRISTOPHER ECKLER	412/PER DIEM OK SUMMIT/ECKLER/705	150.00
11	192	07/16/2025	41931	OKACTE	412/OK SUMMIT REGISTRATION/ECKLER/705	350.00
11	193	07/16/2025	41225	AMAZON CAPITAL SERVICES	412/LARGE FORMAT PRINTER/ECKLER/705	800.00
11	194	07/16/2025	583	WAL-MART COMMUNITY/GECRB	412/LAB SUPPLIES/C BROWN/AHS	500.00
11	195	07/16/2025	43668	MUSKOGEE CREEK NATION CASINO	412/ LODGING FOR SUMMER CONFERENCE/ ROSS/705	250.00
11	196	07/16/2025	43668	MUSKOGEE CREEK NATION CASINO	412/SUMMIT LODGING/MCCLURE/705	250.00
11	197	07/16/2025	43668	MUSKOGEE CREEK NATION CASINO	412/HOTEL SUMMIT CONF/CLAY/610	450.00
11	198	07/16/2025	43668	MUSKOGEE CREEK NATION CASINO	412/SUMMIT LODGING/WESTON/705	450.00
11	199	07/16/2025	41931	OKACTE	412/SUMMIT REGISTRATION/ ROSS/ 705	325.00

GENERAL FUND

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**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 7/16/2025, PO Range: 63 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	200	07/16/2025	43668	MUSKOGEE CREEK NATION CASINO	412/SUMMIT LODGING/GRAHAM/705	450.00
11	201	07/16/2025	41931	OKACTE	412/SUMMIT REGISTRATION/WESTON/705	325.00
11	202	07/16/2025	41931	OKACTE	412/CTE SUMMIT REGISTRATION/CLAY/610	325.00
11	203	07/16/2025	41931	OKACTE	412/SUMMIT REGISTRATION/GRAHAM/705	325.00
11	204	07/16/2025	45314	LORI N CLAY	412/PER DIEM FOR CTE SUMMIT/CLAY/610	200.00
11	205	07/16/2025	41931	OKACTE	412/SUMMIT REG/MCCLURE/705	265.00
11	206	07/16/2025	42518	JAMIE MARIE WESTON	412/SUMMIT PER DIEM/WESTON/705	200.00
11	207	07/16/2025	46253	BREANNA GRAHAM	412/SUMMIT PER DEIM/GRAHAM/705	200.00
11	208	07/16/2025	10177	PAULA ROSS	412/ PER DIEM/ PARKING/ SUMMIT CONF/ ROSS/ 705	225.00
11	209	07/16/2025	43668	MUSKOGEE CREEK NATION CASINO	412/HOTEL~ 2025 OKLAHOMA SUMMIT/COYLE/AJHS	470.00
11	210	07/16/2025	41037	JANET SUZANNE COYLE	412/ PER DIEM/ COYLE/ AJHS	200.00
11	211	07/16/2025	41931	OKACTE	412/ OKLAHOMA SUMMIT/ COYLE/ AJHS	315.00
11	212	07/16/2025	45930	MCKAYLA D PLETT	782/PER DIEM ABL OKC/M.PLETT/AJHS	150.00
11	213	07/16/2025	6393	MELANIE LYNETTE REYNOLDS	782/PER DIEM OKC ABL/M. Reynolds:AJHS	150.00
11	214	07/16/2025	46281	YOU SCIENCE	775/CAREER DEV SOFTWARE/FULTON/610	2,450.00
11	215	07/16/2025	350	OK STATE SCH BOARDS ASSOC.	100/OSSBA/CCOSA LEADERSHIP CONF/DISTRICT	2,700.00
11	216	07/16/2025	11023	LANGLEY BODY SHOP	100/REPAIR OF SUBURBAN #4/J. BOECK	6,815.42

<b>Non-Payroll Total:</b>	<b>\$556,735.57</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$556,735.57</b>

## GENERAL FUND

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 50000 - 59999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50000	07/16/2025	17062	ERIC K TURNER	PAYROLL	27,501.11
11	50001	07/16/2025	11056	HARRIET E WEBER	PAYROLL	46,521.51
11	50002	07/16/2025	10177	PAULA ROSS	PAYROLL	89,213.37
11	50003	07/16/2025	40571	JODON R TRUELOVE	PAYROLL	47,001.58
11	50004	07/16/2025	40446	CHRISTOPHER GARTH BOWMAN	PAYROLL	61,193.76
11	50005	07/16/2025	17167	TERRIE ANN BREWER	PAYROLL	79,421.58
11	50006	07/16/2025	17214	JANETTE PADILLA	PAYROLL	67,119.07
11	50007	07/16/2025	40512	MELANIE BRIGGS	PAYROLL	76,980.46
11	50008	07/16/2025	3769	LESLIE DOMINICK LANDRUM	PAYROLL	86,696.65
11	50009	07/16/2025	40468	SHANA SIMON	PAYROLL	83,831.97
11	50010	07/16/2025	41030	ELIZABETH ERYN HANSEN	PAYROLL	78,815.36
11	50011	07/16/2025	17275	CELENA T GALBREAITH	PAYROLL	101,901.36
11	50012	07/16/2025	40499	CHASITY M YOUNG	PAYROLL	95,310.49
11	50013	07/16/2025	41037	JANET SUZANNE COYLE	PAYROLL	82,476.59
11	50014	07/16/2025	17211	MARTIN S HILL	PAYROLL	28,363.70
11	50015	07/16/2025	17078	TARA L NEIGHBORS	PAYROLL	74,817.83
11	50016	07/16/2025	17288	RACHEL BRICE SULLIVAN	PAYROLL	75,420.55
11	50017	07/16/2025	17137	GREGORY K ROYAL	PAYROLL	12,635.40
11	50018	07/16/2025	39941	SHANNON CUTLER	PAYROLL	83,363.78
11	50019	07/16/2025	40665	JIMMY DOLAN KEITH	PAYROLL	62,699.61
11	50020	07/16/2025	39770	MERRIE PALMER	PAYROLL	76,771.28
11	50021	07/16/2025	39940	KELLY HOOPER	PAYROLL	76,620.84
11	50022	07/16/2025	17242	AMANDA R JOHNS	PAYROLL	66,138.07
11	50023	07/16/2025	17185	ROBERT POWELL	PAYROLL	89,240.27
11	50024	07/16/2025	39938	MELISSA TARRON	PAYROLL	80,764.74
11	50025	07/16/2025	17291	KYLE BOHANNON	PAYROLL	87,341.53
11	50026	07/16/2025	39939	KELLI THOMPSON	PAYROLL	84,978.92
11	50027	07/16/2025	1518	GREG CARTER	PAYROLL	24,138.75
11	50028	07/16/2025	40015	DUANE M HYSTEN	PAYROLL	37,463.08
11	50029	07/16/2025	41219	AMANDA JUNE VANBUSKIRK	PAYROLL	25,889.49
11	50030	07/16/2025	41652	MASON GIBSON	PAYROLL	58,667.01
11	50031	07/16/2025	41643	CHELSEE MARIE GRAY	PAYROLL	59,187.55
11	50032	07/16/2025	41087	ANGELA RENNA SUMMERS	PAYROLL	71,204.10
11	50033	07/16/2025	41666	KIMBERLY DAIL ROLEN	PAYROLL	51,459.31
11	50034	07/16/2025	42113	CINDY SHAND BOWLING	PAYROLL	46,410.91
11	50035	07/16/2025	41913	SHEILA M TODD	PAYROLL	72,397.84
11	50036	07/16/2025	41199	CLAUDIA G KRAUSE	PAYROLL	28,489.90
11	50037	07/16/2025	41935	LUCY E COOLEY	PAYROLL	78,839.83
11	50038	07/16/2025	41226	AMY D FETTERS	PAYROLL	66,718.56
11	50039	07/16/2025	41405	JEFFERY S DAVIS	PAYROLL	71,882.38
11	50040	07/16/2025	41688	MARIA RUIZ BLANCO	PAYROLL	76,549.81
11	50041	07/16/2025	42124	ALEX W BOYLES	PAYROLL	104,926.39
11	50042	07/16/2025	41708	ALI LAWSON	PAYROLL	83,943.68
11	50043	07/16/2025	41406	BILLY BLUE	PAYROLL	33,694.75
11	50044	07/16/2025	41720	SHAWN FREEMAN	PAYROLL	82,255.93

## GENERAL FUND

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Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 50000 - 59999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50045	07/16/2025	41967	TIFFANI R DICKINSON	PAYROLL	36,845.57
11	50046	07/16/2025	41932	ERICA DAWN REYNOLDS	PAYROLL	74,952.21
11	50047	07/16/2025	42029	KRISTY DIANE BROCKMAN	PAYROLL	75,549.08
11	50048	07/16/2025	41247	JACKIE MAE BARTLETT	PAYROLL	32,785.31
11	50049	07/16/2025	42064	KOLBY W HOWRY	PAYROLL	96,331.17
11	50050	07/16/2025	41860	DANIEL LEE DUGGER	PAYROLL	62,663.22
11	50051	07/16/2025	41186	MICHAEL D WOODS	PAYROLL	39,095.58
11	50052	07/16/2025	42191	ALYSSA LAUREN RHODES	PAYROLL	71,226.31
11	50053	07/16/2025	42366	SHELBY JO DAVIS	PAYROLL	74,892.96
11	50054	07/16/2025	42503	LISA RENAE COPE	PAYROLL	88,567.31
11	50055	07/16/2025	42348	MELINDA MAE HUBBLE	PAYROLL	71,303.84
11	50056	07/16/2025	42341	MICHELLE RENEE CLONCH	PAYROLL	67,308.68
11	50057	07/16/2025	42489	CHRISTOPHER ECKLER	PAYROLL	96,625.74
11	50058	07/16/2025	42325	SHANNON MARIE BEAN	PAYROLL	100,992.91
11	50059	07/16/2025	42358	AMY C BAKER	PAYROLL	58,727.49
11	50060	07/16/2025	42335	RACHEL KEITH	PAYROLL	78,767.91
11	50061	07/16/2025	42178	DANNON R THOMPSON	PAYROLL	73,782.04
11	50062	07/16/2025	42180	ERIN RACHEL LINCOLN	PAYROLL	65,873.27
11	50063	07/16/2025	42283	MELISSA K TAYLOR	PAYROLL	32,037.70
11	50064	07/16/2025	42172	REBECCA ELAINE VASQUEZ	PAYROLL	30,792.25
11	50065	07/16/2025	42130	KELSY LYNN EIDSON	PAYROLL	23,943.52
11	50066	07/16/2025	42140	TOMMY RAYMOND DENSON	PAYROLL	30,745.14
11	50067	07/16/2025	42334	KARRY L GRIESE	PAYROLL	71,554.49
11	50068	07/16/2025	42387	ARETHA DESHAWN HYSTEN	PAYROLL	11,307.84
11	50069	07/16/2025	42332	CHRISTIE ANN JENNINGS	PAYROLL	115,381.75
11	50070	07/16/2025	42354	LAURA S BATCHELOR	PAYROLL	32,094.94
11	50071	07/16/2025	42319	MEGAN MICHELLE MOISER	PAYROLL	70,987.30
11	50072	07/16/2025	42640	BRIDGET ELISE LAMB	PAYROLL	26,274.57
11	50073	07/16/2025	42569	CHRISTY LEE BROWN	PAYROLL	66,992.40
11	50074	07/16/2025	42518	JAMIE MARIE WESTON	PAYROLL	72,733.81
11	50075	07/16/2025	42514	LORA L ANDERSON	PAYROLL	45,647.16
11	50076	07/16/2025	42753	JILL HAGAR DANIELSON	PAYROLL	80,477.11
11	50077	07/16/2025	42730	MENEE THOMSEN	PAYROLL	53,104.14
11	50078	07/16/2025	42612	KATHRYN ELIZABETH RITTER	PAYROLL	30,951.92
11	50079	07/16/2025	42759	SHARI M MANWELL	PAYROLL	71,513.16
11	50080	07/16/2025	42556	JACK DAVID MALM	PAYROLL	77,109.44
11	50081	07/16/2025	42846	CAITLIN ELIZABETH DOWING	PAYROLL	62,563.53
11	50082	07/16/2025	42902	SCOTTIE LYN COKER	PAYROLL	59,165.55
11	50083	07/16/2025	42975	LESLIE ALANA BRATCHER	PAYROLL	88,109.10
11	50084	07/16/2025	42876	ERIN LYNNE CAWTHON	PAYROLL	68,890.73
11	50085	07/16/2025	42906	STEPHANIE NICOLE DUNCAN	PAYROLL	71,530.15
11	50086	07/16/2025	42957	CHRISTON TAMARA ERVIN HUTCHINS	PAYROLL	64,927.98
11	50087	07/16/2025	42910	KAELYN TAYLOR PRESLEY	PAYROLL	67,737.20
11	50088	07/16/2025	43012	MEGAN NICOLE HAWLEY	PAYROLL	69,506.08
11	50089	07/16/2025	43038	ANNA MARIE BRATCHER	PAYROLL	60,218.26

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50090	07/16/2025	43146	LEAH DEANN MCDONALD	PAYROLL	78,832.34
11	50091	07/16/2025	43002	JENNIFER D CHOATE	PAYROLL	67,220.99
11	50092	07/16/2025	43142	JASMINE DANIELS	PAYROLL	31,438.71
11	50093	07/16/2025	42994	MICAH JEANELLE GORDON	PAYROLL	76,741.01
11	50094	07/16/2025	43172	RANDIE M GOODWIN	PAYROLL	29,615.78
11	50095	07/16/2025	43009	RETHA A BENNETT	PAYROLL	71,402.72
11	50096	07/16/2025	43030	KENNETH MEDVED	PAYROLL	52,923.53
11	50097	07/16/2025	43075	DEVAN LOGAN ESTEP	PAYROLL	37,874.07
11	50098	07/16/2025	43409	CHARLSEY DEFAYE NAIL	PAYROLL	63,144.74
11	50099	07/16/2025	43557	KASEY J ALLEN	PAYROLL	68,964.37
11	50100	07/16/2025	43229	DONALD RAY JAMES	PAYROLL	13,588.10
11	50101	07/16/2025	43252	TONI L JONES	PAYROLL	80,794.08
11	50102	07/16/2025	43329	KRISTIN BOHANNON	PAYROLL	69,936.84
11	50103	07/16/2025	43539	SARAH E MACKEY	PAYROLL	64,876.69
11	50104	07/16/2025	43544	GORDON DOUGLAS CALHOUN	PAYROLL	42,637.38
11	50105	07/16/2025	43250	MICHAEL J CALHOUN	PAYROLL	74,997.95
11	50106	07/16/2025	43560	ERIC T WORLEY	PAYROLL	75,483.98
11	50107	07/16/2025	43586	CRYSTAL MCGEE	PAYROLL	54,300.06
11	50108	07/16/2025	43639	NICKISHA WILLIAMS	PAYROLL	25,030.73
11	50109	07/16/2025	43818	BEN J WHITE	PAYROLL	122,436.84
11	50110	07/16/2025	43838	COLIN B DUCHARME	PAYROLL	86,518.80
11	50111	07/16/2025	43841	CAITLYN N WESCOTT	PAYROLL	63,139.83
11	50112	07/16/2025	43581	KATHRYN YORK	PAYROLL	30,912.36
11	50113	07/16/2025	43637	AARON M MOISER	PAYROLL	49,993.60
11	50114	07/16/2025	43755	BELINDA CHERYL MORGAN	PAYROLL	22,004.76
11	50115	07/16/2025	43822	MEREDITH E ROBERTS	PAYROLL	68,816.38
11	50116	07/16/2025	43597	JOSHUA BRADEN KEITH	PAYROLL	59,692.55
11	50117	07/16/2025	43816	MEGAN SHERBERT	PAYROLL	62,545.57
11	50118	07/16/2025	43621	RANDOLPH HOWELL	PAYROLL	71,636.54
11	50119	07/16/2025	43692	TAYLOR R HENRY	PAYROLL	65,724.07
11	50120	07/16/2025	43587	DELLA R CAMPBELL	PAYROLL	29,625.74
11	50121	07/16/2025	43607	TARA NICOLE WALKER	PAYROLL	30,901.05
11	50122	07/16/2025	43731	AVERY JAE ODOM	PAYROLL	4,036.90
11	50123	07/16/2025	43611	RYAN MICHAEL MADISON	PAYROLL	85,836.82
11	50124	07/16/2025	43694	TERRI K CANNON	PAYROLL	57,653.07
11	50125	07/16/2025	43831	SARAH E SHORES	PAYROLL	64,773.06
11	50126	07/16/2025	43849	LORETTA S ANDERSON	PAYROLL	29,207.44
11	50127	07/16/2025	43870	BRITTANY ELIZABETH HARRIS	PAYROLL	64,261.39
11	50128	07/16/2025	44003	CESSLI JEFFERS	PAYROLL	23,247.60
11	50129	07/16/2025	44069	JENNIFER LEIGH VELASCO	PAYROLL	77,328.92
11	50130	07/16/2025	43949	JENNIFER M SWANSON	PAYROLL	73,290.23
11	50131	07/16/2025	44020	MEGAN BROOKE RILEY	PAYROLL	62,700.68
11	50132	07/16/2025	44174	KAYLA RENAE BLAINE	PAYROLL	63,069.51
11	50133	07/16/2025	43851	BENNY R. ROTHROCK	PAYROLL	76,983.55
11	50134	07/16/2025	43852	CHARITY N EAKENS	PAYROLL	90,134.82

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50135	07/16/2025	43887	AMELIA RIGGS KELLEY	PAYROLL	28,454.44
11	50136	07/16/2025	44151	MARK EUGENE HAGAR	PAYROLL	64,246.39
11	50137	07/16/2025	43865	AMY A COLE	PAYROLL	33,751.06
11	50138	07/16/2025	44176	THOMAS SHANE COKER	PAYROLL	92,432.41
11	50139	07/16/2025	43876	SHONNA L LINDSAY	PAYROLL	97,597.35
11	50140	07/16/2025	43891	MISTY DAWN CAMERON	PAYROLL	19,081.35
11	50141	07/16/2025	43892	RETA MCDANIEL	PAYROLL	23,181.87
11	50142	07/16/2025	43880	MCKENZIE MAE GRIGGS	PAYROLL	42,031.18
11	50143	07/16/2025	44600	STORY R MAXWELL	PAYROLL	74,460.96
11	50144	07/16/2025	44611	SETH E ADAMS	PAYROLL	72,951.18
11	50145	07/16/2025	44413	JOSHUA VAUGHN JORDAN	PAYROLL	58,834.75
11	50146	07/16/2025	44608	NANCY E TRENT	PAYROLL	78,331.99
11	50147	07/16/2025	44626	CHRISTY LORENE CHRISTIANSON	PAYROLL	27,237.78
11	50148	07/16/2025	44604	MADISON LEIGH BRYANT	PAYROLL	69,467.58
11	50149	07/16/2025	44231	CAROLYN DENISE FERGUSON OFORI	PAYROLL	27,881.33
11	50150	07/16/2025	44327	LAURA CHRISTINE SNELL	PAYROLL	65,713.12
11	50151	07/16/2025	44193	JEREMY LEE STRONG	PAYROLL	86,801.71
11	50152	07/16/2025	44194	JENNIFER JO SUMMERS	PAYROLL	62,560.05
11	50153	07/16/2025	44202	BLAKE ALAN PETTIGREW	PAYROLL	71,104.46
11	50154	07/16/2025	44203	STACI LAINE FIELDER	PAYROLL	36,209.50
11	50155	07/16/2025	44705	BAMBI R MARTIN	PAYROLL	92,227.56
11	50156	07/16/2025	44879	GARRETT LEMONS	PAYROLL	62,824.70
11	50157	07/16/2025	44881	PAIGE R LYON	PAYROLL	54,690.86
11	50158	07/16/2025	44914	JONATHAN DAVID BOECK	PAYROLL	73,829.04
11	50159	07/16/2025	44932	TYRONE FRAZIER	PAYROLL	29,688.60
11	50160	07/16/2025	44686	ALBERT B MCDOWELL	PAYROLL	27,008.82
11	50161	07/16/2025	44756	CHRISTOPHER LUKE JOHNSTON	PAYROLL	60,004.95
11	50162	07/16/2025	44890	DEBORAH MORGAN	PAYROLL	21,748.76
11	50163	07/16/2025	44777	ARTHUR USLER	PAYROLL	19,344.80
11	50164	07/16/2025	44876	MICHAEL GLEN CROWELL	PAYROLL	61,289.61
11	50165	07/16/2025	44910	AMBER NICOLE BLACK	PAYROLL	36,412.20
11	50166	07/16/2025	44829	SONYA DIANE WILLIAMS USLER	PAYROLL	36,745.99
11	50167	07/16/2025	44707	CARLI ROSE MEYER	PAYROLL	60,212.00
11	50168	07/16/2025	44708	GEORGE JAMES LEUBSCHER	PAYROLL	67,048.44
11	50169	07/16/2025	44846	BRANDY MELTON OSBORNE	PAYROLL	70,716.54
11	50170	07/16/2025	44848	TERESA NEELEY	PAYROLL	97,233.13
11	50171	07/16/2025	44849	KADE NORRIS	PAYROLL	60,220.29
11	50172	07/16/2025	44855	MANDY GUILLEN	PAYROLL	28,927.68
11	50173	07/16/2025	44858	CARLEY M NETHERTON	PAYROLL	61,364.01
11	50174	07/16/2025	44860	SHARON SHIPE	PAYROLL	27,361.89
11	50175	07/16/2025	44862	TONYA WESTFALL	PAYROLL	25,004.72
11	50176	07/16/2025	44892	JASON K POSTOAK	PAYROLL	66,405.72
11	50177	07/16/2025	44867	RONALD DAVID FOSTER	PAYROLL	49,167.00
11	50178	07/16/2025	44944	KRISTON PRINCE	PAYROLL	58,671.81
11	50179	07/16/2025	45075	STEPHEN BOYLES	PAYROLL	31,293.65

## GENERAL FUND

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50180	07/16/2025	45128	BROOKE JACKSON-HOLMAN	PAYROLL	69,762.29
11	50181	07/16/2025	45228	MICHAEL LEE WILLIAMSON	PAYROLL	56,667.72
11	50182	07/16/2025	45167	JAMES KEITH BROCKMAN	PAYROLL	59,238.91
11	50183	07/16/2025	45186	PAUL RYAN HARRIS	PAYROLL	61,588.07
11	50184	07/16/2025	44957	ADOLFINA EDWARDS	PAYROLL	21,427.52
11	50185	07/16/2025	45230	KATIE M THOMPSON	PAYROLL	67,928.03
11	50186	07/16/2025	45250	PATRICIA DIANN WILSON	PAYROLL	73,212.26
11	50187	07/16/2025	45252	DORTIA L DOTSON	PAYROLL	78,723.67
11	50188	07/16/2025	45255	DENTON TAYLOR	PAYROLL	69,519.50
11	50189	07/16/2025	45257	SAM C AUSTIN	PAYROLL	65,061.35
11	50190	07/16/2025	45063	JESSICA ALEXANDER	PAYROLL	29,816.76
11	50191	07/16/2025	45208	KENDA R HARRIS	PAYROLL	63,737.66
11	50192	07/16/2025	45233	JAMES KALEB GORDON	PAYROLL	71,577.45
11	50193	07/16/2025	45304	MICHELLE SORRELLS	PAYROLL	20,267.97
11	50194	07/16/2025	45070	JACKI NICOLE REESE	PAYROLL	26,268.21
11	50195	07/16/2025	45193	ANDREA R SEWELL	PAYROLL	75,083.26
11	50196	07/16/2025	45280	JANICE SCROGGINS	PAYROLL	24,999.00
11	50197	07/16/2025	45314	LORI N CLAY	PAYROLL	55,565.48
11	50198	07/16/2025	45115	JERAMY LLOYD MCELWEE	PAYROLL	60,259.76
11	50199	07/16/2025	45248	JEANETTA HORNE	PAYROLL	70,580.17
11	50200	07/16/2025	45291	PHILIP A JONES	PAYROLL	7,234.00
11	50201	07/16/2025	45293	LINDSEY DAWN CLARK-STAH	PAYROLL	4,306.00
11	50202	07/16/2025	45200	CARLA R REEVES	PAYROLL	40,300.92
11	50203	07/16/2025	45642	KRISTI M GASTER DIXON	PAYROLL	59,186.45
11	50204	07/16/2025	45595	KRISTA D LEWIS	PAYROLL	68,076.59
11	50205	07/16/2025	45596	BRAD R LEWIS	PAYROLL	111,363.52
11	50206	07/16/2025	45345	AARON L GRAY	PAYROLL	73,076.93
11	50207	07/16/2025	45399	SHAYLA ALI PHILLIPS	PAYROLL	18,997.13
11	50208	07/16/2025	45587	MADISON P BOSWELL	PAYROLL	61,360.89
11	50209	07/16/2025	45589	PHILIP D COLLINS	PAYROLL	79,426.88
11	50210	07/16/2025	45590	TALINA EAKER	PAYROLL	70,902.29
11	50211	07/16/2025	45591	MONICA M EDINGTON	PAYROLL	61,359.57
11	50212	07/16/2025	45466	JARON ALLEN KEITH	PAYROLL	69,897.24
11	50213	07/16/2025	45365	ELIZABETH ANN JONES	PAYROLL	7,234.00
11	50214	07/16/2025	45627	CARL DEWAYNE CAMPBELL	PAYROLL	25,001.68
11	50215	07/16/2025	45629	BRADDLEY JOSEPH CONAWAY	PAYROLL	42,180.18
11	50216	07/16/2025	45645	KARLA RENNE CAPPS	PAYROLL	75,563.14
11	50217	07/16/2025	45337	KRISTIN E MCLELLAN	PAYROLL	34,240.71
11	50218	07/16/2025	45611	MELEAH D UNDERWOOD	PAYROLL	66,871.66
11	50219	07/16/2025	45616	BRANDI M BLAKEMORE	PAYROLL	51,140.85
11	50220	07/16/2025	45617	JAMES MATHEW GASTINEAU	PAYROLL	72,472.22
11	50221	07/16/2025	45641	JAYMIN N RILEY	PAYROLL	51,106.39
11	50222	07/16/2025	45450	JULIAN COLE DARNELL	PAYROLL	16,597.41
11	50223	07/16/2025	45621	MISTY LEON JAMES	PAYROLL	33,313.73
11	50224	07/16/2025	45623	RACHEL N NELSON	PAYROLL	23,921.81

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50225	07/16/2025	45624	DESTINY JODUCY PINON	PAYROLL	58,671.81
11	50226	07/16/2025	45625	LACY MARIE TRITTEN	PAYROLL	17,921.69
11	50227	07/16/2025	45605	HOLLY R JOHNSON	PAYROLL	63,763.52
11	50228	07/16/2025	45607	DEEANNA K SPARKS	PAYROLL	62,564.83
11	50229	07/16/2025	45609	KAYLEE L GEORGE	PAYROLL	63,267.95
11	50230	07/16/2025	45618	TERRI LEA PLETCHER	PAYROLL	71,843.66
11	50231	07/16/2025	45349	BRIANNA DEATON	PAYROLL	26,287.29
11	50232	07/16/2025	45380	NAKIA RHODES	PAYROLL	20,288.25
11	50233	07/16/2025	45464	MARCELLA JO EATON	PAYROLL	58,599.55
11	50234	07/16/2025	45448	BRONNIE FAYE-RAY KILLGO	PAYROLL	35,891.85
11	50235	07/16/2025	45460	KIMBERLY FAWN WAUGH	PAYROLL	21,325.91
11	50236	07/16/2025	45632	JEFFERSON RYLEE GRAY	PAYROLL	67,248.77
11	50237	07/16/2025	45633	ANGELA KOEHLER	PAYROLL	24,981.41
11	50238	07/16/2025	45950	SHERRI D HICKS	PAYROLL	23,840.99
11	50239	07/16/2025	45951	JEANNIA PAGE	PAYROLL	82,496.91
11	50240	07/16/2025	45752	KARLA DAVIS	PAYROLL	86,090.40
11	50241	07/16/2025	45918	CAYLEIGH NOEL WILSON	PAYROLL	62,303.28
11	50242	07/16/2025	45928	MICHELLE ELAINE RUTHERFORD	PAYROLL	69,184.16
11	50243	07/16/2025	45929	ROXANNA LEA AULD	PAYROLL	91,770.98
11	50244	07/16/2025	45941	CADEY RENEE SHAW	PAYROLL	58,667.01
11	50245	07/16/2025	45915	MARLEIGH RAE SHIRTUM	PAYROLL	69,250.04
11	50246	07/16/2025	45916	JENNIFER L SNELL	PAYROLL	83,917.99
11	50247	07/16/2025	45704	JULIE DAWN WILLIAMS	PAYROLL	28,480.50
11	50248	07/16/2025	45855	MELISSA MAJORS	PAYROLL	30,374.00
11	50249	07/16/2025	45930	MCKAYLA D PLETT	PAYROLL	104,874.68
11	50250	07/16/2025	45940	MACKENZIE JO MARTIN	PAYROLL	59,775.99
11	50251	07/16/2025	45654	KASSANDRA J BREIHAN	PAYROLL	18,997.13
11	50252	07/16/2025	45656	THOMAS E KEEFER	PAYROLL	47,070.54
11	50253	07/16/2025	45658	BRAEDON GRACE WALTON	PAYROLL	22,638.84
11	50254	07/16/2025	45668	ZACHREY W ABBOTT	PAYROLL	3,617.00
11	50255	07/16/2025	45902	ROZALIN ROARK	PAYROLL	84,225.31
11	50256	07/16/2025	45908	JOE K FOSTER	PAYROLL	84,373.33
11	50257	07/16/2025	45910	HILARY ANNMARIE BAXTER	PAYROLL	70,681.74
11	50258	07/16/2025	45912	NANCY NICOLE THOMPSON	PAYROLL	63,695.71
11	50259	07/16/2025	45913	LANE H MARTIN	PAYROLL	71,010.97
11	50260	07/16/2025	45914	CHAD ROARK	PAYROLL	87,719.77
11	50261	07/16/2025	45715	ANGELA CHITTO	PAYROLL	16,647.72
11	50262	07/16/2025	45659	DELORES D ADAMS	PAYROLL	23,942.57
11	50263	07/16/2025	45660	TERON HOPE CASEY	PAYROLL	7,234.00
11	50264	07/16/2025	45662	EMBER BLISS MCCURDY	PAYROLL	7,234.00
11	50265	07/16/2025	45734	BARBARA A OSBORNE	PAYROLL	29,395.68
11	50266	07/16/2025	45886	STEPHEN JUSTIN NAIL	PAYROLL	69,500.53
11	50267	07/16/2025	45788	ASHLYN RENE SANDERS	PAYROLL	77,791.56
11	50268	07/16/2025	45784	JULIE WHITE	PAYROLL	33,301.61
11	50269	07/16/2025	45877	APRIL DAWN WHITEHEAD	PAYROLL	58,689.31

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50270	07/16/2025	45749	WILLIE ROSE ANNETTE BLESSING	PAYROLL	17,921.69
11	50271	07/16/2025	45935	FLOYD RUSSELL GURLEY	PAYROLL	60,264.46
11	50272	07/16/2025	45936	JEFFRY LILLARD	PAYROLL	64,292.00
11	50273	07/16/2025	45946	HANNAH MARIE HARKINS	PAYROLL	17,858.87
11	50274	07/16/2025	45947	JO RAYNELL NELSON	PAYROLL	26,146.76
11	50275	07/16/2025	45948	JENNIFER ANN PARKER	PAYROLL	17,858.87
11	50276	07/16/2025	45904	KAYLEE BYRD	PAYROLL	79,133.51
11	50277	07/16/2025	45938	LAURA ANN LONG	PAYROLL	83,830.73
11	50278	07/16/2025	46089	SHAYNA JEANEE NIPPER	PAYROLL	25,022.49
11	50279	07/16/2025	46104	JONATHAN C OLSON	PAYROLL	24,907.41
11	50280	07/16/2025	46105	RIO BRIANN PETERSON	PAYROLL	17,858.87
11	50281	07/16/2025	46107	FRANKLIN LINDSAY	PAYROLL	18,894.73
11	50282	07/16/2025	46117	EMILY JEAN ISERN DAVIS	PAYROLL	82,638.77
11	50283	07/16/2025	45952	REAGAN E WILSON	PAYROLL	58,854.93
11	50284	07/16/2025	46047	AMY MCALISTER	PAYROLL	24,899.85
11	50285	07/16/2025	45971	MARIA GAIL LOYD	PAYROLL	23,854.07
11	50286	07/16/2025	45972	WHITNEY R THOMAS	PAYROLL	23,892.47
11	50287	07/16/2025	45974	DAVID G LEWIS	PAYROLL	55,033.77
11	50288	07/16/2025	45964	LARRY D MORGAN	PAYROLL	7,234.00
11	50289	07/16/2025	45965	STEPHANIE GUTIERREZ	PAYROLL	7,234.00
11	50290	07/16/2025	45953	NICOLE E BARLETTA	PAYROLL	23,892.47
11	50291	07/16/2025	45954	LISA MARIE COWANS	PAYROLL	24,929.01
11	50292	07/16/2025	45967	EMMALIE P THOMAS	PAYROLL	17,858.87
11	50293	07/16/2025	45969	JOHNNA K HEILAMAN	PAYROLL	27,310.01
11	50294	07/16/2025	46045	CALEB WILLIAM HOLMAN	PAYROLL	27,667.48
11	50295	07/16/2025	46050	TIATA SISSONS	PAYROLL	24,914.85
11	50296	07/16/2025	46059	ANDREW COLTON LILLARD	PAYROLL	7,234.00
11	50297	07/16/2025	46060	JACKSON CASH GOODMAN	PAYROLL	7,234.00
11	50298	07/16/2025	45961	CHRISTY ROARK	PAYROLL	74,258.52
11	50299	07/16/2025	45980	KIRSTYN NICOLE BROOKS	PAYROLL	65,356.16
11	50300	07/16/2025	45955	RONNIE SUE BROWN	PAYROLL	24,937.65
11	50301	07/16/2025	45957	DANA DAPHINE JORDAN	PAYROLL	78,166.31
11	50302	07/16/2025	46121	JASON RICHARD POTTER	PAYROLL	71,281.88
11	50303	07/16/2025	46132	BREANNA NICOLE FOSTER	PAYROLL	66,923.47
11	50304	07/16/2025	46133	MELANIE RENAE RHYNES	PAYROLL	76,849.28
11	50305	07/16/2025	46156	KASSIE L NOLEN	PAYROLL	48,098.59
11	50306	07/16/2025	46159	KENDALL B DRAKE	PAYROLL	18,930.09
11	50307	07/16/2025	46169	MARSHA G WHITTINGTON	PAYROLL	17,694.35
11	50308	07/16/2025	46170	MINDEE JILL FREEMAN	PAYROLL	77,791.56
11	50309	07/16/2025	46174	VANESSA D WOOD	PAYROLL	83,825.16
11	50310	07/16/2025	46183	JAMIE SHAYLYN BILLINGS	PAYROLL	77,757.46
11	50311	07/16/2025	46184	JENNIFER SUNSHINE SWOPES	PAYROLL	87,867.70
11	50312	07/16/2025	46197	PAMELA D WRIGHT	PAYROLL	18,930.09
11	50313	07/16/2025	46239	CHELSEA MONDAY	PAYROLL	4,702.30
11	50314	07/16/2025	46217	RONALD YORK	PAYROLL	31,569.24

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Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50315	07/16/2025	46236	PATRICK W LITICKER	PAYROLL	195,033.30
11	50316	07/16/2025	46256	SHELLY LITICKER	PAYROLL	86,198.35
11	50317	07/16/2025	46247	CRYSTAL D AHREND	PAYROLL	74,520.19
11	50318	07/16/2025	46248	MATTHEW AHREND	PAYROLL	74,520.19
11	50319	07/16/2025	46249	DESTINI ANDERSON	PAYROLL	71,179.78
11	50320	07/16/2025	46250	SHAUNA BURSON	PAYROLL	78,512.29
11	50321	07/16/2025	46251	JORDAN S EATON	PAYROLL	67,012.86
11	50322	07/16/2025	46252	JAYDEN N EDWARDS	PAYROLL	62,572.26
11	50323	07/16/2025	46253	BREANNA GRAHAM	PAYROLL	74,681.53
11	50324	07/16/2025	46254	LAURA HAMILTON	PAYROLL	70,131.85
11	50325	07/16/2025	46255	NATALIE KIMBRELL	PAYROLL	67,390.06
11	50326	07/16/2025	46258	CASSIDY MALM	PAYROLL	63,846.26
11	50327	07/16/2025	46257	ASHLEY MCARTHUR	PAYROLL	66,563.15
11	50328	07/16/2025	46263	CASSIDY WELTY	PAYROLL	55,033.77
11	50329	07/16/2025	46264	ANTHONY M WILLOUGHBY	PAYROLL	84,443.63
11	50330	07/16/2025	5278	MARY ANNELL TAYLOR	PAYROLL	68,852.44
11	50331	07/16/2025	5006	VAUDA NELL COWAN	PAYROLL	25,743.85
11	50332	07/16/2025	5783	LAUREN NETHERTON	PAYROLL	89,092.66
11	50333	07/16/2025	5270	CINDY ANN BRADY	PAYROLL	114,296.57
11	50334	07/16/2025	5154	LINDA FORRESTER	PAYROLL	51,140.96
11	50335	07/16/2025	5228	TERRY DON TEEL	PAYROLL	93,114.66
11	50336	07/16/2025	5715	EARNEST WRIGHT	PAYROLL	30,476.71
11	50337	07/16/2025	5019	TRENT P BRIGGS	PAYROLL	43,615.56
11	50338	07/16/2025	5733	JANET CEARLEY	PAYROLL	80,969.24
11	50339	07/16/2025	5839	JEFF WATERS	PAYROLL	91,134.90
11	50340	07/16/2025	5376	GLADYS ELIZABETH STEPHNEY	PAYROLL	63,403.24
11	50341	07/16/2025	5562	JAY CLOAR	PAYROLL	90,939.46
11	50342	07/16/2025	5683	PAMELA G COX	PAYROLL	89,709.64
11	50343	07/16/2025	5834	ROBIN L NELSON	PAYROLL	83,876.73
11	50344	07/16/2025	5101	LINDA DICKINSON	PAYROLL	62,153.81
11	50345	07/16/2025	5587	JOHN N GALLAGHER	PAYROLL	4,019.00
11	50346	07/16/2025	5464	LISA LYNN FULTON	PAYROLL	124,921.53
11	50347	07/16/2025	5732	AMY DAVIS	PAYROLL	81,639.33
11	50348	07/16/2025	5598	DORCAS NANETTE COMPTON	PAYROLL	79,971.78
11	50349	07/16/2025	5593	JANET HUMPHREY	PAYROLL	83,053.30
11	50350	07/16/2025	46279	AUTUMN L MORRIS	PAYROLL	58,799.78
11	50351	07/16/2025	6678	AMBER CORRELL	PAYROLL	32,705.90
11	50352	07/16/2025	5891	LETA AUDINE COOPER	PAYROLL	36,274.72
11	50353	07/16/2025	6587	DONNA LARGE	PAYROLL	85,138.07
11	50354	07/16/2025	6360	ELIZABETH ANN CANNON	PAYROLL	48,964.96
11	50355	07/16/2025	6706	KYLE DARRIC CAUFIELD	PAYROLL	82,496.97
11	50356	07/16/2025	6393	MELANIE LYNETTE REYNOLDS	PAYROLL	81,468.86
11	50357	07/16/2025	6250	RANDY KNIGHTEN	PAYROLL	95,744.53
11	50358	07/16/2025	6398	MICHELLE DAWN SHANNON	PAYROLL	88,613.38
11	50359	07/16/2025	5969	JAMI KNIGHTEN	PAYROLL	43,276.04

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<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11	50360	07/16/2025	6718	DONNA TULEY	PAYROLL	34,270.22
11	50361	07/16/2025	6017	LEE ANN GRAY	PAYROLL	83,481.84
11	50362	07/16/2025	6182	RIA HUCKEBY	PAYROLL	93,617.89
11	50363	07/16/2025	6730	ANNE GRAY	PAYROLL	90,884.79
11	50364	07/16/2025	6705	KIM ANN HARRIS	PAYROLL	87,122.88
11	50365	07/16/2025	6120	EDDIE JACOBS	PAYROLL	120,547.71
11	50366	07/16/2025	6123	SUE ANN YOUNG HARMON	PAYROLL	92,442.04
11	50367	07/16/2025	6109	ROBERT DEAN GRAY	PAYROLL	97,138.90
11	50368	07/16/2025	6729	GERTRUDE TRUDY MARIE WINTER	PAYROLL	84,284.66
11	50369	07/16/2025	6702	KEVIN HARRIS	PAYROLL	82,732.12
11	50370	07/16/2025	6721	TONDA ERIN SCALF	PAYROLL	82,802.01
11	50371	07/16/2025	6002	ANGELA WRIGHT	PAYROLL	30,688.09
11	50372	07/16/2025	6136	DEANNA LYNAE COMPTON	PAYROLL	80,640.38
11	50373	07/16/2025	6515	DUSTI MCCARTNEY	PAYROLL	72,678.06
11	50374	07/16/2025	6701	TARA BURNS	PAYROLL	105,156.13
11	50375	07/16/2025	6149	LAURA DORMAN	PAYROLL	80,677.77
11	50376	07/16/2025	5976	MARLIN KRAUSE	PAYROLL	80,981.48
11	50377	07/16/2025	6508	ANGELA BALTIMORE	PAYROLL	70,009.63
11	50378	07/16/2025	6031	SHERI GIBSON HAYES	PAYROLL	83,781.38
11	50379	07/16/2025	6100	KELLY HOWRY	PAYROLL	94,789.02
11	50380	07/16/2025	6048	TRACY ANN TRUETT	PAYROLL	83,742.11
11	50381	07/16/2025	6129	KERRY D DANIELS	PAYROLL	49,452.21
11	50382	07/16/2025	6023	LILLIE REBECKA RHYNES	PAYROLL	97,657.36
11	50383	07/16/2025	6863	JAMES MATTHEW MCCREARY	PAYROLL	59,157.58
11	50384	07/16/2025	7021	SHERI LYNE WRIGHT	PAYROLL	93,889.30
11	50385	07/16/2025	6889	DEANNA INGRAM	PAYROLL	86,128.47
11	50386	07/16/2025	6828	TERRY SWOPES	PAYROLL	98,272.07
11	50387	07/16/2025	7396	STEFANIE H TWEEDY	PAYROLL	79,380.06
11	50388	07/16/2025	6884	BARBARA JEANIE NEAL	PAYROLL	111,538.41
11	50389	07/16/2025	6777	JINGER DAWN MCCLURE	PAYROLL	87,035.27
11	50390	07/16/2025	7049	TENECIA MILLER	PAYROLL	60,501.09
11	50391	07/16/2025	7385	BRIAN WAYNE LORANCE	PAYROLL	103,270.81

<b>Non-Payroll Total:</b>	<b>\$0.00</b>
<b>Payroll Total:</b>	<b>\$23,295,378.36</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$23,295,378.36</b>

## BUILDING FUND

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/16/2025, PO Range: 9 - 49999, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	9	07/08/2025	43029	TODD OUTDOOR SERVICES	100/LAWN MOWING/BLOWING/EDGING/DI STRICT	54,600.00
21	10	07/08/2025	2443	MACHILL	318/NEW WRESTLING FIELDHOUSE/AHS	500,000.00
21	11	07/08/2025	41491	LAMBERT MECHANICAL	100/4 TON UNIT/WILLARD	9,700.00
21	12	07/08/2025	11972	JA CO HEATING AND AIR LLC	100/COMPRESSOR/AECC	4,370.00
21	13	07/08/2025	46129	EXTERIOR SOLUTIONS GROUP	031/TORNADO DAMAGE	200,000.00
21	14	07/08/2025	46129	EXTERIOR SOLUTIONS GROUP	028/ROOFING REPAIRS FROM HAIL STORM/DISTRICT	2,000,000.00
21	15	07/08/2025	46237	ARMADA DISASTER SOLUTIONS, INC	100/FLOOD WATER DAMAGE CLEANUP/GRC	100,000.00
21	16	07/09/2025	2274	BATTERY CENTER	008/BATTERIES/010	500.00
21	17	07/09/2025	11264	BEMAC	008/PLUMBING SUPPLIES/010	1,000.00
21	18	07/09/2025	117	CITY OF ADA-FINANCE OFFICE	008/TRASH/LIMBS TO DUMP/010	250.00
21	19	07/09/2025	143	AANDD INC	008/KEYS/REKEY/LOCK REPAIR/010	2,000.00
21	20	07/09/2025	43898	FIRST CHOICE PEST CONTROL	008/BUG EXTERMINATION/010	900.00
21	21	07/09/2025	1718	HOME DEPOT	008/MAINTENANCE SUPPLIES/010	1,000.00
21	22	07/09/2025	849	K RHYNES SURPLUS	008/MAINTENANCE SUPPLIES/010	250.00
21	23	07/09/2025	284	LOCKE SUPPLY	008/ELECTRICAL/PLUMBING SUPPLIES/010	2,000.00
21	24	07/09/2025	45548	OKIE RENTS	008/RENT EQUIPMENT/010	1,000.00
21	25	07/09/2025	920	OVERHEAD DOOR COMPANY	008/REPAIR OVERHEAD DOORS/010	500.00
21	26	07/09/2025	45181	R & J ROLL OFFS	008/DUMPSTER/010	1,000.00
21	27	07/09/2025	40007	SHERRELL STEEL, LLC	008/STEEL/SUPPLIES/010	250.00
21	28	07/09/2025	416	SHERWIN-WILLIAMS	008/PAINT/PAINT SUPPLIES/010	1,000.00
21	29	07/09/2025	473	TREAT'S SOLUTIONS, INC.	008/JANITORIAL SUPPLIES/010	15,000.00
21	30	07/09/2025	9118	ULINE	008/MAINTENANCE SUPPLIES/010	500.00
21	31	07/09/2025	11931	U. S. ALERT SECURITY	008/SECURITY/FIRE ALARM MONITORING/010	1,200.00
21	32	07/09/2025	2482	ULTIMATE CAR WASH	008/WASH TRACTORS/MOWERS/VANS/010	250.00
21	33	07/09/2025	6262	KENNY'S PROPANE	008/PROPANE FOR BUFFERS/010	255.00
21	34	07/09/2025	11972	JA CO HEATING AND AIR LLC	008/A/C REPAIR/010	5,000.00
21	35	07/09/2025	10	ACTION ELECTRIC	008/ELECTRICAL REPAIR/010	1,000.00
21	36	07/09/2025	44869	WILCOX PLUMBING	008/PLUMBING REPAIR/010	1,000.00
21	37	07/09/2025	43855	IRRIGATION CONSULTING SERVICES	008/REPAIR TO SPRINKLERS/PARTS/010	500.00
21	38	07/09/2025	865	JIM JENNINGS TRUCKING	008/SAND/DIRT/ASPHALT/010	2,000.00
21	39	07/09/2025	8988	RED RIVER SPECIALTIES, INC	008/LAWN CARE PRODUCTS/010	200.00
21	40	07/09/2025	2395	ADA TIRE	008/TIRES/TIRE REPAIR/010	250.00
21	41	07/09/2025	44320	APEX FIRE PROTECTION LLC	008/FIRE EXTINGUISHER INSPECTION/FIRE EXTING/010	2,000.00

BUILDING FUND

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 7/16/2025, PO Range: 9 - 49999, Fund(s): BUILDING FUND

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
21	42	07/09/2025	13	BUMPER TO BUMPER	008/MAINTENANCE SUPPLIES/010	250.00
21	43	07/09/2025	11686	GREAT PLAINS LLC	008/MOWER PARTS/010	500.00
21	44	07/09/2025	33	JAMES SUPPLIES	008/LEASE TANKS/WELDING SUPPLIES/010	350.00
21	45	07/09/2025	2221	O'REILLY AUTO PARTS	008/TRACTOR/MOWER PARTS/010	250.00
21	46	07/09/2025	41290	P & K EQUIPMENT	008/TRACTOR/MOWER PARTS/010	1,000.00
21	47	07/09/2025	8754	RELIABLE FIRE SYSTEMS	008/RISER/SPRINKLER INSPECTION/010	2,000.00
21	48	07/09/2025	202	TKE ELEVATOR CORPORATION	008/ELEVATOR REPAIR/010	2,000.00
21	49	07/09/2025	43549	TOWN AND COUNTRY TRACTOR	008/MOWER PARTS/010	250.00
21	50	07/09/2025	45319	TREATS CLEANING SOLUTIONS	100/AECC & HAYES FLOOR WORK	12,653.84
21	51	07/09/2025	46129	EXTERIOR SOLUTIONS GROUP	031/TORNADO DAMAGE	55,634.57
21	52	07/15/2025	45484	HERITAGE PROFESSIONAL PPG	008/LAWN CARE PRODUCTS/705	400.00
21	53	07/15/2025	8905	PRECISION TESTING LABORATORIES, INC	008/3 YEAR AHERA INSPECTION/010	1,400.00
21	54	07/15/2025	45319	TREATS CLEANING SOLUTIONS	100/JANITORIAL SERVICES/AHS-JHS-AECC-HAYES	114,320.00
21	55	07/15/2025	223	GREEN'S GLASS, INC.	008/REPLACE WINDOW GLASS/610	1,271.00
21	56	07/15/2025	59	ARROW APPLICATORS	008/SPRAY FOOTBALL FIELD/610	550.00
21	57	07/15/2025	45319	TREATS CLEANING SOLUTIONS	100/JANITORIAL SERVICES/HAYES -AJHS	4,370.50
21	58	07/15/2025	42976	THE PHONE SPECIALIST	100/INSTALLATION OF CAT6 CABLE/C.GALBREATH	354.00
21	59	07/15/2025	45883	VOIP SUPPLY LLC	081/WALL MOUNTS FOR PHONES/C.GALBREATH	150.00
21	60	07/16/2025	223	GREEN'S GLASS, INC.	100/METAL DOOR & FRAME/WILLARD/M.CALHOUN	3,181.00
21	61	07/16/2025	100	CARPET WAREHOUSE	100/REPLACE CARPET IN RM #136/AHS/M.CALHOUN	3,316.00
21	62	07/16/2025	1718	HOME DEPOT	100/FRONT SIGN GARDEN AREA UPDATE/AJH/M.PLETT	300.00
21	63	07/16/2025	920	OVERHEAD DOOR COMPANY	008/INSTALL OVERHEAD DOOR/010	2,890.00
21	64	07/16/2025	43898	FIRST CHOICE PEST CONTROL	008/SPRAY FIELDS/010	1,800.00

<b>Non-Payroll Total:</b>	<b>\$3,118,665.91</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$3,118,665.91</b>

BUILDING FUND

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 50000 - 59999, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	50000	07/16/2025	1518	GREG CARTER	PAYROLL	12,069.38
21	50001	07/16/2025	41462	ERNEST SYLVAN MATHERON JR	PAYROLL	55,619.04
21	50002	07/16/2025	5883	DONALD W JACOB	PAYROLL	50,770.44
21	50003	07/16/2025	6568	GEORGE RICKEY HUFFMAN	PAYROLL	39,485.76
<b>Non-Payroll Total:</b>						<b>\$0.00</b>
<b>Payroll Total:</b>						<b>\$157,944.62</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$157,944.62</b>

CHILD NUTRITION

**Encumbrance Register**

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/16/2025, PO Range: 9 - 49999, Fund(s): CHILD NUTRITION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	9	07/09/2025	3176	KEMPER REFRIGERATION	132/REPAIR TO FREEZER/ICE MACHINES/FRIDGE/030	250.00
22	10	07/09/2025	6262	KENNY'S PROPANE	132/PROPANE FOR BUFFER/030	75.00
22	11	07/09/2025	473	TREAT'S SOLUTIONS, INC.	132/JANITORIAL SUPPLIES/030	750.00
22	12	07/09/2025	11931	U. S. ALERT SECURITY	132/SECURITY/FIRE ALARM MONITORING/030	210.00
22	13	07/09/2025	41225	AMAZON CAPITAL SERVICES	132/CAFE ID CARDS/S.ALLISON	167.88
22	14	07/09/2025	45319	TREATS CLEANING SOLUTIONS	132/STRIP AND WAX CAFETERIA FLOORS	1,800.00
22	15	07/15/2025	99999	ADA CITY SCHOOL	132/CAFE REIMBURSEMENT/END OF YEAR	10.30

<b>Non-Payroll Total:</b>	<b>\$3,263.18</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$3,263.18</b>

## CHILD NUTRITION

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 50000 - 59999, Fund(s): CHILD NUTRITION

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	50000	07/16/2025	1518	GREG CARTER	PAYROLL	12,752.90
22	50001	07/16/2025	41414	LOIS M GRIGG	PAYROLL	40,439.51
22	50002	07/16/2025	42356	JANIE CAROL SNYDER	PAYROLL	28,146.11
22	50003	07/16/2025	42355	DEBORAH LYNN COLVIN	PAYROLL	38,393.98
22	50004	07/16/2025	42363	SHELLY RENEE DAWSON	PAYROLL	30,988.40
22	50005	07/16/2025	42958	MATTHEW ELTON BRAY	PAYROLL	28,572.87
22	50006	07/16/2025	43128	FRANCES D ROTH	PAYROLL	22,176.81
22	50007	07/16/2025	43054	APPLE MAE YOUNG	PAYROLL	28,549.58
22	50008	07/16/2025	45199	JACOB D WILLIAMSON	PAYROLL	40,315.77
22	50009	07/16/2025	45960	CHEYANN C PRESLEY	PAYROLL	17,625.06
22	50010	07/16/2025	6617	SHANA R ALLISON	PAYROLL	57,725.67

<b>Non-Payroll Total:</b>	<b>\$0.00</b>
<b>Payroll Total:</b>	<b>\$345,686.66</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$345,686.66</b>

37 - 2021  
ELECTION - BLDG  
BONDS

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/16/2025, PO Range: 1 - 49999, Fund(s): 37 - 2021 ELECTION - BLDG BONDS

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
37	1	07/08/2025	41833	OK ATTORNEY GENERAL	046/BOND TRANSCRIPT EXAMINATION FEES	4,140.00
37	2	07/08/2025	45725	HIGH POINT NETWORKS	046/SOFTBALL & BASEBALL FIELDS INTERNET	5,324.00
<b>Non-Payroll Total:</b>						<b>\$9,464.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$9,464.00</b>

62 - ACTIVITY  
FUND

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 7/16/2025, PO Range: 1 - 49999, Fund(s): 62 - ACTIVITY FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
62	1	07/08/2025	45114	PRUETTS FOOD - CODE 1003	966/BOARD MEETING SNACKS & SUPPLIES	1,050.00
62	2	07/08/2025	45326	PARAGON PAYMENT SOLUTIONS	132/MONTHLY CREDIT CARD FEES/CAFE USE	1,200.00
62	3	07/08/2025	40217	ADA FORGET ME NOT	966/CONDOLANCE PLANTS/DISTRICT USE	300.00
62	4	07/09/2025	99999	ADA CITY SCHOOL	132/CAFE REIMBURSEMENT 6/30/2025	10.30
62	5	07/09/2025	46274	TROCHTA'S FLOWERS & GARDEN CENTER	966/CONDALANCE PLANT/KEDY	65.00
62	6	07/15/2025	44864	JJ VISUAL DESIGN LLC	968/DRILLS & CHOREOGRAPHY/TCANNON/AHS	1,400.00
62	7	07/15/2025	41225	AMAZON CAPITAL SERVICES	995/RUG FOR OFFICE/TRUELOVE/105	300.00
62	8	07/15/2025	44887	STAPLES BUSINESS CREDIT	995/CHAIRS/TRUELOVE/105	200.00
62	9	07/15/2025	41225	AMAZON CAPITAL SERVICES	904/CAMERAS/TRUELOVE/105	450.00
62	10	07/15/2025	41225	AMAZON CAPITAL SERVICES	995/LEARNING NEEDS/TRUELOVE/105	300.00
62	11	07/15/2025	1096	LAKESHORE LEARNING MATERIAL	995/TABLE/TRUELOVE/105	417.05
62	12	07/15/2025	41225	AMAZON CAPITAL SERVICES	995/NEW CLASSROOM/TRUELOVE/105	200.00
62	13	07/15/2025	44887	STAPLES BUSINESS CREDIT	981/OFFICE NEEDS/TRUELOVE/105	1,000.00
62	14	07/15/2025	11927	DISTRICT SHIRT SHOP	995/SPIRIT SHIRT/TRUELOVE/105	2,813.00
62	15	07/15/2025	583	WAL-MART COMMUNITY/GECRB	981/BREAKROOM NEEDS/TRUELOVE/105	1,000.00
62	16	07/15/2025	45078	THE LITTLE SIGN COMPANY INC	995/DISMISSAL TAGS/TRUELOVE/105	320.00
62	17	07/15/2025	45702	COPELIN CONTRACT FURNITURE	995/OFFICE DESK/TRUELOVE/105	5,500.00
62	18	07/15/2025	3232	HOBBY LOBBY	995/CHRISTMAS STORE/TRUELOVE/105	500.00
62	19	07/15/2025	46135	LITERACY RESOURCES, LLC	995/LEARNING MATERIAL/TRUELOVE/105	299.04
62	20	07/15/2025	39758	CINTAS CORPORATION	983/FLOOR MATS/TCANNON/AHS	238.00
62	21	07/15/2025	41553	OKLAHOMA COPIER SOLUTIONS	995/COPIER CONTRACT AND MAINTENANCE/TCANNON/AHS	480.00
62	22	07/15/2025	99999	ADA CITY SCHOOL	995/PETTY CASH/TCANNON/AHS	200.00
62	23	07/15/2025	1718	HOME DEPOT	915/SITE GROUNDS BEAUTIFICATION/TCANNON/AHS	500.00
62	24	07/15/2025	1718	HOME DEPOT	972/GATE SHELVES/BRIGGS/130	206.64
62	25	07/15/2025	43883	SIGN SOURCE	983/MAILBOX NAMEPLATES/BRIGGS/130	24.00
62	26	07/15/2025	583	WAL-MART COMMUNITY/GECRB	995/GENERAL SUPPLIES/BRIGGS/130	300.00
62	27	07/15/2025	44887	STAPLES BUSINESS CREDIT	995/OFFICE SUPPLIES/BRIGGS/130	200.00

62 - ACTIVITY  
FUND

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 7/1/2025 - 7/16/2025, PO Range: 1 - 49999, Fund(s): 62 - ACTIVITY FUND

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
62	28	07/15/2025	583	WAL-MART COMMUNITY/GECRB	991/student start of school needs/Lewis/125	500.00
62	29	07/15/2025	3785	STAPLES 6035 5178 2011 1853	983/office and classroom supplies/Lewis/125	500.00
62	30	07/15/2025	11927	DISTRICT SHIRT SHOP	995/Staff T-Shirts/Bean/Hayes	825.00
62	31	07/15/2025	11927	DISTRICT SHIRT SHOP	937/T-Shirts Student Sales,Fundraising,Bean/Hayes	1,500.00
62	32	07/15/2025	41225	AMAZON CAPITAL SERVICES	991/Classroom Supplies/Playground Equip/ Bean	1,500.00
62	33	07/16/2025	45649	ACS-D COLVIN-PETTY CASH	132/CAFE PETTY CASH FY 25-26	165.00
62	34	07/16/2025	44886	GREG ALLEN	962/Piano Tuning/Gordon/610	1,000.00
62	35	07/16/2025	11473	ECOCDA	962/ECOCDA Tracks/Gordon/610	80.00
62	36	07/16/2025	335	OCDA	962/All State Tracks/Gordon/610	235.00
62	37	07/16/2025	43297	JW PEPPER AND SON INC	962/Sheet Music/Gordon/610	500.00
62	38	07/16/2025	241	ADA MUSIC	962/Sheet Music/Gordon/610	500.00
62	39	07/16/2025	44887	STAPLES BUSINESS CREDIT	915/OFFICE FLOOR COVERING/TCANNON/AHS	500.00

<b>Non-Payroll Total:</b>	<b>\$27,278.03</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$27,278.03</b>

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 1 - 41, Fund(s): 63 - ATHLETIC FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
63	1	07/09/2025	11677	AGILE SPORTS TECHNOLOGIES	832/ON LINE VIDEO EDITING/705	10,850.00
63	2	07/09/2025	43795	RANK ONE SPORT	832/SOFTWARE SUBSCRIPTION 2025-2026/705	1,500.00
63	3	07/09/2025	44199	CMC NEPTUNE	832/NEPTUNE GAME TIME 2025- 2026/705	2,400.00
63	4	07/09/2025	8749	THE OAK HILLS GOLF AND COUNTRY CLUB	830/ALL SPORTS GOLF TOURNEY MEAL/GREEN FEES/705	6,000.00
63	5	07/09/2025	43934	ADA CITY SCHOOLS/DORCAS COMPTON	825/CHANGE ALL SPORTS GOLF TOURNEY/705	300.00
63	6	07/09/2025	5598	DORCAS NANETTE COMPTON	830/REIMBURSE ALL SPORTS GOLF PICTURES/705	50.00
63	7	07/09/2025	3785	STAPLES 6035 5178 2011 1853	819/OFFICE SUPPLIES/705	500.00
63	8	07/09/2025	10940	ALERT SERVICES	832/ATHLETIC SAFETY AID SUPPLIES/705	5,353.12
63	9	07/09/2025	45619	GAME DAY SKINZ	801/FOOTBALL HELMET DECALS/705	807.00
63	10	07/09/2025	88	BSN SPORTS LLC	833/BANNER/DECALS SOFTBALL/705	21,040.00
63	11	07/09/2025	854	RIDDELL	801/FOOTBALL HELMETS/705	1,215.75
63	12	07/09/2025	88	BSN SPORTS LLC	801/COACHES CAPS/705	1,549.44
63	13	07/09/2025	88	BSN SPORTS LLC	850/SLEEVELESS COMPRESSION TOPS/705	1,799.16
63	14	07/09/2025	11677	AGILE SPORTS TECHNOLOGIES	850/BLUE TOOTH REMOTES/705	398.00
63	15	07/09/2025	41553	OKLAHOMA COPIER SOLUTIONS	832/TOSHIBA COPIER/705	4,795.00
63	16	07/09/2025	45896	SPORTS SURFACE MANAGEMENT LLC	801/INDOOR FIELD MAINTENANCE/705	1,800.00
63	17	07/09/2025	44887	STAPLES BUSINESS CREDIT	819/COACHES SUPPLIES/705	500.00
63	18	07/09/2025	2145	SAM'S CLUB	826/CONCESSION SUPPLIES/705	5,000.00
63	19	07/09/2025	14	ADA COCA-COLA BOTTLING	826/POP/POWERADE/WATER/70 5	6,000.00
63	20	07/09/2025	583	WAL-MART COMMUNITY/GECRB	826/CONCESSION SUPPLIES/HOSPITALITY/705	1,500.00
63	21	07/09/2025	40804	INDIAN NATIONS WHOLESale	826/CONCESSION SUPPLIES/705	6,000.00
63	22	07/09/2025	45114	PRUETTS FOOD - CODE 1003	826/CONCESSION SUPPLIES/705	1,000.00
63	23	07/09/2025	42647	SCRAPTOPIA	830/ALL SPORTS GOLF TOURNEY HOLE NAMES/705	250.00
63	24	07/09/2025	9054	PIGSKINS	830/ALL SPORTS GOLF TOURNEY GIFT CARDS/705	2,000.00
63	25	07/09/2025	11129	GUDERIAN PRODUCE	826/CONCESSION SUPPLIES/705	2,000.00
63	26	07/09/2025	11108	OK COACHES ASSOCIATION	819/ALL STATE AD/705	500.00
63	27	07/09/2025	11108	OK COACHES ASSOCIATION	819/OCA REGISTRATION/705	3,500.00
63	28	07/09/2025	9054	PIGSKINS	819/HOSPITALITY/705	600.00
63	29	07/09/2025	88	BSN SPORTS LLC	801/AHSFOOTBALL UNIFORMS/705	50,088.22
63	30	07/09/2025	88	BSN SPORTS LLC	850/PRACTICE JERSEY/SHORTS/705	6,376.40
63	31	07/09/2025	88	BSN SPORTS LLC	802/COACHES GEAR/705	2,113.59
63	32	07/09/2025	88	BSN SPORTS LLC	850/COACHES GEAR/705	4,312.08

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 1 - 41, Fund(s): 63 - ATHLETIC FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
63	33	07/09/2025	88	BSN SPORTS LLC	802/AHS B BASKETBALL UNIFORMS/705	2,507.98
63	34	07/09/2025	88	BSN SPORTS LLC	802/AHS G BASKETBALL UNIFORMS/705	2,486.67
63	35	07/09/2025	42137	KIMBERLY JO LACKEY	833/PAINTING OLD GYM/WEIGHT ROOM CAC/705	1,000.00
63	36	07/09/2025	45926	SHELLY A. HATTON	833/PAINTING OLD GYM/WEIGHT ROOM CAC/705	1,000.00
63	37	07/09/2025	416	SHERWIN-WILLIAMS	833 PAINT RIG/705	3,298.20
63	38	07/16/2025	88	BSN SPORTS LLC	833/COACHES GEAR/705	901.00
63	39	07/16/2025	43883	SIGN SOURCE	830/ALL SPORTS GOLF TOURNEY HOLE SPONSOR SIGNS/705	90.00
63	40	07/16/2025	88	BSN SPORTS LLC	811/CROSS COUNTRY T SHIRTS/705/610	360.50
63	41	07/16/2025	88	BSN SPORTS LLC	806/AHS SOFTBALL JERSEYS/705	1,193.70
<b>Non-Payroll Total:</b>						<b>\$164,935.81</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$164,935.81</b>

# ADA PUBLIC SCHOOL

## Cash Balances

Options: Fiscal Years: 2025, Funds: 62, As Of Date: 6/30/2025, Account Types: AC

### Cash By Account and Fund

AC 0003	VISION BANK				
2025	62	62 - ACTIVITY FUND			\$502,436.00
			Total AC	0003	\$502,436.00
					\$502,436.00

### Cash By Fund

2025	62	62 - ACTIVITY FUND			\$502,436.00
					\$502,436.00

## ADA PUBLIC SCHOOL

### Revenue/Expenditure Summary

Options: Fund: 62, Date Range: 6/1/2025 - 6/30/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
132 CAFETERIA LOCAL FUNDS	\$7,927.95	\$133.64	\$0.00	\$8,051.29	\$10.30	\$0.00	\$10.30
903 LIBRARY	\$30,151.58	\$0.00	\$0.00	\$4,027.87	\$26,123.71	\$0.00	\$26,123.71
904 COUGAR CHASE	\$1,251.07	\$0.00	\$0.00	\$0.00	\$1,251.07	\$0.00	\$1,251.07
906 CLUB C.S.I. (FORENSIC SCIENCE	\$121.73	\$0.00	\$0.00	\$0.00	\$121.73	\$0.00	\$121.73
907 PHILOSOPHY CLUB	\$390.00	\$0.00	\$0.00	\$0.00	\$390.00	\$0.00	\$390.00
909 ENVIRONMENTAL SCIENCE CLUB	\$60.00	\$0.00	\$0.00	\$0.00	\$60.00	\$0.00	\$60.00
910 ACTIVITY CENTER RENTAL	\$3,251.55	\$1,000.00	\$0.00	\$0.00	\$4,251.55	\$0.00	\$4,251.55
913 ADULT ED/GED	\$13,325.90	\$75.00	\$0.00	\$1,968.83	\$11,432.07	\$0.00	\$11,432.07
914 AHS PHILANTHROPY	\$520.87	\$0.00	\$0.00	\$0.00	\$520.87	\$0.00	\$520.87
915 AHS CHANNEL ONE FUND	\$53,491.67	\$0.00	\$0.00	\$133.63	\$53,358.04	\$0.00	\$53,358.04
916 OASC STUDENT COUNCIL STATE CONVENTION	\$9,687.61	\$0.00	\$0.00	\$0.00	\$9,687.61	\$0.00	\$9,687.61
917 PURRISTA CAFE	\$708.67	\$0.00	\$0.00	\$0.00	\$708.67	\$0.00	\$708.67
918 FESTIVAL DISNEY	\$0.89	\$0.00	\$0.00	\$0.00	\$0.89	\$0.00	\$0.89
919 DECA	\$212.91	\$0.00	\$0.00	\$0.00	\$212.91	\$0.00	\$212.91
920 RUFF RYDERS	\$645.20	\$0.00	\$0.00	\$189.74	\$455.46	\$0.00	\$455.46
921 CURRENT EVENTS	\$288.69	\$0.00	\$0.00	\$0.00	\$288.69	\$0.00	\$288.69
922 ROBOTICS	\$514.07	\$0.00	\$0.00	\$0.00	\$514.07	\$0.00	\$514.07
923 FCCLA	\$485.70	\$0.00	\$0.00	\$0.00	\$485.70	\$0.00	\$485.70
924 METEOROLOGY CLUB	\$30.00	\$0.00	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00
925 GARDEN GNOME COLLECTING CLUB	\$789.07	\$0.00	\$0.00	\$0.00	\$789.07	\$0.00	\$789.07
926 MCKEEL PROJECT	\$33.75	\$0.00	\$0.00	\$0.00	\$33.75	\$0.00	\$33.75
927 CAMP GODDARD PICTURES	\$4,135.13	\$0.00	\$0.00	\$1,470.00	\$2,665.13	\$0.00	\$2,665.13
928 COUGAR VICTORY GARDENS	\$20.69	\$0.00	\$0.00	\$0.00	\$20.69	\$0.00	\$20.69
929 SPEECH/COMPETITIVE DRAMA	\$1,901.07	\$0.00	\$0.00	\$0.00	\$1,901.07	\$0.00	\$1,901.07
930 CAREER KICKSTART PROGRAM	\$841.00	\$0.00	\$0.00	\$0.00	\$841.00	\$0.00	\$841.00
931 CHESS CLUB	\$80.91	\$0.00	\$0.00	\$0.00	\$80.91	\$0.00	\$80.91
932 AHS SERVE	\$526.88	\$0.00	\$0.00	\$0.00	\$526.88	\$0.00	\$526.88
934 PHYSICAL EDUCATION	\$9,073.24	\$0.00	\$0.00	\$0.00	\$9,073.24	\$0.00	\$9,073.24
935 WILLARD'S CLOTHING CLOSET	\$0.05	\$0.00	\$0.00	\$0.00	\$0.05	\$0.00	\$0.05
936 TEEN ANGEL	\$1,214.65	\$0.00	\$0.00	\$0.00	\$1,214.65	\$0.00	\$1,214.65
937 HAYES T-SHIRTS	\$1,699.92	\$0.00	\$0.00	\$0.00	\$1,699.92	\$0.00	\$1,699.92
938 VIDEO SALES/RECYCLE	\$2,937.65	\$0.00	\$0.00	\$66.75	\$2,870.90	\$0.00	\$2,870.90
939 BUSINESS PROFESSIONALS OF AMER	\$8,002.89	\$0.00	\$0.00	\$11.90	\$7,990.99	\$0.00	\$7,990.99
941 PERFORMING ARTS	\$68,192.68	\$0.00	\$0.00	\$20,090.00	\$48,102.68	\$0.00	\$48,102.68
945 STEM	\$736.01	\$0.00	\$0.00	\$0.00	\$736.01	\$0.00	\$736.01
946 VARSITY CHEERLEADERS	\$1,147.03	\$0.00	\$0.00	\$0.00	\$1,147.03	\$0.00	\$1,147.03
949 COUGANNS	\$60.35	\$0.00	\$0.00	\$0.00	\$60.35	\$0.00	\$60.35
951 CLASS OF 2025	\$3,134.50	\$0.00	\$0.00	\$0.00	\$3,134.50	\$0.00	\$3,134.50
952 CLASS OF 2026	\$6,773.12	\$0.00	\$0.00	\$0.00	\$6,773.12	\$0.00	\$6,773.12
955 TRIPLE C - COOL COUGAR CHARACT	\$3,682.15	\$0.00	\$0.00	\$640.00	\$3,042.15	\$0.00	\$3,042.15
956 YEARBOOK	\$34,449.43	\$0.00	\$0.00	\$26.95	\$34,422.48	\$0.00	\$34,422.48
957 COLOR GUARD/FLAGS	\$120.00	\$0.00	\$0.00	\$0.00	\$120.00	\$0.00	\$120.00
958 JOURNALISM/COUGAR TALES	\$1,013.21	\$0.00	\$0.00	\$0.00	\$1,013.21	\$0.00	\$1,013.21
959 WORLD TRAVELER CLUB	\$71.50	\$0.00	\$0.00	\$0.00	\$71.50	\$0.00	\$71.50
960 LIFETIME ACTIVITIES COURSE	\$477.75	\$0.00	\$0.00	\$0.00	\$477.75	\$0.00	\$477.75
961 CNN-COUGAR NEWS NETWORK	\$2,641.22	\$0.00	\$0.00	\$0.00	\$2,641.22	\$0.00	\$2,641.22
962 CHOIR/VOCAL MUSIC	\$16,480.98	\$0.00	\$0.00	\$0.00	\$16,480.98	\$0.00	\$16,480.98
964 SPECIAL EDUCATION	\$167.25	\$0.00	\$0.00	\$0.00	\$167.25	\$0.00	\$167.25
966 VISION BANK INTEREST - DO NOT USE	\$4,751.91	\$305.86	\$0.00	\$66.98	\$4,990.79	\$0.00	\$4,990.79
967 SPANISH CLUB	\$718.42	\$0.00	\$0.00	\$0.00	\$718.42	\$0.00	\$718.42
968 BAND	\$5,166.39	\$0.00	\$0.00	\$0.00	\$5,166.39	\$0.00	\$5,166.39
969 NATIVE PRIDE	\$1,570.37	\$0.00	\$0.00	\$1,570.37	\$0.00	\$0.00	\$0.00
970 PROJECT IGNITION/LEADERSHIP	\$7,255.23	\$0.00	\$0.00	\$2,025.00	\$5,230.23	\$0.00	\$5,230.23
971 STUDENT COUNCIL	\$6,172.81	\$1,500.00	\$0.00	\$0.00	\$7,672.81	\$0.00	\$7,672.81
972 ILO	\$3,560.48	\$0.00	\$0.00	\$0.00	\$3,560.48	\$0.00	\$3,560.48
973 MATH CLUB	\$2,801.70	\$0.00	\$0.00	\$0.00	\$2,801.70	\$0.00	\$2,801.70
974 SCIENCE CLUB	\$9,037.38	\$0.00	\$0.00	\$0.00	\$9,037.38	\$0.00	\$9,037.38

**ADA PUBLIC SCHOOL**  
**Revenue/Expenditure Summary**

Options: Fund: 62, Date Range: 6/1/2025 - 6/30/2025

	<b>Begin Balance</b>	<b>Receipts</b>	<b>Adjusting Entries</b>	<b>Payments</b>	<b>Cash End Balance</b>	<b>Unpaid POs</b>	<b>End Balance</b>
975 MOCK TRIAL	\$9.46	\$0.00	\$0.00	\$0.00	\$9.46	\$0.00	\$9.46
976 ENGLISH	\$10.82	\$0.00	\$0.00	\$0.00	\$10.82	\$0.00	\$10.82
977 ECONOMICS	\$57.00	\$0.00	\$0.00	\$0.00	\$57.00	\$0.00	\$57.00
978 FOREIGN EXCHANGE	\$2,119.55	\$0.00	\$0.00	\$0.00	\$2,119.55	\$0.00	\$2,119.55
979 BOXTOPS	\$68.00	\$0.00	\$0.00	\$0.00	\$68.00	\$0.00	\$68.00
980 ACADEMIC INCENTIVE/SCHOLASTIC	\$1,971.59	\$0.00	\$0.00	\$0.00	\$1,971.59	\$0.00	\$1,971.59
981 PICTURE FUND	\$10,867.93	\$0.00	\$0.00	\$0.00	\$10,867.93	\$0.00	\$10,867.93
983 VENDING	\$2,408.40	\$0.00	\$0.00	\$0.00	\$2,408.40	\$0.00	\$2,408.40
985 AP COALITION	\$98.93	\$0.00	\$0.00	\$0.00	\$98.93	\$0.00	\$98.93
986 SPECIAL OLYMPICS	\$12,391.01	\$0.00	\$0.00	\$0.00	\$12,391.01	\$0.00	\$12,391.01
987 HONOR SOCIETY	\$1,937.45	\$0.00	\$0.00	\$0.00	\$1,937.45	\$0.00	\$1,937.45
989 TECH ENGINEERING	\$1,163.11	\$0.00	\$0.00	\$120.00	\$1,043.11	\$0.00	\$1,043.11
990 ART CLUB	\$1,541.68	\$0.00	\$0.00	\$0.00	\$1,541.68	\$0.00	\$1,541.68
991 NESTLES/CANDY/COOKIES	\$80,490.39	\$0.00	\$0.00	\$0.00	\$80,490.39	\$0.00	\$80,490.39
992 CAMP GODDARD	\$23,216.64	\$807.87	\$0.00	\$807.87	\$23,216.64	\$0.00	\$23,216.64
993 ID BADGE REPLACEMENT	\$1,201.94	\$0.00	\$0.00	\$0.00	\$1,201.94	\$0.00	\$1,201.94
994 ACADEMIC BOWL	\$426.54	\$0.00	\$0.00	\$0.00	\$426.54	\$0.00	\$426.54
995 GENERAL ACTIVITY	\$22,550.92	\$0.00	\$0.00	\$373.73	\$22,177.19	\$0.00	\$22,177.19
996 DEVICE SALES/SERVICE - HOTSPOTS	\$265.26	\$0.00	\$0.00	\$0.00	\$265.26	\$0.00	\$265.26
997 DEVICE INSURANCE/REPLACEMENT	\$44,160.59	\$25.00	\$0.00	\$1,232.50	\$42,953.09	\$0.00	\$42,953.09
<b>Total</b>	<b>\$541,462.04</b>	<b>\$3,847.37</b>	<b>\$0.00</b>	<b>\$42,873.41</b>	<b>\$502,436.00</b>	<b>\$0.00</b>	<b>\$502,436.00</b>



# ADA PUBLIC SCHOOL

## Revenue/Expenditure Summary

Options: Fund: 63, Date Range: 7/1/2024 - 6/30/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 FOOTBALL	\$0.00	\$56,512.10	\$17,452.83	\$72,457.23	\$1,507.70	\$0.00	\$1,507.70
802 BASKETBALL	\$0.00	\$43,151.00	\$33,041.52	\$51,132.69	\$25,059.83	\$0.00	\$25,059.83
805 BASEBALL	\$0.00	\$5,749.00	\$17,117.30	\$16,182.30	\$6,684.00	\$0.00	\$6,684.00
806 SOFTBALL	\$0.00	\$12,066.38	\$7,359.36	\$17,170.74	\$2,255.00	\$0.00	\$2,255.00
807 WRESTLING	\$0.00	\$2,264.00	\$6,502.04	\$6,941.04	\$1,825.00	\$0.00	\$1,825.00
808 TENNIS	\$0.00	\$10,600.93	\$12,078.60	\$15,503.00	\$7,176.53	\$0.00	\$7,176.53
810 SOCCER	\$0.00	\$2,445.00	\$4,504.12	\$4,820.75	\$2,128.37	\$0.00	\$2,128.37
811 TRACK	\$0.00	\$8,923.00	\$13,922.19	\$21,644.23	\$1,200.96	\$0.00	\$1,200.96
813 GOLF	\$0.00	\$509.23	\$14,695.93	\$12,076.98	\$3,128.18	\$0.00	\$3,128.18
819 ALL SPORTS	\$0.00	\$37,305.45	\$36,213.76	\$70,004.76	\$3,514.45	\$0.00	\$3,514.45
820 OSSAA	\$0.00	\$46,591.00	\$2,022.38	\$28,014.00	\$20,599.38	\$0.00	\$20,599.38
822 RADIO BROADCASTS	\$0.00	\$1,200.00	\$423.43	\$0.00	\$1,623.43	\$0.00	\$1,623.43
825 CHANGE	\$0.00	\$181,582.32	\$28,196.94	\$179,100.00	\$30,679.26	\$0.00	\$30,679.26
826 CONCESSION	\$0.00	\$92,621.20	\$4,610.64	\$62,254.45	\$34,977.39	\$0.00	\$34,977.39
830 LETTERMEN'S CLUB	\$0.00	\$8,800.00	\$392.26	\$7,042.31	\$2,149.95	\$0.00	\$2,149.95
831 SCHOOL STORE	\$0.00	\$480.00	\$3,043.00	\$0.00	\$3,523.00	\$0.00	\$3,523.00
832 GAME DAY PROMOTIONS	\$0.00	\$53,000.00	\$218.46	\$15,797.96	\$37,420.50	\$0.00	\$37,420.50
833 WINTER BASKETBALL LEAGUE	\$0.00	\$56,830.00	\$12,067.96	\$24,943.32	\$43,954.64	\$0.00	\$43,954.64
850 FOOTBALL SUB-ACCOUNT	\$0.00	\$51,494.80	\$7,676.27	\$22,353.97	\$36,817.10	\$0.00	\$36,817.10
851 BOYS BASKETBALL SUB-ACCOUNT	\$0.00	\$0.00	\$1,955.89	\$607.29	\$1,348.60	\$0.00	\$1,348.60
852 GIRLS BASKETBALL SUB-ACCOUNT	\$0.00	\$899.22	\$5,477.46	\$1,287.37	\$5,089.31	\$0.00	\$5,089.31
853 SOFTBALL SUB-ACCOUNT	\$0.00	\$0.00	\$1,900.00	\$1,300.00	\$600.00	\$0.00	\$600.00
854 WRESTLING SUB-ACCOUNT	\$0.00	\$33,196.00	\$6,251.67	\$37,358.48	\$2,089.19	\$0.00	\$2,089.19
860 BASEBALL SUB-ACCOUNT	\$0.00	\$10,335.00	\$8,600.00	\$15,782.85	\$3,152.15	\$0.00	\$3,152.15
861 BOYS TENNIS SUB-ACCOUNT	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
863 BOYS SOCCER SUB-ACCOUNT	\$0.00	\$4,504.03	\$3,672.43	\$6,865.31	\$1,311.15	\$0.00	\$1,311.15
864 GIRLS SOCCER SUB-ACCOUNT	\$0.00	\$4,354.02	\$6,784.16	\$10,507.45	\$630.73	\$0.00	\$630.73
865 BOYS TRK/CROSS CTRY - SUBACCT	\$0.00	\$2,940.00	\$5,133.64	\$815.87	\$7,257.77	\$0.00	\$7,257.77
866 GIRLS TRK/CROSS CTRY - SUBACCT	\$0.00	\$2,940.00	\$1,712.92	\$48.95	\$4,603.97	\$0.00	\$4,603.97
868 GIRLS GOLF SUB-ACCOUNT	\$0.00	\$0.00	\$1,194.10	\$0.00	\$1,194.10	\$0.00	\$1,194.10
<b>Total</b>	<b>\$0.00</b>	<b>\$731,293.68</b>	<b>\$264,251.26</b>	<b>\$702,013.30</b>	<b>\$293,531.64</b>	<b>\$0.00</b>	<b>\$293,531.64</b>

**FY2025 CARRYOVER BALANCES AS OF 06-30-2025**

FUND	CARRYOVER	COLLECTIONS	TOTAL REC'D	EXP TO RECEIVE	WARRANTS	ENCUMBERED	TO BE ENC	PROJ. C/O
11-GENERAL	\$7,070,678.17	\$28,443,256.12	\$35,513,934.29	\$0.00	\$28,375,617.08	\$0.00	\$0.00	\$7,138,317.21
21-BUILDING - TRUE	\$2,558,223.49	\$1,641,790.21	\$4,200,013.70	\$0.00	\$1,808,395.23	\$0.00	\$0.00	\$2,391,618.47
21-028 - Ins. Reim	\$5,477,751.68	\$156,482.73	\$5,634,234.41		\$576,843.00	\$0.00		\$5,057,391.41
21-031 - Ins. Reim - Tornado		\$346,974.54	\$346,974.54		\$8,175.00	\$0.00		\$338,799.54
21 - BUILDING TOTAL	\$8,035,975.17	\$2,145,247.48	\$10,181,222.65	\$0.00	\$2,393,413.23	\$0.00	\$0.00	\$7,787,809.42
22-CHILD NUTR	\$533,924.08	\$1,044,273.98	\$1,578,198.06	\$0.00	\$1,312,752.97	\$0.00	\$0.00	\$265,445.09
34 - BLDG BOND 18	\$2,770.16		\$2,770.16	\$0.00	\$2,530.07	\$0.00	\$0.00	\$240.09
36 - LEASE REV BOND 14	\$81,100.00	\$1,478,900.00	\$1,560,000.00	\$0.00	\$1,560,000.00			\$0.00
049 - Bldg Bonds Fees		\$0.00						\$0.00
37 - 2021 COMB PURPOSE BONDS	\$3,970,629.41	\$648,413.64	\$4,633,641.55	\$0.00	\$538,575.02	\$0.00	\$0.00	\$4,095,066.53
Selling of bonds		\$82,800.00	\$82,800.00					\$82,800.00
045 - Priority Const. -	\$0.00	\$0.00				\$0.00		\$0.00
045 - CD	\$3,800,334.70	\$160,212.14	\$3,960,546.84					\$3,960,546.84
046 - 5-yr GO Bond	\$170,294.71	\$420,000.00	\$590,294.71		\$538,575.02	\$0.00	\$0.00	\$51,719.69
38 - 2021 TRANS BONDS		\$80,000.00	\$80,000.00	\$0.00				\$80,000.00
39 - BONDS 2021		\$1,995,000.00	\$1,995,000.00		\$1,995,000.00			\$0.00
41 - SINKING FUND	\$4,254,260.64	\$4,446,484.86	\$8,737,425.28	\$0.00	\$8,464,468.75			\$272,956.53
81-GIFTS FUND	\$43,001.84	\$101,993.28	\$144,995.12	\$0.00	\$95,371.59	\$0.00	\$0.00	\$49,623.53
								\$0.00
<b>TOTAL</b>	<b>\$35,998,944.05</b>	<b>\$0.00</b>	<b>\$79,242,051.31</b>	<b>\$0.00</b>	<b>\$47,669,716.96</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$31,572,334.35</b>

**GENERAL FUND - TO BE RECEIVED:**

Source 2100-3150	\$0.00
Additional Revenue	\$0.00
	<u>\$0.00</u>
<b>TOTAL TO ENC</b>	<b>\$0.00</b>

**EST OF NEEDS GEN FUND**

<b>APPROPRIATION 07/01</b>	<b>\$33,134,000.39</b>
Appropriation 04/22/2025	\$28,115,568.05
Appropriation 05/08/2025	\$28,400,000.00
Appropriation 06/26/2025	\$28,600,000.00
<b>BALANCE TO APPROPRIATE</b>	<b>\$28,747,000.00</b>
	<u>\$4,387,000.39</u>

**BUILDING FUND - TO BE ENCUMBERED:**

SUPPLIES	
UNENCUMBERED BAL 06/30	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

**EST OF NEEDS BLDG FUND**

Appropriation	\$8,683,696.98
Appropriation	\$4,557,751.68
Appropriation	\$6,404,726.22
<b>BALANCE TO APPROPRIATE</b>	<b>\$6,788,141.00</b>
	<u>\$1,895,555.98</u>

**CAFETERIA FUND - TO BE ENCUMBERED**

SUMMER SALARIES	\$0.00
UNENCUMBERED BAL 06/30	-
<b>TOTAL</b>	<b>\$0.00</b>

**EST OF NEEDS CNP**

Appropriation	\$1,674,308.13
Appropriation	\$1,510,002.05
<b>TOTAL</b>	<b>\$164,306.08</b>

FY13	EXPENDITURES	REVENUE
Fund 11	\$19,417,097.04	\$21,989,271.31
Fund 21	\$840,629.74	\$2,643,673.88
Fund 22	\$1,048,262.61	\$1,271,812.64

FY19	EXPENDITURES	REVENUE
Fund 11	\$20,738,635.99	\$23,894,650.20
Fund 21	\$723,853.67	\$1,508,400.35
Fund 22	\$881,184.82	\$1,107,222.48

FY14	EXPENDITURES	REVENUE
Fund 11	\$19,337,310.54	\$21,261,013.33
Fund 21	\$1,134,921.73	\$2,294,017.06
Fund 22	\$1,159,423.76	\$1,278,750.90

FY2020	EXPENDITURES	REVENUE
Fund 11	\$21,708,304.57	\$24,714,299.29
Fund 21	\$635,743.06	\$1,432,795.28
Fund 22	\$957,499.75	\$1,132,604.09

FY15	EXPENDITURES	REVENUE
Fund 11	\$19,654,207.68	\$21,710,837.53
Fund 21	\$785,556.47	\$1,665,067.14
Fund 22	\$1,093,381.94	\$1,175,900.26

FY2021	EXPENDITURES	REVENUE
Fund 11	\$21,879,314.33	\$25,696,100.91
Fund 21	\$732,762.66	\$1,612,115.07
Fund 22	\$816,225.31	\$1,009,296.23

FY16	EXPENDITURES	REVENUE
Fund 11	\$20,329,306.20	\$21,329,690.72
Fund 21	\$598,024.16	\$1,441,580.98
Fund 22	\$997,250.31	\$1,100,082.92

FY2022	EXPENDITURES	REVENUE
Fund 11	\$23,538,209.67	\$28,773,875.21
Fund 21	\$898,284.30	\$2,023,156.93
Fund 22	\$1,074,543.75	\$1,570,259.42

FY17	EXPENDITURES	REVENUE
Fund 11	\$18,093,639.09	\$20,103,437.53
Fund 21	\$747,960.36	\$1,445,322.22
Fund 22	\$914,614.63	\$1,068,810.10

FY2023	EXPENDITURES	REVENUE
Fund 11	\$26,216,892.81	\$32,306,415.72
Fund 21	\$996,671.42	\$2,763,687.87
Fund 22	\$1,018,677.78	\$1,648,586.21

FY18	EXPENDITURES	REVENUE
Fund 11	\$17,940,164.85	\$21,157,472.37
Fund 21	\$654,742.65	\$1,359,404.15
Fund 22	\$940,467.18	\$1,087,657.32

FY2024	EXPENDITURES	REVENUE
Fund 11	\$26,732,208.19	\$33,802,886.36
Fund 21	\$1,693,102.67	\$9,729,077.84
Fund 22	\$1,305,578.17	\$1,839,502.25

**MONEY MARKET AND INVESTMENT ACCOUNTS**

**June 30, 2025**

FUND	BK	ACCT NO.	INVESTMENT AMOUNT	MATURITY	RATE	DAY	TRANSACTION DATE	AMT LIQUIDATED	INT EARNED TO DATE	INVEST BAL
<b>CERTIFICATES OF DEPOSIT</b>										
8123	VIS	500100FY23A	\$3,534.07	5/24/2023	0.2000%	365	5/15/2023	3,534.07		\$0.00
8124	VIS	500100FY24A	\$2,541.16	05/23/2024	2.87%	365	05/15/2024	\$2,615.80	\$74.64	\$0.00
8125	VIS	500100FY25A	\$1,615.80	05/15/2025	2.87%	365			\$47.52	\$1,663.32
<b>TOTAL INVESTED IN GIFTS FUND</b>										<b>\$1,663.32</b>
3723	OHB	1026730623	\$3,623,033.77	1/25/2025	4.88%	730	01/24/2023		\$177,300.93	\$3,800,334.70
3725	OHB	1026730623	\$3,800,334.70		4.88%		01/23/2025	\$3,903,916.45	\$103,581.75	\$0.00
3725	GWB	1030738639	\$3,900,000.00	09/04/2025	4.60%	180	03/06/2025		\$56,630.39	\$3,956,630.39
<b>TOTAL INVESTED IN BONDS FUND #37</b>										
<b>MONEY MARKET ACCOUNT</b>										
1125	FUB	1928233	\$1,659,847.16		4.88%	365			\$77,636.13	\$1,737,483.29
<b>TOTAL INVESTED IN GENERAL FUND</b>										<b>\$1,737,483.29</b>
2125	FUB	192833	\$841,346.59		4.88%	365			\$189,466.68	\$1,030,813.27
2102824*	FUB	192833	\$4,000,000.00		4.88%	365	02/24/2025	\$2,000,000.00		\$2,000,000.00
<b>TOTAL INVESTED IN BUILDING FUND</b>										<b>\$3,030,813.27</b>
<b>TOTAL INVESTED AS OF 06/30/2025</b>										<b>\$8,726,590.27</b>

\*04/30/2024 Balance of funds received from Insurance Company for roof damage from recent hailstorm.

CBT SWEEP ACCOUNT	\$395,034.18
CBT REGULAR CHECKING ACCOUNT	\$37,687.68
<b>TOTAL INTEREST EARNED FOR FY2025 AS OF 06/30/2025</b>	<b>\$860,084.33</b>

## ADA PUBLIC SCHOOL Budget Yearly Comparison

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025

Classification	-----2024-2025-----			-----2023-2024-----			-----Difference-----		
	Appr.	Enc.	Paid	Appr.	Enc.	Paid	Appr.	Enc.	Paid
Fund - 11 GENERAL FUND									
000 NONCATEGORICAL FUNDS	15,437,570.32	16,274,126.82	16,274,126.82	14,751,700.61	15,127,217.69	15,127,217.69	685,869.71	1,146,909.13	1,146,909.13
007 GAME WORKERS	36,200.00	49,402.61	49,402.61	39,000.00	34,500.61	34,500.61	-2,800.00	14,902.00	14,902.00
008 MAINTENANCE	36,750.00	31,145.47	31,145.47	24,396.94	19,449.53	19,449.53	12,353.06	11,695.94	11,695.94
012 SUBSTITUTES	120,000.00	57,712.37	57,712.37	110,000.00	124,567.24	124,567.24	10,000.00	-66,854.87	-66,854.87
014 EXTRA DRIVING PAY	7,500.00	3,610.49	3,610.49	14,000.00	6,415.24	6,415.24	-6,500.00	-2,804.75	-2,804.75
020 NURSE SUPPLIES	5,000.00	3,300.42	3,300.42	6,550.00	5,336.23	5,336.23	-1,550.00	-2,035.81	-2,035.81
022 SUMMER SCHOOL SALARIES	150,000.00	0.00	0.00	0.00	0.00	0.00	150,000.00	0.00	0.00
023 INSPIRE TO TEACH	4,000.00	4,331.73	4,331.73	0.00	0.00	0.00	4,000.00	4,331.73	4,331.73
051 ILO	2,500.00	2,212.75	2,212.75	1,500.00	1,476.41	1,476.41	1,000.00	736.34	736.34
065 COUGANNS	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	0.00
066 CHEERLEADERS	2,000.00	1,571.20	1,571.20	2,000.00	999.66	999.66	0.00	571.54	571.54
071 ADDITIONAL DUTY	791,537.02	864,355.50	864,355.50	724,862.63	726,051.14	726,051.14	66,674.39	138,304.36	138,304.36
081 TECHNOLOGY	72,073.78	104,674.38	104,674.38	78,659.59	88,020.10	88,020.10	-6,585.81	16,654.28	16,654.28
083 OKLAHOMA AERONAUTICS GRANT	15,000.00	15,000.00	15,000.00	5,680.00	5,630.59	5,630.59	9,320.00	9,369.41	9,369.41
087 AP TESTING	22,971.75	20,079.00	20,079.00	20,200.00	18,422.96	18,422.96	2,771.75	1,656.04	1,656.04
095 SPECIAL EDUCATION SALARY	2,827,342.51	3,177,725.68	3,177,725.68	2,777,120.76	2,818,616.56	2,818,616.56	50,221.75	359,109.12	359,109.12
096 SP ED SUPPLIES ALLOCATION	115,750.00	107,547.68	107,547.68	113,250.00	100,268.84	100,268.84	2,500.00	7,278.84	7,278.84
100 NON-SALARY EXPENDITURES	2,396,611.09	1,624,566.00	1,624,566.00	1,279,062.33	1,485,754.78	1,485,254.78	1,117,548.76	138,811.22	139,311.22
111 HIGH SCHOOL ALLOCATION	12,827.00	3,361.76	3,361.76	10,187.00	7,574.11	7,574.11	2,640.00	-4,212.35	-4,212.35
112 JUNIOR HIGH ALLOCATION	12,998.00	9,469.21	9,469.21	10,715.00	8,318.50	8,318.50	2,283.00	1,150.71	1,150.71
113 HAYES ALLOCATION	10,280.00	9,354.73	9,354.73	8,525.00	2,195.03	2,195.03	1,755.00	7,159.70	7,159.70
114 WASHINGTON ALLOCATION	7,840.00	6,554.21	6,554.21	7,670.00	7,670.00	7,670.00	170.00	-1,115.79	-1,115.79
115 WILLARD ALLOCATION	8,503.00	3,992.98	3,992.98	7,400.00	5,313.78	5,313.78	1,103.00	-1,320.80	-1,320.80
116 ECC ALLOCATION	7,200.00	7,197.21	7,197.21	5,626.00	5,626.00	5,626.00	1,574.00	1,571.21	1,571.21
131 TRANSPORTATION DEPARTMENT	311,158.59	228,154.43	228,154.43	234,811.82	199,963.58	199,963.58	76,346.77	28,190.85	28,190.85
132 CAFETERIA LOCAL FUNDS	0.00	0.00	0.00	180.00	0.00	0.00	-180.00	0.00	0.00
141 LIBRARY ALLOCATION	23,681.00	23,545.40	23,545.40	23,432.00	23,432.00	23,432.00	249.00	113.40	113.40
142 BAND ALLOCATION	6,570.00	4,890.00	4,890.00	6,570.00	5,554.38	5,554.38	0.00	-664.38	-664.38
143 VOCAL MUSIC ALLOCATION	2,150.00	1,856.97	1,856.97	2,150.00	2,110.64	2,110.64	0.00	-253.67	-253.67
144 SPEECH ALLOCATION	1,000.00	0.00	0.00	1,000.00	977.00	977.00	0.00	-977.00	-977.00
145 ACADEMIC BOWL	400.00	199.50	199.50	400.00	200.00	200.00	0.00	-0.50	-0.50
146 PERFORMING ARTS	3,000.00	0.00	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00
147 MOCK TRIAL	1,000.00	528.00	528.00	1,000.00	150.00	150.00	0.00	378.00	378.00
148 ART ALLOCATION	2,250.00	2,199.48	2,199.48	2,250.00	1,241.99	1,241.99	0.00	957.49	957.49
149 STEAM ALLOCATION	500.00	493.55	493.55	500.00	495.74	495.74	0.00	-2.19	-2.19
311 OK PAID STUDENT TEACHER STIPENDS	5,247.00	5,247.00	5,247.00	0.00	0.00	0.00	5,247.00	5,247.00	5,247.00
312 NATIONAL BOARD CERTIFIED BONUS	19,100.00	14,796.15	14,796.15	14,100.00	14,100.00	14,100.00	5,000.00	696.15	696.15
319 ADULT EDUCATION MATCHING	16,875.74	16,875.73	16,875.73	16,892.23	16,892.23	16,892.23	-16.49	-16.50	-16.50
331 EDUCATION FLEXIBLE BENEFIT ALL	26,777.00	26,280.67	26,280.67	27,605.16	26,629.22	26,629.22	-828.16	-348.55	-348.55
332 FLEX BENEFIT ALLOW - SUPPORT	108,578.55	121,091.93	121,091.93	125,195.40	118,285.46	118,285.46	-16,616.85	2,806.47	2,806.47
333 STATE TEXTBOOK	172,542.54	143,759.34	143,759.34	171,387.67	171,387.67	171,387.67	1,154.87	-27,628.33	-27,628.33

## ADA PUBLIC SCHOOL Budget Yearly Comparison

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025

Classification	-----2024-2025-----			-----2023-2024-----			-----Difference-----		
	Appr.	Enc.	Paid	Appr.	Enc.	Paid	Appr.	Enc.	Paid
334 ED FLEXIBLE ALLOWANCE-CERTIFIE	1,730,145.07	1,811,935.08	1,811,935.08	1,615,336.78	1,632,287.94	1,632,287.94	114,808.29	179,647.14	179,647.14
335 ED FLEXIBLE ALLOWANCE-SUPPORT	701,234.73	782,603.18	782,603.18	653,535.14	644,940.14	644,940.14	47,699.59	137,663.04	137,663.04
361 ACE TECHNOLOGY	11,029.34	11,029.34	11,029.34	13,294.08	13,294.08	13,294.08	-2,264.74	-2,264.74	-2,264.74
366 ADVANCED PLACEMENT MATERIALS GRANT	0.00	0.00	0.00	38,863.51	33,899.40	33,899.40	-38,863.51	-33,899.40	-33,899.40
367 READING SUFFICIENCY ACT	0.00	0.00	0.00	57,446.40	57,446.40	57,446.40	-57,446.40	-57,446.40	-57,446.40
367 STRONG READERS	74,218.60	74,218.60	74,218.60	0.00	0.00	0.00	74,218.60	74,218.60	74,218.60
376 SCHOOL RESOURCE OFFICER PROGRAM	91,829.62	36,385.68	36,385.68	92,000.00	92,000.00	92,000.00	-170.38	-55,614.32	-55,614.32
388 ALTERNATIVE ED STATEWIDE PROGR	65,665.96	65,665.96	65,665.96	90,045.50	90,045.50	90,045.50	-24,379.54	-24,379.54	-24,379.54
411 COMPREHENSIVE SECONDARY PRG	19,800.00	19,800.00	19,800.00	19,800.00	19,800.00	19,800.00	0.00	0.00	0.00
412 VOCATIONAL PROGRAMS ASST GRANT	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	90,000.00	0.00	0.00	0.00
421 CARL PERKINS	37,158.06	35,445.76	35,445.76	38,477.00	36,048.20	36,048.20	-1,318.94	-602.44	-602.44
424 CARL PERKINS SUPPLEMENTAL GRANT	0.00	0.00	0.00	24,381.90	19,087.19	19,087.19	-24,381.90	-19,087.19	-19,087.19
456 JOB TRAINING DEPT OF REHAB	0.00	0.00	0.00	2,500.00	658.78	658.78	-2,500.00	-658.78	-658.78
469 LOTTERY GRANT MONEY	37,933.19	36,664.79	36,664.79	15,000.00	14,991.53	14,991.53	22,933.19	21,673.26	21,673.26
511 PART A, BASIC PROGRAM	1,061,134.35	897,165.35	897,165.35	1,031,420.28	912,686.12	912,686.12	29,714.07	-15,520.77	-15,520.77
561 PART A, INDIAN EDUCATION	216,693.42	189,692.60	189,692.60	223,132.75	223,132.75	223,132.75	-6,439.33	-33,440.15	-33,440.15
563 JOHNSON-O'MALLEY PROGRAM	63,120.00	62,382.86	62,382.86	61,920.00	61,920.00	61,920.00	1,200.00	462.86	462.86
571 TITLE IIIA - IMMIGRANT	1,552.04	0.00	0.00	0.00	0.00	0.00	1,552.04	0.00	0.00
572 PART A, ENGLISH LANG ACQUISITIO	22,759.36	873.47	873.47	12,125.35	3,339.00	3,339.00	10,634.01	-2,465.53	-2,465.53
587 SUBPART 2, RURAL/LOW-INCOME SCH	20,907.45	20,907.44	20,907.44	74,475.40	53,575.29	53,575.29	-53,567.95	-32,667.85	-32,667.85
613 SPECIAL EDUCATION STAFF DEVELOPMENT	2,632.32	1,422.00	1,422.00	0.00	0.00	0.00	2,632.32	1,422.00	1,422.00
615 ENGAGE/DEVELOP MONITORING MINI GRANT	3,495.22	3,348.67	3,348.67	2,744.06	2,670.00	2,670.00	751.16	678.67	678.67
618 SECONDARY TRANSITION SERVICES	5,948.07	0.00	0.00	3,764.80	0.00	0.00	2,183.27	0.00	0.00
621 FLOW THRU, PL108-446, IDEA PART B	757,197.82	510,779.67	510,779.67	644,592.36	491,195.09	491,195.09	112,605.46	19,584.58	19,584.58
628 ARP - FLOWTHROUGH	0.00	0.00	0.00	21,679.00	15,735.46	15,735.46	-21,679.00	-15,735.46	-15,735.46
641 PRESCHOOL, AGES 3-5, PL108-446, ID	19,780.22	14,615.93	14,615.93	17,418.93	14,659.98	14,659.98	2,361.29	-44.05	-44.05
643 ARP - PRESCHOOL	0.00	0.00	0.00	616.42	0.00	0.00	-616.42	0.00	0.00
725 STUDENT TEACHER STIPEND PAYMENT	1,749.00	1,749.00	1,749.00	1,749.00	1,749.00	1,749.00	0.00	0.00	0.00
726 ARP ESSER III	4,522.00	4,521.30	4,521.30	0.00	0.00	0.00	4,522.00	4,521.30	4,521.30
731 ADULT EDUCATION AND LITERACY	123,518.55	101,398.58	101,398.58	134,319.10	99,384.08	99,384.08	-10,800.55	2,014.50	2,014.50
775 OK GEAR UP	37,197.90	36,622.37	36,622.37	114,615.85	108,464.47	108,464.47	-77,417.95	-71,842.10	-71,842.10
782 AWARE GRANT	716,310.16	577,609.62	577,609.62	561,296.52	381,148.71	381,148.71	155,013.64	196,460.91	196,460.91
795 CARES III	16,350.60	16,175.52	16,175.52	439,684.31	423,572.56	423,572.56	-423,333.71	-407,397.04	-407,397.04
797 ARP-ESSER III HOMELESS II	8,832.06	393.96	393.96	21,463.63	12,631.61	12,631.61	-12,631.57	-12,237.65	-12,237.65
<b>Fund - 11 GENERAL FUND</b>	<b>\$28,747,000.00</b>	<b>\$28,375,617.08</b>	<b>\$28,375,617.08</b>	<b>\$26,747,278.21</b>	<b>\$26,732,208.19</b>	<b>\$26,731,708.19</b>	<b>\$1,999,721.79</b>	<b>\$1,643,408.89</b>	<b>\$1,643,908.89</b>
<b>Report Total:</b>	<b>\$28,747,000.00</b>	<b>\$28,375,617.08</b>	<b>\$28,375,617.08</b>	<b>\$26,747,278.21</b>	<b>\$26,732,208.19</b>	<b>\$26,731,708.19</b>	<b>\$1,999,721.79</b>	<b>\$1,643,408.89</b>	<b>\$1,643,908.89</b>



**Ada City Schools  
Board of Education Meeting  
July 21, 2025  
Superintendent's Report**

**Budget and Finance Update**

We ended the year financially in very good shape. We are beginning fiscal year 2026 with a general fund balance of around \$7.1 million dollars. Our building fund, not including insurance claims for roofs at all sites and tornado/flood damage repair at Willard and the Jr High, is around \$2.3 million dollars. We will still proceed cautiously as we are keeping a careful eye on impoundments of federal educational funds. Approximately \$6.2 billion dollars in federal funds previously allocated to states has been impounded. Nearly \$70 million dollars of this is appropriated for Oklahoma. We have already allocated funding for federal programs which we will have to fund.

**Back to school information**

We have added around 30 new teachers to our family for the coming school year. We will have our New Teacher Academy starting on Monday, July 28 and running through Thursday, July 31. During this time we will ensure they receive training on effective teaching strategies and classroom management techniques, technology protocols and procedures, mental health and self care, and all things Ada. Our new teacher support is a critical part of supporting, growing, and retaining our teachers.

Enrollment confirmation will take place on Thursday, July 31, and Friday August 1 at the ACAC.

We will have all staff returning on Monday, August 4 to the ACAC at the high school. We want to celebrate the beginning of a new year and all this holds. Through that week we will also be providing curriculum training, site specific PD, and vertical alignment workshops. Meet and Greet with parents and students will be on Monday, August 11 and Tuesday, August 12.

Monday, August 11 will be the home opener for our High School and Jr High Softball teams. We will be having a ribbon cutting ceremony that afternoon to break in the new softball facility. This is a great time to show our community the investment made in the softball program.

High School football will have a midnight madness practice to open the preseason portion of the year. This will be at 9:00 PM on August 10. On August 16, they are also having a Kickoff Banquet starting at 6:00.

We have so many people who are working diligently to ensure our facilities and sites are where they need to be for school to start. They are greatly appreciated.

### Bond Projects Facility Update

Progress continues on the new Redbud Elementary School. Furniture is being finalized for the classrooms, offices, library, and cafeteria. Digital wall art is being developed to go in the learning common areas, the STEAM area, the gymnasium and vocal area, and the main hall. The building will certainly be a show piece for Ada. It will definitely be a very exciting time when we transition into this new modern learning center.

Plans are in place for the new first and second grade school which will be built on the existing Washington Elementary site. This new school facility, though smaller in overall size from Redbud, will have all the same features and learning dynamics that stand out at Redbud. Architects are continuing to develop the final scope of the school.

The new wrestling facility at the High School is coming along as well. We are optimistically hoping it will be able to be opened and used before the wrestling season comes to an end.

We also have a lot going on in existing facilities. The damage from the spring tornado is being repaired at Willard. The inside portion of the roof of the gym has been repaired and painted. The remainder of the gym, along with the stage is also being painted and the entire gym is getting a new floor. Everything should be completed by the time school starts so students and teachers will have a new, fresh gym to have activities in.

Work continues on the Jr High roof and should be completed in the coming weeks. Work will then transition to the other sites throughout the year. All sites will be getting new roofs.

The Jr High is also recovering from extensive water damage to the inside. Most of the first floor classrooms have had new floors installed and many have had new drywall and painting completed. Crews have worked very hard to get things finished in time for teachers to return and prepare for the start of school.

The Jr High will also have more extensive needs on the outside of the building. Maintenance of our existing sites will be a top priority.

## Superintendent Transition

I have had the opportunity to meet with many stakeholders in our district and many alumni who still have a lot of pride in the Cougars. It warms my heart to see so many people who believe Ada is one of the best places to be and want to do all they can to help ensure our standard of excellence continues. I have had the opportunity to sit and visit with dozens of people within the district who have shared with me all the things that make up their area of focus. Listening, learning, and understanding is a top priority right now to better understand where we are and where we are going. I have been extremely encouraged by everyone I have met with. We have some great people in the Ada City School District who are an asset to us.

On Thursday, July 17, I spent the day at CCOSA in New Superintendent Training. CCOSA continues to offer their training even though the Oklahoma State Department of Education is now the official provider. I will have 11 days of training with OSDE throughout the school year. The first 2 days of the OSDE required training is scheduled for July 31 and August first at the Oklahoma School Administrator Conference at UCO in Edmond. This provides a good network of people to share ideas with and lean on for support.

Overall, I don't feel the transition could be going any better. I am blessed to have the people around me who support me.

**NONDISCRIMINATION**

The Ada Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

The board directs the superintendent of schools to prepare necessary rules, regulations, and procedures to insure that all local, state, and federal laws, regulations and guidelines are followed.

The following statement will be included in all course announcements, bulletins disseminated to all students, materials used for recruiting or describing programs and training, application or enrollment forms, brochures, and catalogs;

“The Ada Board of Education does not discriminate on the basis of disability, race, color, religion, national origin, sex, age, veteran status or gender.”

When an open forum is created whereby non-curricular groups are allowed to meet on school premises Boy Scouts and other designated youth groups will have equal access.

Inquiries concerning application of this policy may be referred to Mr. Mike Anderson the Superintendent of Ada City Schools, who is the Title VI of the Civil Rights Act and Boys Scout Act Compliance Coordinator Title IX/504/ADA Compliance Coordinator.

Ada City Schools District 621019

324 W. 20<sup>th</sup>

580-310-7200

Ada, OK 74820

**REFERENCE: Oklahoma Constitution, Article 1, Section 6  
Title 6, Title 7, Civil Rights Act of 1964 as amended by the Equal  
Employment Opportunity Act of 1972  
Executive Order 11246, as amended by Executive Order 11375  
Equal Pay Act, as amended by the Education Amendments of 1972  
Rehabilitation Act of 1973, §504  
Education for All Handicapped Children Act of 1975  
Immigration Reform and Control Act of 1986  
Americans With Disabilities Act of 1990, 42 U.S.C. §12101  
Individuals With Disabilities Education Act, 20 USE §1400, et. seq.**

## FLAGS

It is the policy of the Ada Board of Education that the American flag and the Oklahoma flag will be flown at the school during school hours except in bad weather. An assigned custodian will be responsible for raising and lowering the flags.

**Any American flag flown on school premises shall be flown in accordance with 4 U.S.C. §§ 1 and 2 as well as all other provisions in federal law regarding the display of the American flag. Failure to adhere to legal requirements regarding the display of the American flag could lead to disciplinary action**

The school day will begin with a flag salute **which shall include the recitation of the Pledge of Allegiance**. However, students not wishing to participate in the pledge shall not be required to do so. A notice to this effect will be posted in a conspicuous place in each school building and/or classroom.

Flags representing United States Military branches banners, and pennants that celebrate the Ada City School District and our accomplishments may also be flown on school premises with the approval of the administration. No other flags shall be flown on school property at any time. In the event other flags are flown on school premises, individuals involved will be directed to remove them from the premises.

**REFERENCE: 25 O.S. §91.2  
25 O.S. §153  
70 O.S. §24-106  
**Accreditation Standard 210:35-3-5****

## PERSONAL ELECTRONIC ~~WIRELESS TELECOMMUNICATION~~ DEVICES

It is the policy of the Board of Education that a student may possess a personal electronic wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students.

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use refers to situations where immediate communication is necessary for safety and security. This includes, but is not limited to:

a. Medical Emergencies - Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure); or

b. Natural Disasters or Lockdowns - Communicating with law enforcement or family during events such as tornadoes, fires, lockdowns, or other emergencies affecting the school.

2. A personal electronic device may be used to monitor health issues as prescribed by a physician on a student's medical plan and or IEP.

"Bell to Bell" means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

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

Upon reasonable suspicion of illegal activity or content, the superintendent, principal, teacher, or security personnel shall have the authority to detain or authorize the search of, any student or property in the possession of the student for unauthorized personal electronic devices. The search of the actual personal electronic wireless communication device shall be conducted by law enforcement in the presence of a parent or guardian.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any personal electronic wireless telecommunications-device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may shall be confiscated by

PERSONAL ELECTRONIC WIRELESS TELECOMMUNICATION DEVICES (Cont'd)

the administration of the school. Any personal electronic device that is confiscated will be returned to the student at the end of the school day. Students violating this rule may be disallowed from carrying any personal electronic device following the incident unless the device is utilized to monitor a health condition district and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any wireless telecommunication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of or using a personal electronic wireless telecommunications device in violation of the rules or guidelines outlined in school site handbooks shall be subject to disciplinary action under the student discipline policy as found in each school's board-approved student handbook, including confiscation of the device pending parent/guardian conference, detention, or suspension. Where appropriate, police authorities may be contacted. Punishment for violation will be determined by the administration on a case-by-case basis.

**REFERENCE:**           70 O.S. §24-101.1, et seq.  
                              70 O.S. §24-102

\*See School Handbook Rules Specific for Each School Site

***THIS POLICY REQUIRED BY LAW.***

# *Wellness Policy*

## *Ada City School District*

### Purpose

The Ada City School District recognizes the important role that schools play in the development of children's lifelong health habits, their ability to learn, and their overall well-being. Schools can improve the health of students not only by educating them about the importance of healthy behaviors, but also by implementing policies that promote those behaviors.

Therefore, the District establishes the following policy to promote the health and wellness of students and staff and to ensure its schools comply with those standards established by federal and state law. Specifically, this policy requires all schools in the District to do the following:

- Allow parents, students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, review, and update of the school wellness policy.
- Establish nutrition guidelines that meet or exceed the United States Department of Agriculture's (USDA) school meal requirements and the nutrition standards for competitive foods and beverages.
- Create goals for nutrition promotion and education, physical activity and physical education, and other activities that promote student health.
- Adopt a plan to ensure the policy is properly implemented, regularly assessed, and periodically updated.

### Definitions

- **School campus**  
All areas of the property under the jurisdiction of the school that are accessible to students during the school day.
- **School day**  
The period of time from the midnight before to 30 minutes after the end of the instructional day.
- **Competitive foods and beverages**  
Foods and beverages that are sold on campus outside of the federal reimbursable school meals program during the school day (e.g., in vending machines or school stores).
- **Smart Snacks standards**  
Nutrition standards, issued by the USDA, that set limits on the amount of calories, salt, sugar, and fat in competitive foods and beverages.

# NUTRITION

## School Meal Requirements

The District will make nutritious foods available on campus during the school day to promote student and staff health. At a minimum, the District Child Nutrition Program will serve reimbursable meals that meet the United States Department of Agriculture's (USDA) requirements and follow the Dietary Guidelines for Americans (DGA).

*Specifically, the District will ensure that all meals are the following:*

- *Accessible, appealing, and attractive to all children*
- *Served in a clean, pleasant, and supervised setting*
- *High in fiber, free of added trans fats, and low in added fats, sugar, and sodium*
- *Respectful of cultural diversity (e.g., students will be encouraged to suggest local, cultural, and favorite ethnic foods) and religious preferences*
- *[Reviewed by a registered dietitian or other certified nutrition professional / based on a meal plan provided by a professional resource (such as the State Department of Education, the USDA, the Alliance for a Healthier Generation, or The Lunch Box)]*

*The District will also ensure that schools do the following:*

- *Encourage students to start the day with a healthy breakfast.*
- *Provide breakfast through the USDA School Breakfast Program.*

**Water:** Schools will make clean drinking water available and accessible without restriction and at no charge at every district facility (including cafeteria and eating areas, classrooms, hallways, playgrounds, and faculty lounges) throughout the entire school day. *Schools will also ensure the following:*

- *Students will be provided drinking cups, glasses, or reusable water bottles in places where meals are served.*
- *Students will be allowed to bring drinking water from home and take water into the classroom, provided that the water is in a capped container, such as a bottle, to prevent spills.*
- *All water sources and containers will be maintained on a regular basis to ensure good hygiene standards (including drinking fountains, water jugs, hydration stations, and other methods for delivering drinking water).*

**Information and Promotion:** As required under the National School Lunch Program (7 CFR 210.12), the District will promote activities to involve students and parents in the School Lunch Program. *In addition, the District will do the following:*

- *Inform families about the availability of breakfasts for students.*

- *Post information on the nutritional content and ingredients of school meals on menus in the cafeteria, on the District website and/or websites of individual schools, and/or in school newsletters.*
- *Send applications for reimbursable meal programs to families at the beginning of the school year and make applications available on the District website.*

***Adequate Time to Eat:*** *The District will [allow students at least 10 minutes to eat breakfast and 15 minutes to eat lunch from the time they are seated / provide sufficient lunch periods that are long enough to give all students (K-12) adequate time to be served and eat their lunches.*

## Competitive Foods and Beverages

The District will encourage that competitive foods and beverages sold to students during the school day meet or exceed the USDA's Smart Snacks standards.<sup>1</sup>

## Classroom Parties and Celebrations

The District will encourage that foods and beverages that meet the USDA's Smart Snacks standards be served during classroom parties and celebrations.

*The District will provide parents and teachers with a list of ideas for healthy food as well as non-food alternatives for classroom parties and celebrations.*

## Fundraising

**Fundraising on Campus During the School Day:** Only fundraisers that feature non-food items or foods and beverages that meet the Smart Snacks standards will be permitted. [*The District, however, may allow exemptions for up to 30 fundraisers during the school year, during which the foods and beverages sold are not required to meet the Smart Snack standards. Importantly, these exempted fundraisers cannot be held during normal meal service times.*]

*The following will also occur:*

- *The District will encourage fundraisers that do not sell food and/or that promote physical activity.*

***After-School Fundraisers and Concessions*** (e.g., during after-school programming, events, clubs, and evening concessions): *The District will offer alternate food and beverage selections which meet the USDA's Smart Snack Standards as part of after-school concessions or as part of fundraisers held outside of school hours.*

## Nutrition Education

Schools will offer—and integrate into the core curriculum—nutrition education to all grades (K-12), providing students the knowledge and skills necessary for lifelong healthy eating behaviors, *including the following:*

- *What it means to eat healthfully, consume the proper nutrients, and maintain a wholesome and balanced diet.*

- *How to read labels and understand the problems associated with unhealthy food marketing to children.*

In addition, schools will ensure that nutrition education:

- *Complies with state and federal learning objectives and standards.*
- *Provides opportunities for students to practice and apply the skills and knowledge taught in the classroom (e.g., by using the cafeteria as a learning lab, visiting local farms, etc.).*
- *Is made available for staff.*
- *Is promoted to families and the community.*

## Rewards and Punishment

Staff will be encouraged not to use food, beverages, or candy to reward or punish academic performance or student behavior.

## Nutrition and Healthy Food Promotion

The District will promote healthy food and beverage choices and appropriate portion sizes by doing the following:

- *Exhibiting posters, signs, or other displays on the school campus that promote healthy nutrition choices.*
- *Providing age-appropriate activities, such as contests, food demonstrations, and taste-testing, that promote healthy eating habits.*
- *Offering information to families (via communications with parents, educational workshops, screening services, and health-related exhibitions and fairs) and encouraging them to teach their children about nutrition and healthy eating behaviors.*
- *Encouraging school staff to display healthy eating habits and physical activity choices to students (e.g., by consuming only healthy snacks, meals, and beverages in front of their students, sharing positive experiences about physical activity with their students, etc.).*

## Food and Beverage Marketing

*The marketing of any brand, without reference to a specific product, is permissible only when alternative options which meet the USDA Smart Snack Standards are also available.*

*Marketing includes the following:*

- *School sites will be encouraged to refrain from offering coupons, discounts, and corporate incentive programs that reward students (e.g., when they reach certain academic goals) with free or discounted items unless those items meet the USDA's Smart Snacks Standards.*

## Staff Qualifications and Training

*The District will follow the USDA's Professional Standards for State and Local Nutrition Programs in selecting local school nutrition program directors. Also, the District will require all personnel in the school nutrition programs to complete annual continuing education and training.*

*In addition, Child Nutrition Staff will do the following:*

- *Receive training in basic nutrition, nutrition education, safe food preparation, and nutrition standards for healthy meals.*
- *Organize and participate in educational activities that support healthy eating behaviors and food safety.*

## Farm-to-School Programs and School Gardens

*The District will allow school gardens on District property.*

*The following will also occur:*

- *The District will dedicate resources (e.g., tools, materials, volunteer hours, etc.) to build a school garden on District property and/or actively participate in community gardens by dedicating the same resources as would be required for gardens on District property.*
- *The District will incorporate local and/or regional products into the school meal program.*
- *As part of their education, students will learn about agriculture and nutrition.*

## PHYSICAL EDUCATION AND PHYSICAL ACTIVITY

### General Requirements

The District will ensure that all students (K-6) participate in a minimum of 45 minutes of physical activity each day, whether through physical education, exercise programs, after-school athletics, fitness breaks, recess, classroom activities, or wellness and nutrition education. Secondary students (7-12) are offered the opportunity for physical activity through designated Brain Break and Nutrition Break periods each day.

### Recess and Physical Activity Breaks

**Recess:** The District will require schools to provide elementary school students (K-6) at least 20 minutes of recess each day (in addition to the PE requirements). Additionally, the District will do the following:

- Develop indoor recess guidelines to ensure students can have adequate physical activity on days when recess must be held indoors.

**Physical Activity Breaks:** *The District will require schools to provide all students (K-12) short breaks (three to five minutes) throughout the day to let them stretch, move around, and break up their time spent sitting. These physical activity breaks may take place during and/or between classroom time.*

## Physical Education (PE)

The District will require all schools to establish a comprehensive, standards-based PE curriculum for each grade (K-12). Schools will ensure that PE classes and equipment afford all students (K-12) an equal opportunity to participate in PE.

**Elementary school students** (K-6) will participate in at least 120 minutes of physical activity per week throughout the entire school year.

**Middle and high school students** (7-12) who are enrolled in physical education courses will participate in at least 225 minutes of PE per week throughout the entire school year.

*In addition, the following requirements apply to all students (K-12):*

- *During PE, students will be given the opportunity to participate in many types of physical activity, including both cooperative and competitive games.*
- *Students will engage in moderate to vigorous physical activity for more than 50 percent of the PE class time.*

## *Teacher Qualifications, Training, and Involvement*

- *Teachers will receive training on how to integrate physical activity into the curriculum. Some portion of this training will be incorporated into annual professional development.*
- *Schools will allow teachers the opportunity to participate in or lead physical activities throughout the school day.*
- *PE classes will be taught by licensed teachers who are certified in physical education.*

## Punishment and Rewards

- Physical activity will not be used or withheld as punishment. (This does not apply to participation on sports teams that have specific academic requirements).
- *The District will provide a list of alternative ways for teachers and staff to discipline students.*
- *The District will strongly encourage teachers to use physical activity (e.g., extra recess) as a reward.*

## Grounds, Facilities, and Equipment

The District will ensure the availability of proper equipment and facilities that meet safety standards and will conduct necessary inspections and repairs.

## Community Use of Recreational Facilities

The District will encourage school staff, students, and their families to participate in physical activity outside of the school day. Allowing staff, students, and their families to use school recreational facilities during non-school hours is one way to increase opportunities to engage in physical activity. Consistent with state law and District

policies and procedures (District Policies GK and GK-R1) regarding use of school facilities during non-school hours, the District will work with the City of Ada Department of Recreation and community-based organizations to coordinate and enhance opportunities for staff, students, and their families to engage in physical activity using school facilities before and after the school day, during weekends, and during school vacations.

## Active Transportation

The District will do the following:

- *Encourage children and their families to walk and bike to and from school.*
- *Work with local officials to designate safe or preferred routes to school.*
- *Promote National and International Walk and Bike to School Week/Day.*
- *Provide bike racks when possible.*

## OTHER ACTIVITIES THAT PROMOTE SCHOOL WELLNESS

### *Healthy and Fit School Advisory Committee (HFSAC)*

*All Oklahoma public schools must establish a HFSAC comprising of at least six individuals who represent different segments of the community, including teachers, parents, school counselors, health care professionals, and business community representatives.<sup>2</sup> The HFSAC is responsible for making recommendations and providing advice to the school principal regarding health education, nutrition, and health services, and will meet at least [four] times a year.*

*The school principal will give consideration to the HFSAC's recommendations.*

### *Staff Wellness*

*The District will implement an employee wellness program that promotes the physical, mental, and emotional needs of its staff.*

*The program will include the following:*

- *Health education*
- *Voluntary annual health screenings*
- *Stress management programs*
- *A breastfeeding policy*
- *Physical activity opportunities, available before and/or after school*
- *Nutrition education and weight management programs*

- Promotion of the OK Tobacco Helpline (1-800-QUIT-NOW)
- Oklahoma State Employee Assistance Programs for substance abuse
- Crisis management and prevention training
- Free or low-cost first aid and CPR training

### Professional Development

The District will provide staff with educational resources and annual training in health and health-related topics.

### Health Education

Name	Position	Contact Information (Email address is sufficient)
Pat Liticker	Superintendent	Pat.liticker@adapss.com
Lisa Fulton	Executive Dir., Academics	fultonf@adapss.com
Eddie Jacobs	<del>Executive Dir., Operations</del> Assistant to the Superintendent	jacobse@adapss.com

Where applicable, schools' health education curriculums will follow the National Health Education Standards or the state-approved Oklahoma Academic Standards.

## IMPLEMENTATION, MONITORING, AND EVALUATION

### Leadership

The District will designate one or more official(s) to facilitate the development of the local school wellness policy, oversee appropriate updates to the policy, and ensure each school's compliance with the policy. The District will ensure that the designated official(s) fully understand(s) the federal and state laws related to wellness policies:

Pat Liticker, Superintendent of Schools

Lisa Fulton, Executive Director of Academics/ Instruction

Eddie Jacobs, ~~Executive Director of Operations~~ Assistant to the Superintendent

## Community Involvement

The District will permit parents, students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, review, and update of the local school wellness policy. To encourage broad public participation in the process, the District will do the following:

- *Actively notify parents and the broader community about the content and implementation of as well as any changes to the wellness policy, whether through electronic communications (e.g., email, District website, etc.), non-electronic means (e.g., mailings, presentations, etc.), or both.*
- *Ensure that all outreach and communication is culturally appropriate and translated as needed.*
- *Educate community stakeholders on how they can participate in the development, implementation, review, and update of the wellness policy and let them know why their participation is important to the health and wellness of students and the broader community.*

## Assessments, Revisions, and Policy Updates

Every [two] years, the District will measure the extent to which schools are in compliance with the local wellness policy, as well as progress made in attaining the policy's goals. Additionally:

- Parents, students, physical education teachers, school health professionals, the school board, school administrators, and the general public will be allowed to participate in the development, implementation, and periodic review and update of the local wellness policy.
- *The District will assess how its policy compares with the latest national recommendations on school health, and will update the policy accordingly.*
- The District will inform and update the public about the content and implementation of the local wellness policy (via the District's website, handouts, newsletters sent directly to families' homes, etc.).

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<sup>1</sup> 7 CFR 2010.11.

<sup>2</sup> 70 OSA 24-100a.

Approved by Board of Education \_\_\_\_\_

**WIRELESS TELECOMMUNICATIONS DEVICES  
RULES**

Students will not possess any wireless telecommunications devices on school property or while attending any school-sponsored activity on or off school property without permission. Wireless telecommunications devices include, but are not limited to:

Beepers/pagers

Cellular telephones

“Walkie Talkies,” either long- or short-range

Portable CB radios

Portable “HAM” radios,

Portable police scanning devices

Portable games or toys that transmit a signal more than 20 feet or through walls

Other emergency electronic communications devices

Use of a wireless telecommunications device shall be limited to the period before classes begin in the morning, during the student’s lunch period, and after the student’s last class in the afternoon. Except for situations involving a bona fide health or safety emergency, wireless telecommunications devices are not to be used during class or instructional time, or during the passing times between classes, unless specific permission has been granted by the building principal.

A student may request permission to possess a wireless telecommunications device by receiving written permission from the student’s parent or guardian and the superintendent or designee. Such permission will be granted for the current school year. Circumstances that will be considered include, but are not limited to:

1. Medical emergency;
2. The device is attached to an automobile as equipment or an accessory;
3. The device is turned off and is unable to receive in-coming communications while in the possession of the student;
4. The device is deemed necessary for the student’s safety while commuting between home and school.

In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet or which has the capability to take photographs of any kind.

Violation of any of these rules will be reason for disciplinary action. Wireless telecommunications devices will be confiscated if found to be in the possession of students who do not have current authorized permits. These devices will be released only to a parent or legal guardian.

**WIRELESS TELECOMMUNICATIONS  
PERMISSION AGREEMENT**

Pursuant to the School Laws of Oklahoma:

The board of education of each school district shall establish and implement rules regarding student possession of a wireless telecommunication device while said student is on school premises or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school. The rules shall provide that a student may possess a wireless telecommunication device upon the prior consent of both a parent or guardian and the school principal or superintendent and shall also specify the disciplinary action a student shall face if found to be in possession of a wireless telecommunication device in violation of the rules. (70 O.S. §24-101.1)

See Ada Board of Education Policy FNG and Regulation FNG-R (Rules).

See School Handbook for rules specific to each site.

Student's Name: \_\_\_\_\_

Permission Granted:  Yes  No

Parent or Guardian (please print): \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

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

This agreement is valid until revoked in writing or by adoption of a revised policy.

# ADA CITY SCHOOLS | 2025-2026 CALENDAR

## 4 - Professional Day

July 31 - August 1 – Enrollment Confirmation

7, 8 – Professional Day

11, 12 Meet & Greet Orientation

13 – First Day of School

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

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

1, 2 – Christmas Break

5 – Professional Day

19 – M.L King Day  
No School

1 -- Labor Day

19 – Early Release Day

22 – No School

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

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

13 – Professional Day

16 – Presidents' Day  
No School

14 – Early Release Day & Parent/Teacher Conference

15, 16, 17 – Fall Break

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

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

12 – Early Release Day & Parent/Teacher Conference

13 – Snow Day/No School

16 – 20 Spring Break

24 – 28 Thanksgiving Break

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

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

3 – Good Friday  
No School

6 – Easter Holiday  
No School

24 – Snow Day

December 19 – January 2  
Christmas Break

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

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

8 – Snow Day/No School

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

**Board Approved: January 13, 2025**  
**Revisions Approved: April 14, 2025**  
**Revisions Approved:**



# Ada City Schools Contract Schedule 2025-2026

## Bachelors

EXP.	BASE	RETIREMENT	TRS CREDIT	DISABILITY	LIFE INS.	CONTRACT TOTAL	FLEX BENEFIT MAJOR MEDICAL
0	\$39,520.94	\$2,921.33	\$60.15	\$69.60	\$20.40	\$42,592.42	\$8,484.00
1	\$39,975.81	\$2,912.30	\$103.41	\$69.60	\$20.40	\$43,081.52	\$8,484.00
2	\$40,383.68	\$2,900.76	\$145.65	\$69.60	\$20.40	\$43,520.09	\$8,484.00
3	\$40,788.47	\$2,888.73	\$188.15	\$69.60	\$20.40	\$43,955.35	\$8,484.00
4	\$41,196.21	\$2,874.24	\$233.33	\$69.60	\$20.40	\$44,393.78	\$8,484.00
5	\$42,635.30	\$2,937.13	\$278.76	\$69.60	\$20.40	\$45,941.19	\$8,484.00
6	\$43,066.89	\$2,923.12	\$325.26	\$69.60	\$20.40	\$46,405.27	\$8,484.00
7	\$43,526.42	\$2,910.14	\$372.82	\$69.60	\$20.40	\$46,899.38	\$8,484.00
8	\$43,963.01	\$2,894.39	\$421.44	\$69.60	\$20.40	\$47,368.84	\$8,484.00
9	\$44,393.60	\$2,877.12	\$471.12	\$69.60	\$20.40	\$47,831.84	\$8,484.00
10	\$46,343.62	\$2,973.14	\$521.87	\$69.60	\$20.40	\$49,928.63	\$8,484.00
11	\$46,802.86	\$2,955.91	\$573.67	\$69.60	\$20.40	\$50,422.44	\$8,484.00
12	\$47,262.11	\$2,937.61	\$626.54	\$69.60	\$20.40	\$50,916.26	\$8,484.00
13	\$47,720.42	\$2,918.16	\$680.48	\$69.60	\$20.40	\$51,409.06	\$8,484.00
14	\$48,179.65	\$2,897.74	\$735.47	\$69.60	\$20.40	\$51,902.86	\$8,484.00
15	\$49,660.56	\$2,953.14	\$791.53	\$69.60	\$20.40	\$53,495.23	\$8,484.00
16	\$50,123.81	\$2,930.89	\$848.65	\$69.60	\$20.40	\$53,993.35	\$8,484.00
17	\$50,587.05	\$2,907.58	\$906.83	\$69.60	\$20.40	\$54,491.46	\$8,484.00
18	\$51,050.28	\$2,883.21	\$966.07	\$69.60	\$20.40	\$54,989.56	\$8,484.00
19	\$51,515.53	\$2,857.92	\$1,026.38	\$69.60	\$20.40	\$55,489.83	\$8,484.00
20	\$51,995.36	\$2,832.66	\$1,087.75	\$69.60	\$20.40	\$56,005.77	\$8,484.00
21	\$52,455.61	\$2,804.88	\$1,150.18	\$69.60	\$20.40	\$56,500.67	\$8,484.00
22	\$52,915.78	\$2,776.01	\$1,213.68	\$69.60	\$20.40	\$56,995.47	\$8,484.00
23	\$53,375.02	\$2,746.03	\$1,278.23	\$69.60	\$20.40	\$57,489.28	\$8,484.00
24	\$53,834.25	\$2,714.97	\$1,343.85	\$69.60	\$20.40	\$57,983.07	\$8,484.00
25	\$55,159.33	\$2,748.03	\$1,410.53	\$69.60	\$20.40	\$59,407.89	\$8,484.00
26	\$55,478.33	\$2,772.04	\$1,410.53	\$69.60	\$20.40	\$59,750.90	\$8,484.00
27	\$55,878.33	\$2,802.15	\$1,410.53	\$69.60	\$20.40	\$60,181.01	\$8,484.00
28	\$56,278.32	\$2,832.26	\$1,410.53	\$69.60	\$20.40	\$60,611.11	\$8,484.00
29	\$56,778.32	\$2,869.89	\$1,410.53	\$69.60	\$20.40	\$61,148.74	\$8,484.00
30	\$57,278.32	\$2,907.53	\$1,410.53	\$69.60	\$20.40	\$61,686.38	\$8,484.00
31	\$57,778.32	\$2,945.16	\$1,410.53	\$69.60	\$20.40	\$62,224.01	\$8,484.00
32	\$58,278.32	\$2,982.80	\$1,410.53	\$69.60	\$20.40	\$62,761.65	\$8,484.00
33	\$58,778.32	\$3,020.43	\$1,410.53	\$69.60	\$20.40	\$63,299.28	\$8,484.00
34	\$59,278.32	\$3,058.06	\$1,410.53	\$69.60	\$20.40	\$63,836.91	\$8,484.00
35	\$59,778.32	\$3,095.70	\$1,410.53	\$69.60	\$20.40	\$64,374.55	\$8,484.00

## Masters

0	\$40,897.63	\$3,024.95	\$60.15	\$69.60	\$20.40	\$44,072.73	\$8,484.00
1	\$41,304.50	\$3,012.31	\$103.41	\$69.60	\$20.40	\$44,510.22	\$8,484.00
2	\$41,708.38	\$3,000.47	\$145.65	\$69.60	\$20.40	\$44,944.50	\$8,484.00
3	\$42,115.17	\$2,988.59	\$188.15	\$69.60	\$20.40	\$45,381.91	\$8,484.00
4	\$42,519.05	\$2,973.81	\$233.33	\$69.60	\$20.40	\$45,816.19	\$8,484.00
5	\$43,962.01	\$3,036.99	\$278.76	\$69.60	\$20.40	\$47,367.76	\$8,484.00
6	\$44,393.60	\$3,022.98	\$325.26	\$69.60	\$20.40	\$47,831.84	\$8,484.00
7	\$44,825.12	\$3,007.90	\$372.82	\$69.60	\$20.40	\$48,295.84	\$8,484.00
8	\$45,255.71	\$2,991.69	\$421.44	\$69.60	\$20.40	\$48,758.84	\$8,484.00
9	\$45,687.23	\$2,974.49	\$471.12	\$69.60	\$20.40	\$49,222.84	\$8,484.00
10	\$48,095.50	\$3,105.00	\$521.87	\$69.60	\$20.40	\$51,812.37	\$8,484.00
11	\$48,556.74	\$3,087.92	\$573.67	\$69.60	\$20.40	\$52,308.33	\$8,484.00
12	\$49,019.97	\$3,069.92	\$626.54	\$69.60	\$20.40	\$52,806.43	\$8,484.00
13	\$49,483.21	\$3,050.85	\$680.48	\$69.60	\$20.40	\$53,304.54	\$8,484.00
14	\$49,945.53	\$3,030.65	\$735.47	\$69.60	\$20.40	\$53,801.65	\$8,484.00
15	\$51,427.37	\$3,086.13	\$791.53	\$69.60	\$20.40	\$55,395.03	\$8,484.00
16	\$51,890.60	\$3,063.88	\$848.65	\$69.60	\$20.40	\$55,893.13	\$8,484.00
17	\$52,353.84	\$3,040.57	\$906.83	\$69.60	\$20.40	\$56,391.24	\$8,484.00
18	\$52,817.09	\$3,016.19	\$966.07	\$69.60	\$20.40	\$56,889.35	\$8,484.00
19	\$53,280.33	\$2,990.75	\$1,026.38	\$69.60	\$20.40	\$57,387.46	\$8,484.00
20	\$53,763.09	\$2,965.72	\$1,087.75	\$69.60	\$20.40	\$57,906.56	\$8,484.00
21	\$54,226.33	\$2,938.16	\$1,150.18	\$69.60	\$20.40	\$58,404.67	\$8,484.00
22	\$54,689.58	\$2,909.52	\$1,213.68	\$69.60	\$20.40	\$58,902.78	\$8,484.00
23	\$55,156.75	\$2,880.14	\$1,278.23	\$69.60	\$20.40	\$59,405.12	\$8,484.00
24	\$55,615.99	\$2,849.08	\$1,343.85	\$69.60	\$20.40	\$59,898.92	\$8,484.00
25	\$56,975.54	\$2,884.74	\$1,410.53	\$69.60	\$20.40	\$61,360.81	\$8,484.00
26	\$57,279.53	\$2,907.62	\$1,410.53	\$69.60	\$20.40	\$61,687.68	\$8,484.00
27	\$57,679.54	\$2,937.73	\$1,410.53	\$69.60	\$20.40	\$62,117.80	\$8,484.00
28	\$58,079.54	\$2,967.83	\$1,410.53	\$69.60	\$20.40	\$62,547.90	\$8,484.00
29	\$58,579.54	\$3,005.47	\$1,410.53	\$69.60	\$20.40	\$63,085.54	\$8,484.00
30	\$59,079.54	\$3,043.10	\$1,410.53	\$69.60	\$20.40	\$63,623.17	\$8,484.00
31	\$59,579.54	\$3,080.74	\$1,410.53	\$69.60	\$20.40	\$64,160.81	\$8,484.00
32	\$60,079.54	\$3,118.37	\$1,410.53	\$69.60	\$20.40	\$64,698.44	\$8,484.00
33	\$60,579.54	\$3,156.01	\$1,410.53	\$69.60	\$20.40	\$65,236.08	\$8,484.00
34	\$61,079.54	\$3,193.64	\$1,410.53	\$69.60	\$20.40	\$65,773.71	\$8,484.00
35	\$61,579.54	\$3,231.27	\$1,410.53	\$69.60	\$20.40	\$66,311.34	\$8,484.00

Base + Retirement + TRS Credit = Total Salary

Approved by Board of Education: \_\_\_\_\_

Ada City Schools Contract Schedule 2025-2026

<b>Doctors</b>							
EXP.	BASE	RETIREMENT	TRS CREDIT	DISABILITY	LIFE INS.	CONTRACT TOTAL	FLEX BENEFIT MAJOR MEDICAL
0	\$42,089.34	\$3,114.65	\$60.15	\$69.60	\$20.40	\$45,354.14	\$8,484.00
1	\$42,494.20	\$3,101.86	\$103.41	\$69.60	\$20.40	\$45,789.47	\$8,484.00
2	\$42,899.08	\$3,090.10	\$145.65	\$69.60	\$20.40	\$46,224.83	\$8,484.00
3	\$43,305.00	\$3,078.15	\$188.15	\$69.60	\$20.40	\$46,661.30	\$8,484.00
4	\$43,709.75	\$3,063.43	\$233.33	\$69.60	\$20.40	\$47,096.51	\$8,484.00
5	\$45,150.00	\$3,126.41	\$278.76	\$69.60	\$20.40	\$48,645.17	\$8,484.00
6	\$45,582.00	\$3,112.43	\$325.26	\$69.60	\$20.40	\$49,109.69	\$8,484.00
7	\$46,013.00	\$3,097.31	\$372.82	\$69.60	\$20.40	\$49,573.13	\$8,484.00
8	\$46,444.00	\$3,081.13	\$421.44	\$69.60	\$20.40	\$50,036.57	\$8,484.00
9	\$46,876.00	\$3,063.96	\$471.12	\$69.60	\$20.40	\$50,501.08	\$8,484.00
10	\$50,202.60	\$3,263.60	\$521.87	\$69.60	\$20.40	\$54,078.07	\$8,484.00
11	\$50,661.85	\$3,246.37	\$573.67	\$69.60	\$20.40	\$54,571.89	\$8,484.00
12	\$51,121.00	\$3,228.06	\$626.54	\$69.60	\$20.40	\$55,065.60	\$8,484.00
13	\$51,580.00	\$3,208.67	\$680.48	\$69.60	\$20.40	\$55,559.15	\$8,484.00
14	\$52,039.00	\$3,188.23	\$735.47	\$69.60	\$20.40	\$56,052.70	\$8,484.00
15	\$53,518.00	\$3,243.49	\$791.53	\$69.60	\$20.40	\$57,643.02	\$8,484.00
16	\$53,976.65	\$3,220.89	\$848.65	\$69.60	\$20.40	\$58,136.19	\$8,484.00
17	\$54,435.88	\$3,197.28	\$906.83	\$69.60	\$20.40	\$58,629.99	\$8,484.00
18	\$54,895.13	\$3,172.61	\$966.07	\$69.60	\$20.40	\$59,123.81	\$8,484.00
19	\$55,354.37	\$3,146.86	\$1,026.38	\$69.60	\$20.40	\$59,617.61	\$8,484.00
20	\$55,834.06	\$3,122.35	\$1,087.00	\$69.60	\$20.40	\$60,133.41	\$8,484.00
21	\$56,293.00	\$3,093.71	\$1,150.18	\$69.60	\$20.40	\$60,626.89	\$8,484.00
22	\$56,752.00	\$3,064.76	\$1,213.68	\$69.60	\$20.40	\$61,120.44	\$8,484.00
23	\$57,211.72	\$3,034.81	\$1,278.23	\$69.60	\$20.40	\$61,614.76	\$8,484.00
24	\$57,671.00	\$3,003.76	\$1,343.85	\$69.60	\$20.40	\$62,108.61	\$8,484.00
25	\$59,071.36	\$3,042.49	\$1,410.53	\$69.60	\$20.40	\$63,614.38	\$8,484.00
26	\$59,377.35	\$3,065.52	\$1,410.53	\$69.60	\$20.40	\$63,943.40	\$8,484.00
27	\$59,727.36	\$3,091.86	\$1,410.53	\$69.60	\$20.40	\$64,319.75	\$8,484.00
28	\$60,077.36	\$3,118.21	\$1,410.53	\$69.60	\$20.40	\$64,696.10	\$8,484.00
29	\$60,577.36	\$3,155.84	\$1,410.53	\$69.60	\$20.40	\$65,233.73	\$8,484.00
30	\$61,077.36	\$3,193.48	\$1,410.53	\$69.60	\$20.40	\$65,771.37	\$8,484.00
31	\$61,577.36	\$3,231.11	\$1,410.53	\$69.60	\$20.40	\$66,309.00	\$8,484.00
32	\$62,077.36	\$3,268.75	\$1,410.53	\$69.60	\$20.40	\$66,846.64	\$8,484.00
33	\$62,577.36	\$3,306.38	\$1,410.53	\$69.60	\$20.40	\$67,384.27	\$8,484.00
34	\$63,077.36	\$3,344.01	\$1,410.53	\$69.60	\$20.40	\$67,921.90	\$8,484.00
35	\$63,577.36	\$3,381.65	\$1,410.53	\$69.60	\$20.40	\$68,459.54	\$8,484.00
Base + Retirement + TRS Credit = Total Salary							
Approved by Board of Education: _____							

**ADA CITY SCHOOLS EXTRA DUTY ASSIGNMENTS**

<b>Description</b>	<b>Annual Salary</b>
1 SPORT COACH	\$4000.00
24-25 RAISE INDIAN ED DIR	\$3000.00
24-25 RAISE LFULTON	\$5000.00
ACADEMIC TEAM CO-SPONSOR	\$1000.00
ACADEMIC TEAM SPONSOR	\$1625.00
ACTIVITIES DIRECTOR	\$8000.00
ADULT ED DIRECTOR	\$4000.00
AHS NATIONAL HONOR SOCIETY	\$1500.00
AHS YEARBOOK SPONSOR	\$2000.00
AHS/AJH VOCAL MUSIC	\$5000.00
AJH STUDENT COUNCIL CO-SPONSOR	\$750.00
AJH YEARBOOK SPONSOR	\$1050.00
AJHS CHEER COACH	\$3000.00
AJHS DEAN OF STUDENTS	\$15500.00
AJHS PT COUNSELOR	\$3500.00
ASSISTANT ATHLETIC DIRECTOR	\$10000.00
ASSISTANT BAND DIR	\$6550.00
ASSISTANT DIRECTOR ALTERNATIVE ED	\$2500.00
ASSOCIATE ATHLETIC DIRECTOR	\$5000.00
ASST STRENGTH & CONDITIONING COORD	\$2500.00
ASST TO SUPERINTENDENT	\$10000.00
ASST. PERFORMING ARTS	\$3000.00
ASST. PUBLIC RELATIONS	\$2000.00
ATHLETIC DIRECTOR	\$20000.00
AWARE GRANT MANAGER	\$8572.63
BASKETBALL HS BOYS HEAD COACH	\$9500.00
BASKETBALL HS GIRLS HEAD COACH	\$9500.00
CHEERLEADING COACH AHS	\$8000.00
COACH	\$8500.00
COACH + HEAD COACH	\$9000.00
COACH THIRD SPORT	\$1000.00
COUGANN SPONSOR	\$8000.00
COUGAR TECH	\$1500.00
CURRICULUM & ASSESSMENT DIRECTOR	\$27700.00
DEAN OF STUDENTS	\$15500.00
DEPT HEAD AJH	\$500.00
DEPT HS HEAD ENGLISH	\$500.00
DEPT HS HEAD MATH	\$500.00
DEPT HS HEAD SCIENCE	\$500.00
DEPT HS HEAD SOCIAL ST.	\$500.00
DIR OF SPECIAL ED	\$20200.00
DIRECTOR ALTERNATIVE EDUCATION	\$5000.00
DIRECTOR OF FINE ARTS & ACAC	\$8000.00
DIRECTOR OF GIFTED & TALENTED	\$8000.00
DIRECTOR OF SAFETY & SECURITY	\$15000.00
ELEMENTARY COUNSELOR	\$7000.00
ELEMENTARY PRINCIPAL	\$24200.00
ELL/HOMELESS/ENROLLMENT	\$17200.00
ESPORTS	\$1500.00
FOOTBALL HS COORDINATOR	\$2500.00
FOOTBALL HS HEAD COACH	\$20000.00
HAYES DEAN OF STUDENTS	\$15500.00
HAYES FACILITATOR	\$500.00
HS ASST. PRINCIPAL	\$21300.00
HS PRINCIPAL	\$28000.00

INDIAN ED DIRECTOR	\$14000.00
JH ASST. PRINCIPAL	\$20300.00
JH PRINCIPAL	\$27200.00
JR HIGH COUNSELOR	\$7000.00
PERFORMING ARTS/COMPETITIVE DRAMA	\$8000.00
PROFESSIONAL DEVELOPMENT COMMITTEE	\$500.00
PUBLIC RELATIONS DISTRICT	\$8000.00
ROBOTICS TEAM CO-SPONSOR	\$812.50
SCHOOL PSYCHOLOGIST	\$12000.00
SCHOOL RESOURCE OFFICER	\$7500.00
SECONDARY COUNSELOR	\$7000.00
SP ED COORDINATOR	\$17700.00
SPEECH PATHOLOGIST	\$16000.00
STEM/AVIATION	\$19000.00
STRENGTH AND CONDITIONING COORDINATOR	\$12000.00
STUDENT COUNCIL SPONSOR	\$2500.00
TECHNOLOGY DIRECTOR	\$22000.00
VO TECH TEACHER	\$2200.00
WILLARD 2 SPORT COACH	\$7000.00
WILLARD/AJHS PERFORMING ARTS	\$1500.00
ATHLETIC TRAINER	\$25,000.00
DIRECTOR OF HEALTH SERVICES	\$15,000.00

## ACS PROFESSIONAL DEVELOPMENT STIPEND PAY GUIDELINES FOR DISTRICT APPROVED OPPORTUNITIES

The Board of Education recognizes the importance and value of professional development in education. Professional Development allows teachers and staff to continuously learn new skills, stay updated on current research and best practices and ultimately improve student learning outcomes by equipping them with the tools to address diverse needs and effectively engage students in the classroom. Providing training is crucial in promoting school safety and in building positive climates where students can learn. A recommendation is made to the Board of Education to approve the guidelines for out of contract stipend pay for DISTRICT approved professional development.

### Plan/Criteria:

- Rates for Attendance:
  - The following stipend pay rates apply for out of contact time, regardless of funding source.
    - For *certified* staff:
      - 6+ hours = \$100.00
      - 3-5 hours = \$50.00
      - < 3 hours = \$25.00
    - For *support* staff:
      - \$12.50/hour
      - In the event overtime occurs due to the out of contract time, a blended rate would apply.
- Rates for the *District employed trainer* providing District/Superintendent appointed training such as, but not limited to, Crisis Prevention Intervention and/or CPI training.
  - 6+ hours = \$175.00/day
  - 3-5 hours = \$87.50
  - < 3 hours = \$43.75
- Time Sheets, Sign In sheets, and/or Invoices will be provided for documentation.
- Stipends shall not be included in the definition of “salary”, “salary level”, “Compensation”, or “benefits” in determining salary, salary level, compensation, or benefits level under any State Statute or current or future collective bargaining agreement.
- All applicable teachers’ retirement and legally required withholding and matching payments will be made on all stipends paid.
- Any certified or support staff member who is eligible to receive the stipend must complete all job related duties required of their position and remain employed in good standing throughout the duration of their contract with the District in order to receive any portion of the stipend.
- *Special Note: Not all opportunities come with a stipend. Only select opportunities, as determined by the district, will be provided a stipend.*

## Ada City Schools Required Training and Professional Development Plan

<u>Topic</u>	<u>Audience</u>	<u>Frequency</u>
Alcohol & Drug Awareness	C & S	Yr 1 then every 5 years
Allergy & Anaphylaxis	C & S	Yearly
Autism	PK-3 <sup>rd</sup> C & S	Yr 1 then every 3 years
Bloodborne Pathogens	ALL C& S	Yearly
Bullying Prevention	All C &,S	Yearly
Bus Driver Training	Bus Drivers	Yearly
CPR/First Aid/Heimlich	1 C & 1 S per site *all coaches, trainers, nurses yearly	Yearly
Child Abuse & Neglect; Child Sexual Abuse Awareness & Reporting *Child Sexual Abuse Prevention with Vector Solutions	C & S C & S	Yr 1 then every 5th year Yearly (qualifies for deductible waiver)
Crisis Prevention & Intervention	C & S; SpEd Staff, Site Admin	Biennial
Diabetes Management	C & S; Those Responsible for diabetics	Yearly
Digital Teaching & Learning	C	Yearly
Dyslexia/Dysgraphia Awareness	C	Yearly
EL	C & S; Those who work with EL	Yearly
Family & Community Engagement	C	Yr 1 then every 5 years
FERPA	C & S	Yearly
Finance	Enc Clerk/Treasurer	Yearly
Foster Care	C	Yearly
Hazardous Communications	C & S	Yearly
Human Trafficking	C & S	Yearly
Medication Training	Identified Personnel	yearly
Mental Health	C & S	Yr 1 then every 5 years
Racial & Ethnic Education	C & S	Yr 1 then every 5 years

Science of Reading	PK-5 <sup>th</sup> C	Yearly
Seizure Rescue Training - Safe Schools Act	1 C per site	Yearly
Sports Related Head Injuries Concussion Management Guidelines, Penalties	Athletes, Coaches, P&G, Officials, trainers, nurses	Yearly
Social Media	C & S	Yearly
Student Communication	C & S	yearly
Sudden Cardiac Arrest Training	Athletes, Coaches, P&G school nurses, trainers	Yearly
Suicide Awareness Training	C & S	Yr 1 then Biennial
Teacher Induction Program	1st, 2nd, 3rd yr Teachers; Instructional Coach	Yearly
Title IX, Part A Education for the Homeless and Other Laws	C & S	Yearly
Title IX	C & S	Yearly
TLE Framework	Evaluators	Yr 1 then Biennial recertification
Workplace Safety Training in Schools	7-12 C	Yr 1 then every 3 years

**On-Going:**

Gear Up  
 Leader in Me  
 PLC  
 MTSS  
 CFA  
 School Safety (RAVE, A.L.I.C.E, Crisis Management)  
 Gifted and Talented  
 ICAP  
 CTE  
 New Teacher Academy

**OTHER:**

Personal Financial Literacy-first year assigned this subject  
 Health Education Micro-credential-those integrating curriculum into other content areas  
 STEM Micro-credential  
 Vision Screening - screeners of K, 1st, & 3rd required training on OSDH



Ada Early Childhood  
Center  
Parent Handbook

Dear Parent/Guardian:

Welcome to Ada Early Childhood Center! We are excited to partner with you to continue the education for which you provided the foundation. We understand that each child is very unique and special. We welcome your input and any information that you would like to share about your child so that we may better serve them. Our teachers are highly qualified, caring, devoted individuals who are passionate about their jobs. The partnership between home and school will provide the highest level of success for your child.

Research supports that children whose parents are involved in their child's education do better in school. Parents who participate in the education of their child send a clear message that education is important and value the educational process. Based on research and the competence of the faculty and staff, we believe our students will be successful. We call this a Win-Win!

It is our goal to not only provide your child with a rigorous academic experience, but also develop life skills that will support each child's social and emotional health. AECC is a **Leader in Me Lighthouse school** and embeds the **7 Habits of Happy Kids** in the daily curriculum. These habits provide a great foundation for students to begin the process of making good choices and learning to work with others. We encourage parents to become familiar with these habits and use them at home to support our endeavors. It is our philosophy that all children can learn and experience success using these habits.

This year your child is going to encounter new adventures, exciting learning experiences, and success at Ada Early Childhood Center. Please make the commitment to join us in making this the best year possible for your child. Please feel free to contact the school if there is anything we can do to make your child's experience better. If you have any questions, please feel free to contact the school.

Sincerely,

*Cindy Brady, Principal*

# School Creed

*You Believe in Me and I Believe in You  
We Will Do Our Best to be Our Best  
We Will Apply the 7 Habits to Build Integrity and Character  
We will . . .  
Be Proactive  
Begin With the End in Mind  
Put First Things First  
Think Win-Win  
Seek First to Understand, Then to be Understood  
Synergize  
Sharpen the Saw  
We Will Learn Today and Lead Tomorrow*

**WE ARE ADA COUGARS**

## Mission Statement

AECC strives to ensure student success through quality education by fostering a relationship between families and schools and provide a foundation to cultivate and develop leadership skills in all students.

# About Our School

Ada Early Childhood Center has three educational programs, all geared to meet the needs of early childhood students.

**Pre-Kindergarten-** Children 4 years of age by September 1.

**Kindergarten-**Children 5 years of age by September 1.

**Early Childhood Preschool-**Children with developmental delays, ages 3-5 and must qualify through the Special Education program.

Each class has a certified teacher and a teaching assistant who meets the highly qualified status requirements.

AECC has a certified interventionist to assist those students who may need additional academic assistance.

All students attend Music and Library classes throughout the week. Kindergarten students receive a minimum of 120 minutes of Physical Education (PE instruction) on a weekly basis.

AECC is a “One to One” campus in terms of devices. Each student has access to an iPad for classroom use.

Kindergarten students attend art classes and social emotional classes on a rotational basis every other Friday. The school counselor provides social and emotional lessons to Pre-K throughout the week.

# Academics

**AECC strives to ensure academic success for all students. Students receive a rigorous academic curriculum.**

- Incorporates and follows Oklahoma Academic Standards for Pre-K and Kindergarten.
- Curriculum maps and pacing guides are used to ensure that students receive a well rounded academic experience and are available upon request.
- The Leader in Me curriculum provides social and emotional learning as well as providing a foundation for leadership.
- Instruction is provided in small group/whole group settings using best practices and the most current instructional/research based strategies.

## Assessment

The following assessments are given and used to evaluate a student's academic achievement and progress.

### Pre-Kindergarten

- Monthly Math Benchmarks
- Phonological Awareness Assessments-Administered periodically throughout the year.
- Student Leadership Notebooks which contain student's individual data and progress.

### Kindergarten

- STAR (Star Early Literacy) Administered in September, January and April
- P.A.S.T. (Phonological Awareness Skills Test) Administered periodically throughout the school year.
- Math Benchmarks
- Student Leadership Notebooks which contain student's individual data and progress.

Additional assessments are given by the classroom teacher throughout the year. All assessment data will be reported to parents or available upon request.

# Attendance

By law, Kindergarten is a mandatory grade. Ada City Schools also strongly encourage that students in Pre-k are present and punctual. Parents of students who miss an excessive amount of school or who are habitually tardy may be referred to Truancy Court. ***Ada City Schools recognizes the need to be flexible given the circumstances surrounding COVID-19 and other childhood illnesses.*** AECC certainly understands the need for students to be absent if a child exhibits any of the symptoms that are considered to be contagious (*See District Handbook for policy on illness*).

**Please phone the school 580.310.7283 or notify your child's teacher in the event of an illness which results in an absence.**

**Please notify the school counselor or principal if your child has a long term illness which would cause for the child to be absent for a prolonged period of time.**

## School Day

- School begins promptly at 8:00 a.m. and dismisses at 2:50 p.m.
- Students are tardy at 8:10. Parents must sign the student in at the office.  
**Do not send your child into the building by themselves or with a sibling who is a minor.**
- Students arriving after 10:00 will be counted absent for ½ of the day unless the student has a documented reason (i.e doctor's appointment).

## Attendance/Truancy

- **AECC does utilize the Truancy Court System.**
- Students who have excessive absences (10% of instructional days) and/or are habitually tardy will receive a site attendance letter.
- Parents must notify the school when the student is absent.
- If excessive absences continue without documentation, the case will be reviewed and may be referred to Truancy Court. The Chickasaw Nation has their own Tribal Truancy that is solely for Native American Students.  
**AECC students have no way to get to school except by you, the parent or guardian. Please do your part by getting them to school regularly and on time.**  
**See District Handbook for more information on attendance/truancy.**

# Arrival

- The building opens at 7:30. Students who arrive before 7:55 will enter through the cafeteria entrance. Parents are welcome to walk their child in and take them to the classroom.
- The drive-through drop off is available from 7:30-7:55. Assistants are available to assist your child out of the car.

**DO NOT LET YOUR CHILD OUT OF THE CAR UNLESS A STAFF MEMBER IS THERE TO ASSIST.**

- Students who are eating breakfast will eat and go to the classroom.
- Students not eating breakfast will go directly to the classroom.
- **Your child is counted as tardy at 8:10.** You must accompany your child into the building and sign your child in at the office. A staff member will escort your child to the classroom. 3 tardies are counted as one absences.

# Departure

- Buses will load in the east teacher's parking lot. Buses will begin loading at 2:35
- Parent pick-up begins at 2:50 or when buses have been loaded.

## Car Riders/Parent Pick-up

***ALL CHANGES IN A CHILD'S REGULAR AFTER SCHOOL ROUTINE, (I.E. BUS/PICK-UP ETC.) MUST BE CALLED INTO THE OFFICE NO LATER THAN 2:00 p.m. CHANGES WILL NOT BE ACCEPTED AFTER THAT TIME.***

- Parents will be asked to wait in the entry until 2:50. At that time parents will be allowed to go to their child's classroom for pick-up.

***Children who are not picked up by 3:00 may fall under the category of child abandonment and may be reported to the local authorities.***

# Phone Calls and Checkout Procedures

AECC believes communication between parents and school is important. To ensure the best possible learning environment and utmost safety for every child, we ask that parents adhere to our call-in-policy.

- Teachers spend the majority of their day in instruction and phone calls disrupt the instruction time. The office staff will take messages and email teachers any information that you might need to convey to them. In turn, teachers will return calls when their breaks occur in the day.
- ALL CHANGES that are to be made in regards to transportation (i.e bus, parent pick-up etc.) **MUST be called into the office before 2:00 p.m.** Our staff must have time to make these changes. We will not accept changes after 2:00 p.m.
- Unless your child has an appointment, we strongly discourage children being checked out early.
- **FOR SAFETY REASONS, WE STRONGLY ADVISE THAT YOU DO NOT CHECK YOUR CHILD OUT BETWEEN 2:15 and 2:45 p.m.** This is a very busy time of day. We are in the process of getting children to their appropriate after-school destinations and want to ensure that no mistakes are made.

## Student Information Updates

- It is ***extremely important*** that AECC be notified of any address changes, phone numbers, changes in parent employment or custody changes.
- If your child gets sick or has a need for a parent to be contacted, we must be able to contact you at ALL times throughout the day.
- These changes can be updated in the office.

# **AECC Child Illness Policy**

*See District Handbook on Illness*

**Please make sure that you contact the school if your child is sick and will be absent.**

## **Device Policy**

**State law prohibits a student from using a personal device while on campus of a public school district from bell to bell. (See district policy). The following procedure will be in place if a student does not adhere to the above policy.**

- The student will put the device in their cubby or backpack. The parent will be notified.
- If the incident occurs a second time, parents will be notified and required to pick up the device.

## **Discipline**    *See district handbook for more information on discipline.*

- AECC believes in a team approach to school discipline with you, the parent, being a very important component.
  - AECC strives to provide an appropriate learning climate for each child in the classroom and that can only be accomplished when children behave appropriately.
- Expectations will be taught and modeled in each classroom.
- The Leader in Me curriculum serves as the foundation for teaching students self-control, respect and responsibility, however; some students may need additional support. In the event that this becomes necessary, the parent, the School Counselor, Principal, Behavioral Interventionist and Teacher will meet to discuss and create an appropriate behavior plan.

# **CougaRally**

- CougaRally is a celebration of the school week and students.
- CougaRally occurs on Fridays.
- Kindergarten will be at 8:30 and Pre-K at 9:00
- Cougar Cubs are celebrated at this time as well as birthdays.
- Each week a class is featured and performs a short program as well as leads the pledges and creed.

# **Cougar Cubs**

- Cougar Cubs are chosen on a weekly basis and celebrated during CougaRally.
- Teachers use different methods and procedures for choosing Cougar Cubs, but all students will be showcased.

# **School Messenger/School Status**

- Ada City Schools use the School Messenger system and School Status to notify parents of school announcements.
- School Messenger and School Status will be used to notify parents of school events, school closings as well as notify you of unexcused absences.

# **Lost and Found Items**

- Lost and found items will be placed in the containers located in the foyer of the cafeteria entrance.

# Bus Transportation and Regulations

***Please be aware that AECC busing is different from the other grade centers. AECC students do not ride with any students other than AECC students. Each bus has an assistant.***

***The following guidelines are specific to AECC students only:***

- In the event that a student is returned to school 3 times in one semester, the child will be dismissed from the bus for 2 weeks. If the situation continues, it will be dealt with on an individual basis.
- If the student receives a discipline notice, Parents will be notified. The third notification will result in the student being dismissed from the bus for 2 weeks. In cases where the actions are more severe (fighting, throwing objects, destruction of property, cursing and inappropriate touching), may result in a student being dismissed from the bus without prior warning. These situations will be handled on an individual basis.
- **Only applies to pick up.** If the student misses the bus for three consecutive days, the stop will be eliminated from the route. If the parent notifies the school of the reason, then bussing will resume. The parent must notify the school for the student to be reinstated.

Students will be dropped off at your residence ***only if:***

**1. Parent or other authorized adult meets the bus.**

***The School must be notified if someone other than the parent will be meeting the bus OR the authorized person is someone different than previously noted.***

**2. Parent or other authorized adult is visible.**

If the parent or authorized adult is not visible, the child will be taken to the Latch Key Program which is housed at Ada Early Childhood Center. You will be notified that your child has been taken to Latch Key.

The buses will begin leaving AECC at approximately 2:40. You will need to start watching for your child's arrival at that time. It is also important to note that arrival times can be altered due to a student not riding the bus.

***If a student becomes disruptive on the bus or does not follow the bus procedures, the student will be given a written notice. Multiple notices may result in the student not being allowed to ride the bus. (See district handbook on bus regulations)***

### **Parents Please Remember:**

1. We have only one pick-up and delivery point per child. We **do not** make bus changes unless it is a permanent change. We must have 24 hours to make any permanent changes.
2. If a temporary change is needed, the parent is responsible for the transportation AND the school must be notified of the change.
3. Any severe misbehavior on the bus will be reported to the principal and parents will be notified.
4. The bus assistant **MUST SEE** the parent or authorized adult (must be 18 or older) or the child will be brought back to the school (AECC).

## **Cold/Heat Weather Recess Policy**

- As a general rule, AECC students will go outside each day.
- AECC follows the state guidelines for appropriate outdoor activities and takes into account wind chill and heat indexes.
- Please make sure that you send your child to school with appropriate clothing for current weather conditions.

## **Accidents**

- If an injury to your child occurs at school, the school emergency medical team/school nurse will determine if the emergency warrants transporting to a medical facility.
- The child will be made comfortable and parents will be called immediately.
- If you cannot be reached, the emergency contact will be notified.

- An accident report will be completed by the AECC staff member who witnessed the incident/accident. The report will be on file at AECC as well as the district Board office.

## **Fundraisers**

- AECC fundraisers provide much needed funding for the school.
- The monies raised goes directly to support the students and provide classroom supplies.
- Your support of these fundraisers enhances your child's learning experience.

## **Cafeteria**

- Breakfast is served beginning at 7:30 and ends at 8:00
- If your child plans on eating breakfast at school they should be there no later than 7:45 a.m.
- Student meals are free. 1 milk or juice per student. Extra milk or juice is 75 cents.
- USDA does not allow juice to be served at lunch.
- Please send beverages in a thermos or disposable container.
- Soda pops in cans or bottles are not allowed.
- There is a state mandated break between breakfast and lunch. Breakfast will not be served all morning.
- Adult meals are 2.50 for breakfast and 5.00 for lunch.
- Parents are not allowed to take a meal out of the cafeteria.

# Gifts

- Gifts or flowers for individual children will not be delivered to the classrooms. The gifts will be kept in the office until the end of the school day.
- The child will pick up the gift as he/she leaves the building.
- Gifts for the entire classroom will be delivered and distributed.

**Balloons *are not* allowed on buses. The balloons are distracting to the bus driver and could potentially block the driver's view.**

**Outside deliveries are not accepted at any of the Ada City Schools on Valentine's Day.**

# Evacuation/Fire/Intruder/Tornado Procedures

- The safety and well-being of our students is a top priority.
- Safety drills (fire, intruder, tornado, and lockdown) are conducted throughout the year in accordance with the Homeland Security Act and State law.
- **In the event of a critical situation on another campus, students will not be allowed to leave AECC until it is deemed safe to do so.**

# Additional Safety Information

- Each visitor will be required to check in at the office and be issued a visitor badge.
- A valid driver's license is required.

- On special days (i.e. programs, parties etc.) parents and guests will be encouraged to utilize a pre-check system to avoid any delays in attending the events.



# Hayes Grade Center School Handbook 2025-2026

500 South Mississippi, Ada, OK 74820

580-310-7294

Building Hours: 7:45 a.m. – 4:00 p.m.

Academic Day: 8:30 a.m. – 3:20 p.m.

Ada City Schools Transportation: 580-310-7359

Ada City Schools Food Service: 580-310-7210

**Hayes is committed to promoting student success by delivering high-quality education and fostering strong partnerships between families and school. We aim to build a solid foundation that nurtures and develops leadership skills in every student.**

## **School Creed**

You Believe in Me and I Believe in You  
We Will Do Our Best to be Our Best  
We Will Apply the 7 Habits to Build Integrity and Character  
We will . . .  
Be Proactive  
Begin With the End in Mind  
Put First Things First  
Think Win-Win Seek  
First to Understand, Then to be Understood  
Synergize  
Sharpen the Saw  
We Will Learn Today and Lead Tomorrow  
WE ARE ADA COUGARS!

**Building Hours:** Hours are 7:45-4:00. Doors will remain locked until 7:45. Students arriving will place their belongings in the hallway by their classroom door. Students will go either to the cafeteria for breakfast or go to the playground (weather permitting). In the event of inclement weather, students will go to the gym. Parents may walk their student(s) to the classroom to drop off their belongings. Please park on a side street to keep the circle driveway clear for students being dropped off in a vehicle. All students must enter the front doors on 16th Street.

**Before/After School:** Should you need childcare before or after school, LatchKey is available from 6:30 a.m.-7:45 a.m. and 4:00 p.m.-6:00 p.m. Latchkey's entrance is located on Stonewall Street for drop off and pick up. For more information call 405-236-2069 or email [questions@latchkey.us](mailto:questions@latchkey.us)

**Class time:** Instruction begins each day at 8:30 a.m. and ends at 3:20 p.m.

**Attendance/ Tardiness/ Early Pick-Up:** Your child's attendance plays a crucial role in their academic success. If your child is unable to attend school due to illness, kindly inform the school office so we can record the reason for their absence. Upon their return, please provide a doctor's note verifying their illness.

Children arriving after 8:35 a.m. will be marked as tardy, which may lead to being recorded as absent for the first period. If your child arrives after this time, please ensure they are signed in at the office.

If you need to pick up your child before 3:20 p.m. for an appointment, please come to the office to sign them out, and we will call them to the office for you. Early pickups before 3:20 p.m. will be marked as an early departure for the final period of the day. Absences will be recorded in accordance with our district's truancy policy and state regulations.

**Truancy:** The state law requires all Oklahoma children be in attendance a minimum of 80% of the school year. If your child is going to be absent, please call the school to report the nature of the absence. Continued absences and/or excessive tardiness and/or excessive leaving school early will be considered truant. In this event, a referral will be made to the Pontotoc County Truancy Court. After five absences/tardies/early exits, you will receive a written warning from the Pontotoc County Truancy Court. If attendance does not improve, you will receive a court summons.

**Secure Campus:** Hayes Grade Center is committed to a safe and secure environment for learning. Students will only be able to leave the school grounds with authorized adults. (Authorized adults are specified by the parent/guardian at the time of enrollment.) Please have your identification available.

**Visitors:** Visitors must report to the office, provide state identification to be processed through Identi-A-Kid. Visitors will be issued a badge to wear while in the building.

**Breakfast and Lunch/ Billing and Payments:** Breakfast will be served beginning at 7:45 a.m. There are four lunch periods. Please ask your child's teacher or call the office for your student's lunch time. Food service payments can be made in the office or online.

For any questions or concerns regarding your child's lunch bill, you can reach the Ada City Schools cafeteria office 580-310-7210

**Transportation/Parking:** Please have an after school transportation plan and indicate such on the enrollment form. If you must change after school transportation plans, please call the school office before 2:30 p.m. Otherwise, the child will be sent home as indicated at enrollment. Please do not expect your child to communicate transportation changes to his/her teacher. **We will not accept any transportation changes unless they are in writing and signed by a parent or a call from the parent has been made to the school.** Any changes made to the list of those authorized to pick up your child must be requested in person. Please do not email or text your child's teacher transportation changes. **All transportation changes MUST go through the office.**

Parents/Guardians of Hayes students may select one of the following options for after school transportation.

**a. Car-rider Line**

**First Grade:** Parents may enter parent pick up by driving east on 14<sup>th</sup>, south on Francis and west on 16<sup>th</sup>. Parents must remain in their car and drive through the circle drive on 16<sup>th</sup> Street. A sign for your car with your child's name will be provided. Those who do not have a car rider sign or you will be asked to park and enter the office with your identification.

**Second Grade:** Parents may enter parent pick up by driving west on 15<sup>th</sup>. Make a left turn on Stonewall. The pick up lane is the lane closest to the building. A sign for your car with your child's name will be provided. Those who do not have a car rider sign will be asked to present identification.

- b. **Bus Riders-** A list of available buses and stops is provided in your Ada City Schools' handbook or you can pick up a copy of that list in the office. Your student will be assigned a bus number/stop at enrollment.
- c. **Latchkey (After school program)**-please refer to the "Before and After School" section of this handbook for information regarding this program or visit [www.latchkey.us](http://www.latchkey.us) . Latchkey can also be reached at (405)236-2069.

**Field Trips:** Students will have the opportunity to have educational experiences beyond the classroom. When these occasions arise, written permission by a parent is required. Without permission, the child will not be allowed to participate. These field trips will be made available to only those children currently enrolled at Hayes Grade Center. Parents are not allowed to ride the bus to field trips and siblings are not allowed to attend. Students must ride the bus to and from a field trip.

**Parent/Teacher Conferences and Report Cards:** Conferences are held twice a year in the fall and spring. Effective communication between parents and teachers play a key role in your child's education. Parents are encouraged to attend both conferences annually. Parents can select a time from a list provided by the teacher to schedule a slot on conference day. Additionally, you are welcome to schedule a conference at any time during the year.

Grades will be determined by a student's performance on class work and tests. The Grading scale is as follows:

90-100 %	A
80-89 %	B
70-79 %	C
60-0%	NP (Not proficient)

**Protocols for Health and Wellness :** Every effort will be made to contact the parent in the event your child is injured or becomes ill at school. **Keep the school informed of any changes to contact information such as phone number or address.** We will render simple first aid when needed. Topical medication will also be administered when needed, with parent consent. If emergency medical attention is necessary and a parent cannot be located, your child will be taken to the emergency room of a hospital unless you have given instructions to the contrary. An ambulance will be called when necessary.

**Communication:** Communication with the Ada City Schools will be in various forms. District wide school messenger, social media and district website [adacougars.net](http://adacougars.net) will provide information to parents on

district news. Teachers will communicate through the district approved digital platform School Status, Google Classroom, Monday folders, and weekly newsletters.

**Cell Phone Policy:** Oklahoma introduced a new statewide policy that limits student use of personal electronic devices in public schools.

On May 5, 2025, Governor Kevin Stitt signed Senate Bill 139 into law, which establishes a "bell-to-bell" ban for the 2025–2026 school year. **Under this policy, students are not allowed to use cell phones, smart watches, tablets, laptops, smart headphones, and smart glasses from the start of the school day until final dismissal.**

If a student violates the policy the following actions will occur:

**1st offense:** The student will be asked to put the device away in a secure place.

**2nd offense:** The device will be secured and returned at the end of the day. The parent/guardian will be notified.

**3rd offense:** The device will be secured in the office by administration. The parent/guardian will be notified to pick up the device in the office.

If a student repeatedly violates the policy, site administration has the discretion to assign a consequence, which may include lunch detention that includes a reflection activity or loss of privileges.

**Medication:** Designated school employees may administer prescription drugs with written permission from the parent/guardian and physician. A form requiring physician signature is required to authorize administration of prescription drugs. **Absolutely no prescription medication will be administered on school premises without written consent from both the parent and prescribing physician.**

State law requires that directions for administering a prescription medicine be listed on the label as authorized by a licensed physician. Small containers labeled for school use may be prepared at the pharmacy and left at school for the duration of the illness.

The school is not allowed to give a student Tylenol, Ibuprofen, cough medicine, etc. without written permission from the parent. Non-prescription medication can be administered with written consent and the medication is provided to the office. All medications will be kept in a secure locked area in the school.

**Discipline:** Hayes Grade Center believes in a team approach to school discipline. Parents are an important component of this process. Through positive reinforcement and successful learning experiences, each student will exhibit respect for themselves and others.

Each teacher establishes a classroom behavior management plan. The principal or assistant principal has the final responsibility for maintaining and administering consequences for inappropriate behavior. These consequences may include but are not limited to; office conferences, time-away, loss of privileges, in-school restriction, or out-of-school suspension.

Ada City Schools has a zero tolerance policy for violence and bullying which is in compliance with the policy adopted November 10, 2008.

**Parental/Guardian Involvement:** Parental/Guardian involvement in their child's education is essential for student success. We encourage you to:

- Join the school-wide communication platform School Status
- Check Monday Folder every week
- Communication with your child's teacher
- Volunteer in the classroom or school events

## **Technology**

Each student will be assigned a device that will be left at school. Teachers will be integrating technology with the device during the school day. In the event of distance learning, students will take the device home.

Parent(s)/Guardian(s) will ensure that the school device assigned to their student will be used for school purposes only and will remain damage free. If the device becomes damaged, parent(s)/guardian(s) will report it to the teacher(s) immediately. Insurance is strongly encouraged and can be purchased online at [adacougars.ent](http://adacougars.ent) under the technology tab, insurance. The cost of insurance is \$30.00 per school year.

## **Other Important Reminders**

- A. Prohibited Items:** No toys, weapons or sports equipment from home are allowed at school. Any items such as play guns, multi-tools, or knives that could be perceived as a possible weapon are not allowed and will be confiscated.
- B. Invitations:** Invitations are not allowed to be passed out at school unless every child in the class receives one.
- C. Parties:** School parties are sponsored by homeroom volunteers. Refreshments and party themes will be determined by each classroom. Party times are limited so as not to disrupt the academic day.
- D. Clothing/Personal belongings:** Label all of your child's personal belongings. We have lunch boxes, jackets, sweaters, caps, and backpacks left unclaimed every year.

All students are required to wear shoes at school. Proper footwear helps reduce the risk of accidents during recess and physical education activities. Please avoid sending your child in flip-flops. Make sure your child is dressed appropriately for the weather, as students will go outside for recess each day unless weather conditions prevent it. During the winter months, be sure to send a coat.

# **PARENT AND STUDENT HANDBOOK**

## **WASHINGTON GRADE CENTER**

**600 S. Oak Street  
Ada, OK 74820**

**(580) 310-7303**

**Brad Lewis, Principal  
Teresa Neeley, Vice Principal**

Updated June 2023

## VISION STATEMENT

At Washington Grade Center we strive to inspire our learners to become leaders by building character, competence, and pride in every child.

## MISSION STATEMENT

Washington Grade Center's staff, parents and community are dedicated to helping all students achieve their highest level of success. Our priority is to provide outstanding instruction in a safe, nurturing environment that recognizes the diversity of individuals, encourages creativity, develops character and leadership skills, and ensures equity for all. We pledge to provide all students with the opportunities needed to become tomorrow's best global citizens.

## SCHOOL HOURS

7:45 a.m.	Building opens for the day
8:30 a.m.	Instructional day begins (students arriving after 8:30 are tardy)
3:30 p.m.	Student Dismissal

Students are not allowed to enter the building before 7:45 a.m. Staff members on duty are not expected to report before this time and may not open the building before 7:45 a.m. Students are not permitted to be dropped off earlier than 7:45 a.m. because there is no supervision.

## SCHOOL EXPECTATIONS

Washington Grade Center staff believe that every child deserves to be treated with dignity and respect. In order to establish a climate of cooperation, it is necessary to establish guidelines for behavior. Teachers will discuss these expectations and procedures with students at the beginning of the year.

Our goal is to make this school experience pleasant, safe, and conducive to learning. We will strive to cooperate with parents in helping our students develop an ever-increasing level of self-discipline.

Students should follow classroom rules and procedures established by the teacher and school. Every effort will be made to ensure that students' needs are met.

Students are allowed to bring a closed top water bottle to school daily but filled with WATER ONLY.

NO TOYS OR FIDGETS will be allowed to be brought from home. If fidgets are needed, they will be provided or authorized by the school.

All students must bring a backpack daily to school. If you are in need of a backpack, please let the office know and we will do our best to help out.

Washington Grade Center is a proud Leader In Me school. We implement the 7 Habits of Happy Kids.

Habit # 1- Be Proactive

Habit #2- Begin with an End in Mind

Habit #3- Put First Things First

Habit #4- Think Win-Win

Habit #5- Seek First to Understand, Then to be Understood

Habit #6- Serengize

Habit #7- Sharpen the Saw

FIND YOUR VOICE!

## **RETURN TO LEARN AND REOPEN SCHOOL PLAN**

Washington Grade Center will adhere to all the policies and procedures outlined in the “Ada City Schools Return to Learn and Reopen School Plan.” It can be accessed on the district website at [www.adacougars.net](http://www.adacougars.net) or a paper copy can be provided upon request at the school office.

## PLAYGROUND BEHAVIOR

The playground is an ideal place for students to practice sharing, friendliness, and to develop cooperation. Playground supervision is provided at all times. Please see that your children are dressed properly for outdoor recess prior to leaving home. Outside play is part of the total program planned for our students. **BALLS AND OTHER TOYS NEED TO BE KEPT AT HOME.** The school will provide playground equipment.

### Playground Expectations

1. Swing in the swings on your bottom and only one at a time.
2. Watch where you are walking and running. Always walk on the blacktop and concrete.
3. Slide down the slide one at a time, feet first.
4. Cross the monkey bars with your hands only, one at a time.
5. Play all games using the rules taught by the PE teacher.
6. Wear shoes at all times.
7. Address a teacher on duty if you need something.
8. Exhibit good sportsmanship at all times. Temper tantrums, name calling, bullying and other behavior deemed inappropriate will not be allowed.
9. Line up immediately when you hear the whistle.
10. Play nicely, be friendly, share and have fun!

Some games are allowed as long as students are not playing roughly. Tackling in any sport is NOT allowed nor is aggressive play. Those who lose their temper will be asked to play somewhere else or placed in timeout. If games become unfriendly, then the game will be stopped.

## SCHOOL DRESS CODE

We do not want grooming and dress at school to distract or interfere with the education of students. It is our hope that parents and students will use judgment and good taste in complying with our minimal requirements. If you have any questions about the dress code, please contact the principal.

1. Wear appropriate footwear at all times. Flip Flops and sandals can be dangerous if worn during P.E. and playground activities.
2. No hats, caps, sunglasses, stocking caps, or bandanas in the classroom.

3. No tops or clothing that are too tight, too short, too sheer, or that expose too much skin. No sagging pants.
4. No clothing or accessories with offensive or suggestive slogans or logos.

### GRADING/STUDENT FOLDERS

The issuance of grades on a regular basis is a means of communication with parents and students about student progress. A variety of scores, including daily work, projects, tests, and formative assessments will be sent home in a Monday folder each week. *It is important that you look at your child's folder each Monday evening so any questions can be addressed immediately.* In addition to completed work, the Monday folder will contain teacher and office newsletters, notes from the teacher, and other correspondence we are asked to send from the district office.

Grading scales used for core subjects (reading, math, social studies, science) are:

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

Parents may access student's grades through the Wengage Online Gradebook portal located at the bottom of the district's website's homepage. Please contact the school office should you have any questions on how to access the Wengage Online Gradebook.

### HOMEWORK

Homework is an important part of a child's education. Teachers may give homework of some type, either as practice/review or as part of a project or special assignment. Parents are strongly encouraged to see that students complete these assignments and ensure they return them to school on time.

Children in the 3rd and 4th grade should spend no more than 30 minutes each evening on homework. If you notice your child consistently spending more than 30 minutes each evening on homework, please communicate with your child's teacher to determine why your child is having more than the normal amount of homework. It may be that

your child is not using class time wisely and needs additional help understanding a concept.

Please be aware that homework is something that should be done independently by your child. Parents should act as facilitators, but should not be doing their child's homework. If your child is working on an assignment and is having difficulty, please contact the teacher as they are aware and can provide additional help.

### STUDENT DISCIPLINE/ SUSPENSION

Teachers and staff recognize students as individuals of dignity and worth and encourage the development of positive self-concepts that will enable students to demonstrate appropriate social behavior. It is expected that students will, on occasion, exhibit behavior that is detrimental to themselves, others, or general school procedures. Certain types of behaviors, however, cannot be allowed and steps must be taken to control and prevent these behaviors from affecting our educational programs.

When it is necessary to modify inappropriate behavior, an attempt to correct the behavior will be made using a variety of disciplinary measures. These may include, but are not limited to, individual and group conferences, time- out in the classroom, recess detention, loss of privileges, telephone calls/emails to parents, parent conferences, in school detention (ISD) possibly in an alternate location, or suspension. ISD is held during the regular school day. Suspension is an out of school consequence.

### RECESS DETENTION

Recess Detention is held during the students' recess time. The student will be supervised by a duty teacher in the school. Student's that are assigned recess detention are asked to write an essay about what rule they broke and why. They also will include how they will handle this situation differently next time.

The following are a list of reasons for detention referral but not limited to:

Defiance/Non-Compliance

Disruption

Property Misuse

Technology Violation

Inappropriate Language

Bullying

Multiple minor behaviors

Other inappropriate behavior

## ISD - IN SCHOOL DETENTION

ISD is assigned to students who have been assigned numerous after school detention, or more serious offenses or major violations such as fighting, bullying, drugs, weapons, etc. Parents /Guardians will be contacted for In School Detention referrals. A student may not participate in any extracurricular activities while serving an ISD assignment. ISD will be from 7:40 a.m. to 2:40 p.m at Washington or WILLARD SCHOOL. Students will be taken to lunch separate from the rest of the student body and will take breaks separately 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 ISD. Students who disrupt the ISD room in any way will be assigned extra day(s) or be suspended out of school.

Some examples of poor behavior that may result in ISD or suspension include bullying, physical or verbal abuse, profanity, repeated disrespect for teachers or other students, repeated behaviors that disrupt classroom learning, or conduct that jeopardizes or threatens the safety of oneself or others, and theft.

Strong parent/teacher relationships are encouraged. If a child's behavior is interfering with the educational process, the appropriate teacher, counselor, or principal will contact the parent. Parents are encouraged to contact the school if they become aware of behaviors that need to be addressed, as well.

## DISMISSAL PROCEDURES

### Car Riders and Walkers

1. Car riders and walkers are dismissed each day at 3:30 p.m. Third grade students are picked up on the south side of the building on 17th Street. Fourth grade students are picked up on the north side of the building on 16th Street. Students who are walkers will be dismissed on the side of the building corresponding with their grade level.
2. Parents picking up car riders should display the card provided by the school, with their child's name on it, on the rear view mirror of their car when they pick up each day. This helps those calling for students to have them ready when parents

reach the loading zone. If you need additional cards for other people authorized to pick up your child, please notify the office.

3. Students who are car riders are given a dismissal card with the names of all persons authorized to pick them up. Students WILL NOT be released to anyone not on this card. Should an emergency arise and you wish to designate someone not on the card to pick up your child, please come into the OFFICE and name the person who will be picking up your child. Please be aware this person may be required to show identification when picking up your child. If you choose to call the office to designate a change in who will be picking up your child, please be aware that you may be asked to provide identifying information to substantiate your identity.
4. Students will not be allowed to be picked up by walking up to the dismissal door. You must remain in your car in the pick up car line.

#### Bus Riders

1. Bus riders will be dismissed as their bus arrives at school.
2. Students will wear labels listing their bus stop on the first 3-5 days of school. Please be aware that buses do NOT stop at specific addresses, but stop only at designated intersections. When you are enrolling your child, please be sure to select the bus stop closest to your actual address. **IF YOU MOVE AT ANY POINT DURING THE YEAR, IT IS YOUR RESPONSIBILITY TO PROVIDE YOUR NEW ADDRESS SO WE CAN BE SURE YOUR CHILD IS PLACED ON THE CORRECT BUS.**
3. If you wish your child to ride a different bus for any reason, you will need to send a note to the OFFICE stating which bus your child is to ride and to what address/bus stop or contact the school office for guidance on the correct bus and stop.
4. Students riding buses must follow district guidelines concerning appropriate behavior on the bus. A copy of the bus policy is provided in the enrollment packet. Violations of these rules can result in the loss of bus privileges.

**WE MUST HAVE A NOTE OR A CALL FROM A PARENT IF A STUDENT'S REGULAR METHOD OF GOING HOME IS CHANGED. WE CANNOT TAKE THE WORD OF THE CHILD.**

## Other Transportation Policies

1. Transportation plans should be made ahead of time and a note sent to the office if a student will not be following their regular method of dismissal.
2. In the event you need to change your child's transportation, please notify the office **NO LATER THAN 2:00 p.m.** to allow us ample time to notify your student and his/her teacher.
3. Students will not be allowed to call home during the day to ask to go home with other students. These types of plans need to be made prior to the start of the school day.
4. Students will not be allowed to leave school with anyone not specifically listed by name on the student's enrollment form. This is for your child's safety!

## STUDENT CONDUCT ON SCHOOL BUSES

The school laws of the State of Oklahoma stipulate that transportation by bus **MAY** be furnished by the school district but the district is not required to do so. Therefore, by law, it is a privilege to ride the bus and not a right to such transportation. This privilege may be withdrawn if students do not abide by school rules.

Students who break bus rules will receive a written warning for the first and second offenses and may be assigned to a specific seat on the bus if behavior warrants. If problems persist, bus riders may lose their riding privileges for a designated amount of time to be determined by the Transportation Director. The Transportation Director may be reached at (580) 310-7359.

Students must have a note from their parents if they are not to ride their assigned bus home. Please resolve after-school plans with your child before he/she leaves in the morning.

Please see the Bus Conduct form in the enrollment packet for more information about behavior expectations for bus riders.

## TRUANCY

Pontotoc County has established a Truancy Court to address concerns related to excessive tardiness and absenteeism of students. Referring a parent to Truancy Court is not something we want to do; however, having students at school to receive direct instruction from the teacher is extremely important. Students who habitually miss all or part of the school day are at risk for lowered achievement. We want to provide your child with the best education possible and daily direct instruction from the teacher is part of this. If your child is late, leaves early or is absent, they are missing important direct instruction.

If your child is not able to attend school, please be sure to notify the school office as soon as possible EACH morning your child is absent. The number of reporting absences is (580) 310-7303.

## TARDINESS

Students are tardy if they are not in their classrooms by 8:30 a.m. Direct instruction begins at this time and students who are tardy miss some direct instruction, which can have a negative impact on student achievement. Tardies are reported on students records and excessive tardies can result in a truancy referral.

## PARENT CONTACT INFORMATION

When enrolling students at Washington, parents are required to provide their contact information as well as a local emergency contact. It is the parent's responsibility to provide updated information as needed. If an emergency or other serious situation arises that requires a parent and we cannot reach you or an emergency contact, please understand that we have no alternative than to notify social services and the Ada Police Department. Keeping contact information current is important!

## PARENT TEACHER ORGANIZATION (PTO)

The PTO is a vital part of our school. In order for it to serve both the community and the school, it must have active members. Parents are encouraged to become members. Membership is free and meetings are scheduled throughout the year to discuss current issues. The PTO also sponsors activities throughout the year to help raise money for the school. A flier providing information about the PTO will be sent home in your child's Monday Folder at the beginning of the school year.

## REPORTING TO PARENTS ON STUDENT PROGRESS

Report cards are completed by semesters. Student progress is reported in October and March and report cards are sent home in January and May. Parents may check student progress at any point through the Wengage Online Gradebook. Parent-Teacher Conferences are scheduled in the fall and in the spring; however, parents may schedule conferences with teachers at any point during the year.

Parents are urged to take advantage of opportunities to communicate with their child's teachers. This can be done through phone calls, Classtag, emails, notes, or through scheduled meetings. To arrange a meeting with your child's teacher, you may call the school or email the teacher directly. Our teachers also use a communication app called Classtag to facilitate communications with parents. We also have a Facebook page (Washington Elementary School) where we post important or upcoming events of interest to parents and students. Please find us and like our page!

## REQUESTING TEACHERS

Ada City School discourages acceptance of parent requests for teachers. If you have specific concerns about your child's classroom placement, you may email Washington Grade Center Principal, Brad Lewis, [brad.lewis@adapss.com](mailto:brad.lewis@adapss.com). We try to consider all concerns and work to do what is in the best interest of all of our students, teachers, and parents.

## ILLNESS/MEDICATION

Students who become ill during the day should first tell their teacher and, if necessary, the teacher will send the child to the school Health Aide/Nurse for follow-up. If the child has a fever or the Health Aide/Nurse feels the child is not able to stay at school, parents will be contacted. It is VERY IMPORTANT that students tell their teacher if they are injured at school.

IN THE EVENT YOUR CHILD IS INJURED OR BECOMES ILL AT SCHOOL, IT IS IMPERATIVE THAT WE HAVE A WORKING TELEPHONE NUMBER FOR PARENTS AND THE CHILD'S LOCAL EMERGENCY CONTACT. IF WE CANNOT REACH A PARENT OR EMERGENCY CONTACT, OUR ONLY RECOURSE IS TO CONTACT THE POLICE OR SOCIAL SERVICES.

## PRESCRIPTION MEDICATIONS

In order for a child to be administered prescription medication at school, we must have an "Authorization to Administer Prescription Medication" form that must be signed by the parent AND the doctor. These forms can be obtained from the school office. After we have received the completed, signed form, the medication may be brought to school in the original container with the pharmacy label that includes the child's name, dosage, and time medication to be administered to the child. The dosage we give must match the instructions on the medication label. Inhalers and EpiPens are considered prescription medication and fall under these guidelines.

## NON-PRESCRIPTION MEDICATIONS

In order for a child to be administered non-prescription medication at school, we must have an "Authorization to Administer Non-Prescription Medication" form completed and signed by the parent. Non-prescription medications should be brought to the school in their original containers with written directions from the parent that lists the child's name, name of medication, dosage, and the time medication is to be given. Under no circumstance should medication of any kind be sent to school with a child. This is for the safety of ALL students.

## SCHOOL LUNCH PROGRAM

Each student has a meal account that he/she may use at any time for breakfast or lunch. Parents may prepay for meals to be purchased through this account. Payment for school meals may be made with cash or check in the school office or online at [www.adacougars.net](http://www.adacougars.net). AT THIS TIME, ALL STUDENTS WILL RECEIVE FREE BREAKFAST AND LUNCH.

## SCHOOL VISITOR POLICY

It is the policy of Washington Grade Center that all visitors enter the building through the front entrance and obtain a visitor's pass from the office. School visitors will be restricted to only those visits that are necessary for educational or safety matters related to our students. You may pre-register each 9-week period for events and visits during that 9-week period.

## SEVERE WEATHER- SCHOOL CLOSING

In the event of severe weather, the official announcement for school closings will be broadcast over local radio and TV stations. Please listen to these stations and do not call the school. If you have listed your phone number with the school, you should receive a notification text/call from the district's School Messenger system.

## CELL PHONES AND ELECTRONICS

Use of cell phones during the school day is prohibited. A student may possess a telecommunication device (watch or phone) while at school, but the device must be turned off and kept in a backpack or given to a teacher. Telecommunication devices will be confiscated when these requirements are not met and will be released to a parent at the end of the school day. Students may receive lunch or recess detention for any cell phone violation. The number of days will be up to the discretion of the Principal.

PLEASE NOTE: THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED CELL PHONES OR ELECTRONIC DEVICES.

## ADA CITY SCHOOLS DISTRICT POLICY

### **CELL PHONES - WIRELESS TELECOMMUNICATION DEVICES**

Policy FNG - revised 5/13/19

It is the policy of the Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior written consent of both the student's parent or guardian, and the superintendent or the superintendent's designee.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any wireless telecommunications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any wireless telecommunication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of or using a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including, but not limited to confiscation of the device pending parent/guardian conference, detention, or suspension. Punishment for violation will be determined by the administration on a case-by-case basis. Where appropriate, police authorities may be contacted.

## DANGEROUS WEAPONS

Weapons of any type, including toy "look-alikes" are banned from district property, including buses. At no time will weapons, such as knives, clubs, guns, slingshots, etc., be in a student's possession while on school property, in school lockers, or on school buses. Weapons, pretend or otherwise, are also banned from extracurricular activities and field trips. Possession of any of these items or other items deemed dangerous may result in suspension.

## CARE OF SCHOOL PROPERTY

It is a student's responsibility to respect and maintain school property. If a student damages property that belongs to the school, parents will be held responsible for the repair or replacement. This includes damage to iPads, Chromebooks, and other technology devices, as well as furniture and vandalism of items in the restrooms, cafeteria, playground, and building.

## TEXTBOOKS

Teachers will distribute textbooks during the first few days of school. At the end of the year, all textbooks will need to be returned to the teacher. Parents are responsible for lost or damaged textbooks.

## LIBRARY

Students have the opportunity to use the library regularly both for checkout and research. Students with late books may not continue to check out books from the library until the overdue books are returned. Checkout privileges suspended due to lost or damaged books will only be reinstated after payment is received for the lost/damaged items. If you have questions about the library, please contact the school librarian.

## MONEY AND VALUABLES

Students are cautioned about bringing money to school. It is helpful to send money or checks for lunches and other items in an envelope clearly labeled with the child's name, homeroom teacher's name, and the purpose of the money. We discourage students from bringing valuable items to school that may be lost or stolen. If your child chooses to bring money or valuable items from home, please understand that we are not responsible for these items.

## STUDENT INFORMATION CARDS

Important information concerning your child is kept in school records. This information includes items such as emergency numbers/contacts and medical information. One of the most important uses of this information is to contact a parent when a child is ill, injured, or has a problem at school. Please be sure to keep this information current and report ANY changes to the school office as soon as possible.

A child CANNOT be released to anyone who is not listed on their student information form.

In the event of an emergency, if we cannot reach a parent or emergency contact, we will contact social services and the Ada Police Department. It is VERY IMPORTANT for this reason that we always have a working phone number for the parents/guardians of all students.

## LOST AND FOUND

The school maintains a lost and found bin, which is located in the breezeway outside the cafeteria. Students are encouraged to turn in items they have found. Parents are asked to please mark/write their child's name on ALL personal items brought to school, including lunch boxes, jackets, etc. The school is not responsible for lost items.

## CLASS PARTIES, INVITATIONS AND GIFTS

We ask students to not hand out invitations of any kind unless every child in the class receives one.

Gifts or treats for individual students or small groups of students are not allowed. This often causes hurt feelings and can lead to bullying and other exclusion issues.

School parties will be scheduled and communicated by the classroom teacher. Please contact the classroom teacher to schedule an opportunity to send birthday cupcakes/cake for a student's birthday.

Ada City Schools policy prohibits any deliveries on Valentines Day. This applies to all campuses and is intended to consider the feelings of those students who might not receive a gift/delivery.

## **FIELD TRIPS**

During the school year, educational field trips may be taken as part of the curriculum. It is necessary for each child to have a signed permission slip in order to participate in out-of-town field trips. Trips within Ada made during the school day may not require a permission slip. Students are to be transported to and from field trips by school bus or school vehicle and are not to ride in a private vehicle unless arrangements have been made ahead of time and approved by the principal. All rules regarding appropriate bus conduct must be followed.

## **SCHOOL DISTRICT TELEPHONES NUMBERS**

Superintendent/Board Office	310-7200
Ada Early Childhood Center (PK-K)	310-7283
Hayes Grade Center (1st/2nd)	310-7294
Washington Grade Center (3rd/4th)	310-7303
Willard Grade Center (5th/6th)	310-7250
Ada Junior High (7th/8th/9th)	310-7260
Ada High School (10th/11th/12th)	310-7220
GATES (Gifted and Talented Program)	310-7323
Food Service/ Student Lunch Information	310-7210
Transportation/ Bus Information	310-7359
Special Services	310-7242

“Ada City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in this programs and activities and provides equal access to the Boy Scouts and other designated youth groups.”

The following person has been designated to handle inquiries regarding nondiscrimination policies:

Contact: Director of Federal Programs  
 324 W. 20th Street  
 Ada, Oklahoma 74820  
 (580) 310-7200

**Cougars are:**

**Responsible**

**Respectful**

**Caring**

**Safe**

	BUS	CAFETERIA	CLASSROOM	HALLWAY	PLAYGROUND	RESTROOM
RESPONSIBLE	*Be on time *Keep track of your belongings. * Place trash in the trash can	*Be prepared. *Eat your meal first. *Place trash in the trash can.	*Be on time.*Be prepared for class *Complete work. *Stay on task.	*Go directly where you need to be.*Place Trash in the trash can	*Keep track of your belongings. *Place trash in the trash can.	*Place trash in the trash can.
RESPECTFUL	*Follow directions the first time. *Respect voice level	*Be a good listener.*Stay with your choice.*Follow directions the first time.*Respect voice level	*Be a good listener.*Be truthful.*Follow directions the first time.*Respect voice level.	*Greet others silently.*Stay in your own space.*Respect voice levels.	*Use kind words and actions,*Line up when the whistle is blown.	*Wait your turn. *Voice Level 0
CARING	*Help others. *Speak kindly. *Use good manners.	*Help others,*Speak kindly.*Use good manners	*Help others.*Speak kindly*Use good manners.	*Enjoy the artwork, look with your eyes only.	*Invite others to play.*Take care of equipment and nature.*Take turns and share	*Give others privacy.
SAFE	*Keep hands and feet to yourself. *Stay in your seat. *Store food and drink	*Keep hands and feet to yourself. *Use utensils correctly. *Walk	*Keep hands and feet to yourself. *Use classroom materials correctly.*Walk	*Face Forward. *Follow the arrows.*Keep hands and feet to yourself.*Walk	*Keep hands and feet to yourself.*Use equipment correctly*Keep rocks on the ground.	*Keep hands to yourself. *Keep feet on the floor. *Use facilities correctly. *Walk, go, flush, wash.



**PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS**

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, sessions, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- (A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- (B) Identify the dates the alleged discriminatory act occurred;
- (C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- (D) Include relevant information that would enable a public school to investigate the alleged violation; and
- (E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Eddie Jacobs as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at 580-310-7205 and via email to [jacobse@adapss.com](mailto:jacobse@adapss.com). This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim. Within

**PROHIBITION OF RACE AND SEX DISCRIMINATION (Cont.)**

ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

**LEGAL REFERENCE:**      **70 O.S. § 24-158**  
   **State Accreditation Standard 210:10-1-23**

***A POLICY ON THIS ISSUE IS REQUIRED  
BY THE STANDARDS OF ACCREDITATION  
FOR OKLAHOMA SCHOOLS***

**PROHIBITION OF RACE AND SEX DISCRIMINATION IN  
CURRICULUM AND COMPLAINT PROCESS  
COMPLAINT FORM**

TO: \_\_\_\_\_,

This must be submitted in writing either in person or via email.

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, \_\_\_\_\_ (Name of Employee) violated 70 O.S. § 24-157(B) by requiring or making a part of a course taught by the school district the following discriminatory principle:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Please circle the item above that was violated. An explanation of the alleged violation, how the above item was violated, and relevant information to enable the district to investigate the alleged discriminatory conduct includes, but is not limited to:

\_\_\_\_\_  
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**PROHIBITION OF RACE AND SEX DISCRIMINATION (Cont.)**

The district may interview the following individuals:

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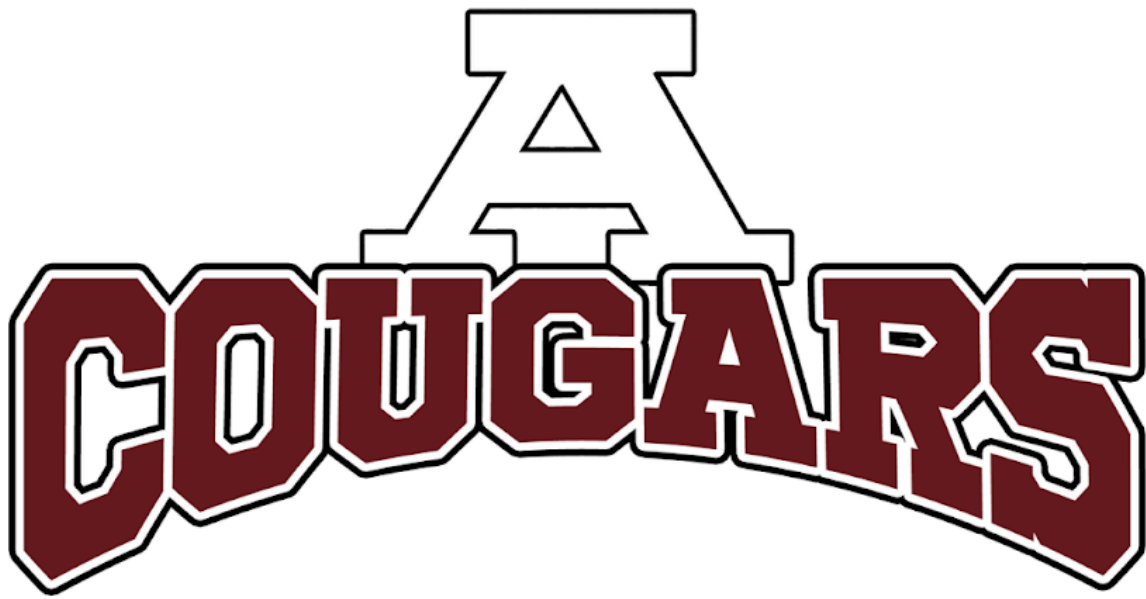
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I, \_\_\_\_\_, attest that the information that I have provided above is correct and accurate.

\_\_\_\_\_  
Complainant

**NOTE:** This form is optional the district is certainly free to require a different document in its place.



**WILLARD  
GRADE CENTER  
2024-2025**

**STUDENT HANDBOOK**

Dear Parents, Guardians, and Students,

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

Fifth and Sixth grades are a time of academic, social, and emotional growth. At Willard, we feel that it is very important for students to assume responsibility for themselves. It is your child's responsibility to follow directions and complete all assignments on time, to be responsible for self-discipline, and to obey all school rules. We are committed to helping each student develop the skills, confidence, and character needed for success in school and beyond. Our staff works hard to create a supportive environment where all students are encouraged to do their best and contribute positively to our school community.

**Please read this handbook carefully and refer to it throughout the school year.** We have attempted to include information that will keep you informed as to what we are trying to accomplish and how we are attempting to do the job. The Willard Grade Center handbook contains policies and procedures of Willard Grade Center and that of the Ada City School District. It is the policy of Ada City Schools to inform students and parents of school policies, rules, and discipline procedures. We feel that it is important for you and your child to read this handbook together to ensure everyone understands what is expected.

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

Tara Burns  
Willard Principal

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

**IMPORTANT INFORMATION**

WILLARD GRADE CENTER

817 EAST 9TH STREET                      ADA, OK 74820

PHONE: (580)310-7250 FAX: (580)310-7252

WEB:            [WWW.ADACOUGARS.NET](http://WWW.ADACOUGARS.NET)

**WILLARD CENTRAL OFFICE STAFF**

Tara Burns	Principal	<a href="mailto:burnst@adapss.com">burnst@adapss.com</a>
Laura Long	Vice Principal	<a href="mailto:laura.long@adapss.com">laura.long@adapss.com</a>
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**Ada Schools Mission Statement**

It is the mission of the Ada City School District to prepare all students to become engaged, high-performing citizens with the skills necessary to succeed in global society.

**Willard Grade Center Mission Statement**

Our mission at Willard is to help all of our students achieve the high levels of learning required for individual success at Willard, in our community, and beyond.

## **ADA CITY SCHOOLS ADMINISTRATION**

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

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

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

## WILLARD SITE TIMES

The Willard Grade Center school day begins at 7:40 am and ends at 2:40 pm.

The East end gym door will open at 7:15 am daily for student arrival. Breakfast will be served from 7:15 am to 8:00 am.

### Homeroom Attendance

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

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

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

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

### DAILY SCHEDULE

7:15-7:35	Building Open/Breakfast
7:40-8:00	Homeroom
8:04-8:58	First Period
9:02-9:56	Second Period
10:00-10:54	Third Period
<b>10:54-11:34</b>	<b>Lunch/Recess (5th Grade)</b>
10:58-11:52	4th Period (6th Grade)
<b>11:38-12:32</b>	<b>Lunch/Recess (6th Grade)</b>
11:38-12:32	4th Period (5th Grade)
12:36-1:30	5th Period
1:34-2:28	6th Period
2:28-2:40	Homeroom
2:40	Buses Run
2:50	Walkers & Riders Dismissed

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## I. ATTENDANCE

### Excused Absences & Attendance Exceptions

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

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

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

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

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

### Unexcused Absences

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

**Note:** At any point if a student has 10 CONSECUTIVE absences, the student will be dropped and must be fully re-enrolled prior to a student's return to class.

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

### Truancy

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

### Chronic Absenteeism

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

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

## **School Activity Absence Policy**

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

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

## **Tardy Policy**

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

### **Unexcused Tardy Policy -**

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

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

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

## **Make-Up Work**

When a student is absent from class, it is the *student's* responsibility to get missing assignments and to turn them into the class. For homework on days absent, please call the Willard Grade Center office prior to 8:30 a.m. to request assignments. They may be picked up after 2:30 p.m. at the main office.

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

Students who turn in make-up work, written or digitally, after the allowed time should not expect full credit. Credit will be determined by the classroom teacher.

## **Arrivals and Departures**

School Day - All students are restricted to the school campus from time of arrival in the morning until scheduled time of departure for the school day. THE GYM DOORS ON CENTER STREET WILL OPEN AT 7:15 AM. Students will report to the gym upon arrival before 7:40. If arriving after 7:40, the main entrance to the school will be open and students will report to their homeroom.

Check out during the day - No student may leave campus during the school day unless checked out through the office by the parent/guardian. The parent/guardian must appear in person to check out the student unless otherwise deemed necessary by administration and/or school nurse.

Ada Schools require a valid form of identification for the student to be checked out to leave the campus. Any student who leaves campus without checking out in this way will be reported to the Ada Police Department.

In order for your child to receive his/her full day of education, we ask that you not pick your child up early unless it is absolutely necessary. Please make his/her appointments after 2:40 p.m. whenever possible.

After school, fifth grade students may be picked up on 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. Students will not be dismissed through the front doors at the end of the day.

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

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

#### **Eligibility Requirements:**

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

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

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

## **II. ARTICLES BROUGHT TO SCHOOL**

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

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

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

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

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

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

### **III. BACKPACKS**

Students shall keep all backpacks in their lockers, and they may not be carried between classes, recess or lunch. **(Exception)** Backpacks may be carried between classes if they are clear or mesh in type.

### **IV. BUS SERVICES**

Buses are provided for you to ride to and from school. All students are under the direct control and supervision of the bus driver while on the bus. Students will be written up and possible suspensions or removal from the bus will occur due to unacceptable behaviors. Please refer to the bus contract for unacceptable behaviors.

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

### **V. CAMP GODDARD**

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

1. Be in good standing academically
2. Attend school at least 80% of the required school days
3. Abide by the discipline policies at Willard and not have been a continuous behavior problem
4. Have all fees paid in full. If a student is denied attending Camp Goddard for behavior problems, the student's previous Camp Goddard deposits are non refundable. The building principal will have final say in determining if a student will be allowed to attend Camp Goddard.

## **VI. DISCIPLINE POLICY**

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

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

Students are expected to:

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

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

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

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

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

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

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

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

Possible disciplinary actions may include, but are not limited to:

1. Conference with student
2. Conference with parent via phone/in-person meeting
3. Detention (Lunch or after school)
4. Behavior contract
5. Restriction of privileges
6. In-School Detention
7. Short-term or Long-term suspension (please see District policy FOD)
8. Referral to police
9. Other appropriate disciplinary action as required and as indicated by circumstances (can include change of placement).

All disciplinary decisions are made with fairness and consistency, taking into account the nature of the behavior, student intent, and history. Refer to the Discipline Matrix for general guidance.

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

## Willard Discipline Matrix

Offense	1st Occurrence	2nd Occurrence	3rd Occurrence	Subsequent Occurrence
Class Disruption	Teacher Discretion	Teacher Discretion	Teacher Discretion + Admin	Teacher Discretion + Admin
Disrespectful to Staff/Student	Teacher Discretion	Teacher Discretion	Teacher Discretion + Admin	Teacher Discretion + Admin
Failure/Refusal to follow directions	Teacher Discretion	Teacher Discretion	Teacher Discretion + Admin	Teacher Discretion + Admin
Tobacco / Vape	5 Days ISD Admin Discretion	7 Days ISD Admin Discretion	10 Days ISD Admin Discretion	5 OSS & 5 ISD Admin Discretion
THC / Marijuana Vape	5 OSS & 5 ISD Admin Discretion	10 Days OSS Admin Discretion	Up to 45 Days OSS Admin Discretion	Up to 45 Days OSS Admin Discretion
Profanity	Warning	3 Days Noon Detention	2 days ASD 0r ISD	Admin Discretion
Threatening Students/Staff	3 Days ISD Admin Discretion	6 Days ISD Admin Discretion	5 OSS & 5 ISD Admin Discretion	Admin Discretion
Cheating	Zero Assignment No Makeup	Zero Assignment No Makeup 1 day ISD	Zero Assignment No Makeup 2 days ISD	Zero Assignment No Makeup 3 days ISD
PDA / Kissing	5 Days Noon Detention	1 Day ISD	2 Days ISD	3 Days ISD
Skipping Class	1 Day ISD Per Hour	1 Day ISD Per Hour	1 Day ISD Per Hour	1 Day ISD Per Hour
Skipping Detention	1 additional day Noon Detention	2 additional days Noon Detention	1 day ISD	1 day ISD
Fighting	3 days ISD	6 days ISD	3 days OSS	Admin Discretion
Vandalism	Teacher Discretion	Teacher Discretion	Teacher Discretion + Admin	Teacher Discretion + Admin

### Notes concerning detentions

ND - NOON DETENTION is assigned for behavioral issues that distract from the learning process. The assigning teacher will inform the parent/guardian of the detention. If a student accumulates numerous noon detentions he/she may be referred to ASD or ISD. That determination will be made by the building principal.

ASD - AFTER SCHOOL DETENTION is assigned for more serious or repeat offenses. That determination will be made by the building principal. If a student receives numerous after school detention referrals, he/she may be referred to In School Detention. Parents /Guardians will be contacted for after school detention referrals. After school detention is Monday-Thursday from 2:50-3:50

ISD - IN SCHOOL DETENTION is assigned to students who have been assigned numerous noon detentions or after school detentions, or more serious offenses or major violations such as fighting, bullying, drugs, weapons, etc.. ISD may be used for students who are not doing their assigned academic work in the classroom. Parents /Guardians will be contacted for ISD referrals.

A student may not participate in any extracurricular activities while serving an ISD assignment. ISD will be from 7:40 a.m. to 2:40 p.m.

In-School Detention (ISD) Procedures and Expectations:

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

## SUSPENSION

The principal has the right to suspend a student as provided by School Board Policy. Suspension from school occurs after other school disciplinary actions have been ineffective or after severe behavior problems. If the principal feels that the student is a physical threat to another individual, the student may be sent home immediately, bypassing the previous steps listed. A student may not participate in any or attend any extracurricular activities when suspended. Continuation of those acts which led to the suspension of the pupil is just cause for the suspension for the balance of the current school year.

*Please see district policy FOD.*

## VII. DRESS CODE

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

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

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

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

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

- Bike shorts and boxer shorts are not permitted.
- Shorts, skirts, and dresses must be **mid-thigh length or longer** and provide appropriate coverage when standing, sitting, or moving.
- Slits in these garments must also meet the length requirements.
- Form fitting, stretch, or spandex type material is allowed only if the shirt extends past the students hips.

### **Pants**

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

### **Tops**

- Spaghetti straps, muscle shirts, strapless tops, halter tops, racer back tops, one shoulder or off the shoulder tops are **not permitted**.
- Tops should not be see-through, low-cut or expose back, torso, or undergarment.
- Tops must be properly buttoned and the midriff must be covered.

### **Shoes**

- Bedroom slippers/house shoes are not permitted.
- Footwear should be worn at all times.

### **Hats**

- No caps, hats, bandanas, hoods or headwear may be worn inside the building, regardless of gender.

### **Miscellaneous**

- Sunglasses are not to be worn in the building.
- Studded collars or bracelets, dog collars, wallet chains, choke chains are prohibited.
- Clothing should be appropriately sized - not excessively baggy or overly tight
- Revealing clothing may not be worn.
- Clothing that advertises any alcohol or tobacco product; or that implies or states any other inappropriate message, obscene or vulgar pictures or writing, gang affiliation or membership will not be tolerated.
- Any clothing, jewelry, or accessory that the administration deems as inappropriate in an educational setting, presents a safety concern, or causes a disruption to the educational process will be prohibited.

## Religious Accommodation

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

## **VIII. ELIGIBILITY/GRADING**

Willard Grade Center offers many opportunities for students to participate in extracurricular activities: Basketball, Track, Academic Team, Performing Arts, STEM, and Band. Students are encouraged to participate in extracurricular activities to expand their educational experience. For a student to be eligible to participate in any extracurricular activities they shall maintain a grade average of 60% or better in every class on their schedule. Please see the Academic and Attendance Policy Below.

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

## **Willard Academic and Attendance Eligibility Policy**

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

### **1. Weekly Eligibility List Overview**

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

### **Probation and Reinstatement:**

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

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

## 2. Attendance Criteria for Weekly Eligibility

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

### **GRACE:**

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

The GRACE program works as follows: Once a student has exceeded the attendance limit (has missed more than 80% of class time), or is assigned GRACE due to the possibility of exceeding the allotted absences, the student will be assigned GRACE. GRACE meets Monday and Wednesday from 2:50 p.m. until 3:50 p.m. One day of GRACE equates to one half day of absences. Once the student has made up required time in GRACE, the office will update the student's attendance to reflect GRACE.

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

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## 3. Impact of Ineligibility

Students on the Weekly Eligibility List are not permitted to:

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

## 4. Notification Process

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

## 5. Support and Interventions

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

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

Grades are available anytime for parent/guardian viewing on the Ada Cougar website under "Gradebook". You must have your parent login information to view your student's grades. Please contact the school if you need help logging in.

## **IX. ELECTRONIC DEVICE POLICY**

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

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

Students will be allowed to possess cell phones on school property in lockers or their backpack. However, these devices must not be turned on or in use between the hours of 7:40 A.M and 2:40 P.M.

Students who choose to bring cell phones/devices to school do so at their own risk. The school district assumes NO LIABILITY for lost or stolen cell phones, headphones, or smart watches.

### **Cameras/Recorders**

The use of cameras/recorders in any private area to include, but not limited to, restrooms may result in disciplinary action up to and including the revocation of a student's ability to have an electronic device on campus, in-school detention, short/long term suspension, and/or contact with the local law enforcement.

- **Students are expected to respect and protect the privacy of others and are not permitted to capture, transmit, or post photographs/videos of any person on campus or in attendance of any event to individuals, public or social networking sites unless directed by school staff.**

Student use of any electronic devices, school issued or personal, at Ada Public Schools is a privilege not a right. Failure to adhere to established guidelines will result in consequences similar to the consequences levied for other disruptions to the educational process including the confiscation or revocation of school issued devices. Students who choose to bring cell phones/devices to school do so at their own risk.

### **DEVICE MISUSE ACTIONS:**

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

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

Any use of a student's cell phone/device by another student in which an act that requires disciplinary action may result in disciplinary action for all parties involved. A student is encouraged to have his/her cell phone/device locked at all times that it is not in use. The excuse that another student used the cell phone/device due to the fact he/she know the passcode to enter the cell phone/device will not be accepted.

## Cell Phone/Device Misuse Actions:

Cell Phones/Devices that are confiscated for misuse will be secured in the Principal's Office, or office vault.

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

- **First Violation:** The cell phone/ device will be confiscated and will be returned to the student at the conclusion of the day. No cell phones/devices will be returned prior to the final bell at 2:40 pm.
- **Second Violation:** The cell phone/ device will be confiscated and will be returned to the parent/guardian of the student at the conclusion of the day. No cell phones/devices will be returned prior to the final bell at 2:40 pm. If a parent/guardian is unable to come to school to accept the cell phone/device, the student may have it returned to him/her at the end of the school day. Students will also be assigned 3 days of after school detention.
- **Third Violation:** The phone will **only** be returned to the parent/guardian. The student will be assigned 3 days ISD. The student will also forfeit the privilege to have his/her phone for use at any point during the school day, prior to or after the school day, or at/on school grounds. If it must be brought to school daily, it will be checked in to the Principal's office each morning and checked out each afternoon.

## SCHOOL PHONES

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

## CURRENT ADDRESS, E-MAILS, AND PHONE NUMBERS

It is absolutely vital that we have current addresses, home and work telephone numbers, and e-mail addresses for parents. When there is a change in address, phone numbers, or e-mails, please call us and send a note to the office with the new information. This is for your child's protection, in the event of illness, injury, or emergency! All school announcements will be done by phone or email on the Ada School Messenger System.

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

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

## **X. FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

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

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
  - a. Family Policy Compliance Office U.S. Department of Education 600 Independence Avenues, SW Washington, D.C. 20202-4605 Copies of the complete FERPA policy may be obtained by contacting the district superintendent, Mr. Mike Anderson. The District will arrange to provide translations of this notice to non-English speaking parents in their native language.

## XI. MEDICATION

- Prescription medicines will be given to students by school personnel only when prescribed and ordered by a physician for that particular student.
- School personnel must be informed in writing by the parent/guardian directing that the medication be given to the student at school.
- Specific information regarding the medicine, dosage, and time of administration must be clearly stated.
- Students are not to keep medication of any kind in their possession **except in the case of self-administered inhalers**. The students must provide appropriate documentation on file at the school.
- All prescription medication must be presented to the school nurse in the original labeled prescription bottle, which will include the student's name, date, and instructions for administering, name of drug, and name of issuing physician.
- Non-prescription medicine will be given only for a short-term duration (less than 2 weeks) and only when in the original container accompanied by a written parental request and directions for administering. The container must be labeled with the student's name.

## XII. MOMENT OF SILENCE

According to Oklahoma state law, all Oklahoma public school students shall be given the opportunity every school day to have a one minute moment of silence. This will be done at Willard Grade Center every school day at 7:50.am. Students may use the time for reflection. Students do not have to participate in the moment of silence; however they may not disturb those who choose to participate.

## XIII. PARENT BILL OF RIGHTS

No school district, and no employee of the district of its schools, shall encourage, coerce, or attempt to encourage or coerce a minor child to withhold information from the child's parent(s) or guardian(s).

The School District shall disclose to a student's parent(s) or guardian(s) any information known to the district or its employees regarding material changes reasonably expected to be important to parent(s) regarding their child's health, social or psychological development, including identity information. Such disclosures shall occur within thirty (30) days of learning the information and may include referrals to appropriate counseling services that the parent(s) or guardian(s) may use at their discretion.

"Identity information" means information, including but not limited to,

- (1) Any names or pronouns used by a student at school;
- (2) Any social transition or other transition to a gender that differs from the student's sex.

## XIV. SCHOOL VISITORS

All visitors must check in at the office with a driver's license. Ada Schools uses the Ident-a-Kid check in system, and visitors will be given a badge to wear when entering the building. Any visitor to the Willard Campus will be required to have identification in order to enter the building. Visitations and conferences should be arranged in advance through the office. School visitation by other students, friends and other relatives will not be allowed.

## XV. STUDENT SAFETY

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

At Willard Grade Center, bullying and harassment of any kind are not tolerated. Every student has the right to feel safe, respected, and included—at school, on the bus, at events, and online. This regulation is a result of the legislative mandate and public policy embodied in the School Bullying Protection Act, 70 O.S. §24-100.4(A)(4)(d).

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

**If you experience or witness bullying:**

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

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

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

**HARASSMENT/BULLYING INCIDENT REPORT FORM**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Room/Location: \_\_\_\_\_

Student(s) Initiating Bullying/Harassment:

\_\_\_\_\_  
Grade: \_\_\_\_\_ Class: \_\_\_\_\_  
\_\_\_\_\_  
Grade: \_\_\_\_\_ Class: \_\_\_\_\_ Student(s)

Affected:

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

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

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

- |  |   |
|--|---|
| <input type="checkbox"/> Name Calling            | <input type="checkbox"/> Spitting               |
| <input type="checkbox"/> Stalking                | <input type="checkbox"/> Demeaning Comments     |
| <input type="checkbox"/> Inappropriate Gesturing | <input type="checkbox"/> Stealing               |
| <input type="checkbox"/> Staring/Leering         | <input type="checkbox"/> Damaging Property      |
| <input type="checkbox"/> Writing/Graffiti        | <input type="checkbox"/> Shoving/Pushing        |
| <input type="checkbox"/> Threatening             | <input type="checkbox"/> Hitting/Kicking        |
| <input type="checkbox"/> Taunting/Ridiculing     | <input type="checkbox"/> Flashing a Weapon      |
| <input type="checkbox"/> Inappropriate Touching  | <input type="checkbox"/> Intimidation/Extortion |
| <input type="checkbox"/> Other _____             |   |

Describe the incident:

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

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

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

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

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

Administrative response taken:

\_\_\_\_\_

**XVI. STUDENT SEARCHES**

Lockers are provided for all students. Students are not allowed to write on or in lockers. If the student's locker is written on or in, the student will clean the locker and may be assigned discipline. However, lockers remain under jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. According to Oklahoma School law (§70-24-102.), students shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. A student has full responsibility for the security of the locker and is responsible for the contents of his/her locker. District policy FNF states that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches.

## **XVII. TEXTBOOKS / CHROMEBOOKS**

Books and chromebooks are to be handled with care and each student is responsible for the book checked out to him/her. If the textbook is lost or severely damaged, the student will be charged the cost of the textbook for replacement. If the chromebook is lost or stolen, the student is responsible for replacement costs. If the chromebook is damaged, if the student has insurance on it, the insurance will cover the damage.

## **XVIII. TOBACCO/VAPOR**

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

**According to Oklahoma Statute:** 10A OK Stat § 10A-2-8-224 (2017) - It is unlawful for a person who is under twenty-one (21) years of age to purchase, receive, or have in his or her possession a tobacco product, or vapor product, or to present or offer to any person any purported proof of age which is false or fraudulent, for the purpose of purchasing or receiving any tobacco product or vapor product.

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

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

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

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

### Disciplinary Action regarding Tobacco/Vapor:

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

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

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

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

### SUSPENSION

The principal has the right to suspend a student as provided by School Board Policy. Suspension from school occurs after other school disciplinary actions have been ineffective or after severe behavior problems. If the principal feels that the student is a physical threat to another individual, the student may be sent home immediately, bypassing the previous steps listed. A student may not participate in any extracurricular activities when suspended. Continuation of those acts which led to the suspension of the pupil is just cause for the suspension for the balance of the current school year.

*Please see district policy FFBA.*

### DRUG FREE SCHOOLS

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

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

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

## **XIX. WEAPONS**

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

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

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

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

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

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

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

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

*Ada Schools is a weapons-free school district. Please see the district policies FNCG & FNCGA regarding weapons.*



**ADA JUNIOR  
HIGH SCHOOL  
2025-2026**

STUDENT HANDBOOK

*Our Pursuit*

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

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

Dear Students, Parents and Guardians:

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

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

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

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

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

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

McKayla Plett

AJHS Principal

**IMPORTANT INFORMATION**

## ADA JUNIOR HIGH SCHOOL

223 W. 18<sup>TH</sup> STREET

ADA, OK 74820

PHONE: (580) 310-7260

FAX: (580) 310-7261

*WEB: WWW.ADACOUGARS.NET***AJHS CENTRAL OFFICE STAFF:**

<b>McKayla Plett</b> <b>580.310.7264</b>	<b>Principal</b>	<b>mckayla.plett@adapss.com</b>
<b>Ben White</b> <b>580.310.7262</b>	<b>Asst. Principal</b>	<b>whiteb@adapss.com</b>
<b>Rozalin Roark</b> <b>580.310.7267</b>	<b>Asst. Principal</b>	<b>rozalin.roark@adapss.com</b>
<b>Lora Anderson</b> <b>580.310.8133</b>	<b>Counselor/ Registrar</b>	<b>andersonlo@adapss.com</b>
<b>Marleigh Shirtum</b> <b>580.310.7265</b>	<b>9th Counselor</b>	<b>marleigh.shirtum@adapss.com</b>
<b>Roxanna Auld</b> <b>580.310.7217</b>	<b>8th Counselor Testing Coordinator</b>	<b>roxie.auld@adapss.com</b>
<b>Michelle Rutherford</b> <b>580.310.7348</b>	<b>7th Counselor</b>	<b>michelle.rutherford@adapss.com</b>
<b>Jess Alexander</b> <b>580.310.7381</b>	<b>Admin. Asst.</b>	<b>alexanderj@adapss.com</b>
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<b>JH Ath. Coord.</b>	<b>@adapss.com</b>
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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>7TH GRADE</u></b>	<b><u>8TH GRADE</u></b>	<b><u>9TH GRADE</u></b>
<b><u>7:40</u></b> CAFETERIA OPEN	<b><u>7:40</u></b> CAFETERIA OPEN	<b><u>7:40</u></b> CAFETERIA OPEN
<b><u>8:00</u></b> DOORS OPEN	<b><u>8:00</u></b> DOORS OPEN	<b><u>8:00</u></b> DOORS OPEN
<b><u>8:05</u></b> FIRST BELL RING	<b><u>8:05</u></b> FIRST BELL RING	<b><u>8:05</u></b> FIRST BELL RING
<b><u>8:10-8:55</u></b> 1ST PERIOD	<b><u>8:10-8:55</u></b> 1ST PERIOD	<b><u>8:10-8:55</u></b> 1ST PERIOD
<b><u>9:00-9:45</u></b> 2ND PERIOD	<b><u>9:00-9:45</u></b> 2ND PERIOD	<b><u>9:00-9:45</u></b> 2ND PERIOD
<b><u>9:50-10:35</u></b> 3RD PERIOD	<b><u>9:50-10:35</u></b> 3RD PERIOD	<b><u>9:50-10:35</u></b> 3RD PERIOD
<b><u>10:40-11:05</u></b> 7TH LUNCH	<b><u>10:40-11:25</u></b> 4TH PERIOD	<b><u>10:40-11:25</u></b> 4TH PERIOD
<b><u>11:10-11:55</u></b> 4TH PERIOD	<b><u>11:30-11:55</u></b> 8TH LUNCH	<b><u>11:30-12:15</u></b> 5TH PERIOD
<b><u>12:00 - 12:45</u></b> 5TH PERIOD	<b><u>12:00 - 12:45</u></b> 5TH PERIOD	<b><u>12:20 - 12:45</u></b> 9TH LUNCH
<b><u>12:50 - 1:20</u></b> 6TH AIM	<b><u>12:50 - 1:20</u></b> 6TH AIM	<b><u>12:50 - 1:20</u></b> 6TH AIM
<b><u>1:25-2:10</u></b> 7TH PERIOD	<b><u>1:25-2:10</u></b> 7TH PERIOD	<b><u>1:25-2:20</u></b> 7TH PERIOD
<b><u>2:15-3:00</u></b> 8TH PERIOD	<b><u>2:15-3:00</u></b> 8TH PERIOD	<b><u>2:15-3:00</u></b> 8TH PERIOD

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

**1st Period: BEGINS: 8:10 AM                      Period 8: ENDS: 3:00 PM**

**Lunches:**

**10:40-11:15 - 7TH LUNCH                      11:30-11:55 - 8TH LUNCH                      12:25 - 12:50 - 9TH LUNCH**

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

**GRACE: BEGINS: 3:05 PM                      ENDS: 5:00 PM**

**EARLY RELEASE DATES:**

September 19, 2025

October 14, 2025

March 26, 2026

May 21, 2026

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

**PARENT TEACHER CONFERENCE DATES:**

October 14, 2025

March 12, 2025

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

## **ADA CITY SCHOOLS ADMINISTRATION**

<b>Mr. Pat Liticker</b>	<b>Superintendent</b>
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
<b>Mrs. Ali Lawson</b>	<b>AWARE Community Manager / MTSS Coordinator</b>
Mr. Chris Eckler	District STEAM Director
<b>Mrs. Linda Dickinson</b>	<b>Coordinator of Special Services</b>
<b>Mrs. Jeanie Neal</b>	<b>Director of Special Services</b>
Ms. Celena Galbreath	Director of Technology
Mr. Jonathan Boeck	Transportation Director
<b>Mrs. Melanie Rhynes</b>	<b>School Nurse</b>

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

Anne Nicole Flinn, President, Office #5

Melissa Rollins, Vice President, Office #3

Kiah Anderson, Clerk, Office #1

Sarah Cody, Member, Office #4

Kyle Stuart, Member, Office #2

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

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

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

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## **II. ATTENDANCE POLICIES**

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

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

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

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

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

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

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

#### **TRUANCY:**

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

### **CHRONIC ABSENTEEISM:**

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

When a student becomes chronically absent:

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

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

### **MAKE-UP WORK:**

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

### **ARRIVALS AND DEPARTURES:**

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

### **GRACE:**

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

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

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

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

### **TARDY POLICY:**

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

#### Unexcused Tardy Policy -

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

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

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

Tardy 4 - 3 days lunch detention

Tardy 5 - 4 days lunch detention

Tardy 6 - 5 days lunch detention

Tardy 7+ - 1 day ISD

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

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

#### **Eligibility Requirements:**

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

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

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

**LUNCH:**

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

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

### **III. TESTING POLICY**

**BENCHMARK TESTING POLICY:**

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

**Benchmark Testing Schedule:**

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

These benchmark assessments serve as a critical tool to:

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

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

**STATE TESTING POLICY:**

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

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

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

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

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

### **PreACT Assessments:**

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

### **Assessment Administration:**

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

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

## **IV. DISCIPLINE**

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

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

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

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

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

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

Refer to the Discipline Matrix for general guidance.

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

### **DISCIPLINARY APPEAL PROCESS:**

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

**Short-Term Suspensions (10 days or fewer)**

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

**Long-Term Suspensions (more than 10 days)**

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

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

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

## AJHS DISCIPLINE MATRIX

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

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

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

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

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

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

##### **General Guidelines**

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

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

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

##### **Pants**

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

##### **Tops**

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

##### **Shoes**

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

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

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

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

### **Miscellaneous**

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

### **Religious Accommodation:**

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

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## **VI. ELIGIBILITY:**

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### **GRADING/ELIGIBILITY:**

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

### **ATHLETICS AND ELIGIBILITY:**

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

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

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

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

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

Student use of any electronic devices, school issued or personal, at Ada Public Schools is a privilege not a right. Failure to adhere to established guidelines will result in consequences similar to the consequences levied for other disruptions to the educational process including the confiscation or revocation of school issued devices. Students who choose to bring cell phones/devices to school do so at their own risk. The school district assumes **NO LIABILITY** for lost or stolen cell phones, headphones, or smart watches.

### **DEVICE MISUSE ACTIONS:**

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

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

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

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

Third Violation: The device will **only** be returned to the parent/guardian. The student will be assigned 3 days ISD. The student will also forfeit the privilege to have a device for use at any point during the school day, prior to or after the school day, or on school grounds.

### **SCHOOL PHONES:**

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

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

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

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
  - a. Family Policy Compliance Office U.S. Department of Education 600 Independence Avenues, SW Washington, D.C. 20202-4605 Copies of the complete FERPA policy may be obtained by contacting the district assistant superintendent, Mr. Bryan Harwell. The District will arrange to provide translations of this notice to non-English speaking parents in their native language.

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## **IX. HONOR ROLL**

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

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## **X. MEDICATION:**

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- Prescription medicines will be given to students by school personnel only when prescribed and ordered by a physician for that particular student.
- School personnel must be informed in writing by the parent/guardian directing that the medication be given to the student at school.
- Specific information regarding the medicine, dosage, and time of administration must be clearly stated.
- Students are not to keep medication of any kind in their possession except in the case of self-administered inhalers. The students must provide appropriate documentation on file at the school.
- All prescription medication must be presented to the school nurse in the original labeled prescription bottle, which will include the student's name, date, and instructions for administering, name of drug, and name of issuing physician.
- Non-prescription medicine will be given only for a short-term duration (less than 2 weeks) and only when in the original container accompanied by a written parental request and directions for administering. The container must be labeled with the student's name.

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

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No school district, and no employee of the district or its schools, shall encourage, coerce, or attempt to encourage or coerce a minor child to withhold information from the child's parent(s) or guardian(s).

The School District shall disclose to a student's parent(s) or guardian(s) any information known to the district or its employees regarding material changes reasonably expected to be important to parent(s) regarding their child's health, social or psychological development, including identity information. Such disclosures shall occur within thirty (30) days of learning the information and may include referrals to appropriate counseling services that the parent(s) or guardian(s) may use at their discretion.

"Identity information" means information, including but not limited to,

- (1) Any names or pronouns used by a student at school;
- (2) Any social transition or other transition to a gender that differs from the student's sex.

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## **XII. PETITIONS:**

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

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## **XIII. SCHOOL VISITORS:**

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### **VISITORS:**

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

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

### **DELIVERIES:**

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

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## **XIV. STUDENT SAFETY:**

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

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

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

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

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

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

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

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

## HARASSMENT/BULLYING INCIDENT REPORT FORM

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

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

Student(s) Initiating Bullying/Harassment:

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

Student(s) Affected:

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

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

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

<input type="checkbox"/> Name Calling	<input type="checkbox"/> Spitting
<input type="checkbox"/> Stalking	<input type="checkbox"/> Demeaning Comments
<input type="checkbox"/> Inappropriate Gesturing	<input type="checkbox"/> Stealing
<input type="checkbox"/> Staring/Leering	<input type="checkbox"/> Damaging Property
<input type="checkbox"/> Writing/Graffiti	<input type="checkbox"/> Shoving/Pushing
<input type="checkbox"/> Threatening	<input type="checkbox"/> Hitting/Kicking
<input type="checkbox"/> Taunting/Ridiculing	<input type="checkbox"/> Flashing a Weapon
<input type="checkbox"/> Inappropriate Touching	<input type="checkbox"/> Intimidation/Extortion
<input type="checkbox"/> 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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**POSSESSION OF TOBACCO-TOBACCO PARAPHERNALIA/VAPOR-VAPOR PARAPHERNALIA/FACSIMILES OF SUCH:**

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

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

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

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

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

**Disciplinary Action regarding Tobacco/Vapor:**

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

The product(s) will be confiscated from the student. The parent of the student will be notified. The student will face disciplinary action including, but not limited to ISD. The length and severity of the disciplinary action will continue to rise with each violation.

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

**DRUG-FREE SCHOOLS:**

It is the policy of the Ada Board of Education that in recognition of the clear danger resulting from illicit drug and alcohol abuse and in good faith effort to promote the health, safety, and well being of students, employees, and the community, the board has implemented a developmentally based drug and alcohol education and prevention program for grades Kindergarten through twelve (K-12). Students are hereby notified that the use, possession, or distribution of illicit drugs and alcohol is wrong and harmful. Therefore, standards of conduct that are applicable to all schools in this district, prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as part of any of its activities. Disciplinary

sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state, and federal laws, up to and including probation and suspension, as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended. Information about drug and alcohol counseling and rehabilitation and reentry programs will be made available through the school office.

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

### **SAFETY DRILLS:**

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

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

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

### **STUDENT ID'S**

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

### **WEAPONS:**

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

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

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

### ADA CITY SCHOOLS | 2025-2026 CALENDAR

<p><b>4 - Professional Day</b></p> <p><b>5, 6 – Enrollment Confirmation</b></p> <p><b>7, 8 – Professional Day</b></p> <p><b>11, 12 Meet &amp; Greet Orientation</b></p> <p><b>13 – First Day of School</b></p>	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #f2f2f2;"> <thead> <tr style="background-color: #800000; color: white;"> <th colspan="7">AUGUST '25</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	AUGUST '25							S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
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**Board Approved: January 13, 2025**

**Revisions Approved: April 14, 2025**



# ADA HIGH SCHOOL

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1400 Stadium Drive • Ada, Oklahoma 74820-8497 • 580-310-7220 • Fax 580-310-7221

Dear Student,

On behalf of our faculty and staff, we'd like to welcome you to another exciting year at Ada High School. It is with great pride that I extend to you a personal invitation to become involved in the activities, programs, and the tradition of excellence that are a trademark of Ada High School.

The purpose of this handbook is to inform you of the basic operating procedures of our school regarding our academic programs, our activity programs, and our rules and regulations governing student behavior. As you encounter the challenges and opportunities of a new school year, I encourage you and your classmates to observe the highest standards of excellence in the areas of academics, behavior, character, and citizenship.

As educators, our expectations are high. We want nothing more than to assist you in achieving your goals. To accomplish this requires a team effort between the students, parents, and faculty. I suggest that parents and students review the contents of this handbook together. If you have questions that remain unanswered after reading the handbook, please call the school. We feel that open and clear communication between school and home is important to your academic success. In addition to cooperation between students, parents, and teachers, the self discipline and dedication you demonstrate as a student will have a direct impact on your ability to succeed both academically and in life.

The faculty, staff, and I look forward to the upcoming year and to watch you grow and achieve both as a student and a young person. We are firmly committed to doing all that we can to assist you in achieving your goals in terms of educational opportunities, participation in school activities, and the development of a mutual sense of trust and respect between your family and the school.

Welcome to Ada High School and we invite you to become part of the tradition and excellence that is a trademark of The System.

Sincerely,

Eddie Jacobs  
Ada High School

*"Home of The Cougars"*

## **INTRODUCTION**

Formal education plays a major role in developing students who are healthy in mind and body. Our role as educators is to develop students intellectually, emotionally, morally, and physically. We feel development of the total individual is critical in living a productive and fulfilling life in which learning never ends.

## **PHILOSOPHY OF ADA PUBLIC SCHOOLS**

Our democratic form of government and our way of life depend upon how well the public schools educate our students and train them for responsible citizenship. This is the purpose for which the system of free public schools exists.

Inherent in our philosophy of life in the United States is the belief that all members of society shall lead productive lives. As such, education, either directly or indirectly, is geared to this goal. Because our heritage has developed the idea that work is an integral part of our lives, education strives to implement this idea so that our way of life will be perpetuated through individual success.

The basic foundation of our educational system rests in the principles set forth in our country's and our state's constitutions; therefore, our function in the Ada Public Schools is to provide the opportunity for each student to develop the skills and attitudes which will promote these ideals. To achieve this end, the school will attempt to foster adequate emotional stability, intellectual understanding, physical development, and social competence.

The school will take its place beside the home in helping each child establish standards by which he or she may live and develop those qualities and attitudes that will enrich and strengthen his or her life.

## **MISSION**

The mission of Ada High School is to educate students to become caring and competent community members.

## **NOTICE OF NONDISCRIMINATION**

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



**ADA HIGH SCHOOL  
BELL SCHEDULE  
2025-2026 SCHOOL YEAR**

First Hour	7:55 – 8:47
Second Hour	8:51 – 9:43
Third Hour	9:47 – 10:39
Fourth Hour	10:43 – 11:35
Fifth Hour	11:39 – 12:31
LUNCH	12:31 – 1:25
TARDY HALL	12: 33 – 12:53
Sixth Hour	1:30 – 2:20
Seventh Hour	2:24 – 3:14

**ADA HIGH SCHOOL  
EARLY RELEASE DAY SCHEDULE**

1ST HOUR 7:55 – 8:33

2ND HOUR 8:37 – 9:15

3RD HOUR 9:19 – 9:57

4TH HOUR 10:01 – 10:39

5TH HOUR 10:43 – 11:21

6TH HOUR 11:25 – 12:03

7TH HOUR 12:07 – 12:45

LUNCH 12:45 – 1:05

**Ada High**  
**Alternate Bell Schedule**

1st Hour 7:55-8:40

2nd Hour 8:44-9:31

3rd Hour 9:35-10:20

4th Hour 10:24-11:11

5th Hour 11:15-12:00

Assembly 12:04-12:45

Lunch 12:45-1:35

6th Hour 1:40-2:25

7th Hour 2:29-3:14

# FACULTY LIST

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## ADA CITY SCHOOLS | 2025-2026 CALENDAR

4 – Professional Day

5, 6 – Enrollment Confirmation

7, 8 – Professional Day

11, 12 Meet & Greet Orientation

13 – First Day of School

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

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

1, 2 – Christmas Break

5 – Professional Day

19 – M.L. King Day  
No School

1 – Labor Day

19 – Early Release Day

22 – No School

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

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

13 – Professional Day

16 – Presidents' Day

No School

14 – Early Release Day & Parent/Teacher Conference

15, 16, 17 – Fall Break

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

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

12 – Early Release Day & Parent/Teacher Conference

13 – Snow Day/No School

16 – 20 Spring Break

24 – 28 Thanksgiving Break

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

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

3 – Good Friday  
No School

6 – Easter Holiday  
No School

24 – Snow Day

December 19 – January 2  
Christmas Break

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

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

8 – Snow Day/No School

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

Board Approved: January 13, 2025

Revisions Approved: April 14, 2025

## **EQUAL OPPORTUNITY ACT**

“There will be no discrimination in the Ada Public Schools because of race, color, sex, national origin, religion, disability, veteran status, sexual orientation, or age in its programs, services, activities and employment.”

## **VISITORS**

Due to safety protocols, student visitors are not allowed to attend classes. Unauthorized students on campus or in the building will be asked to leave. All other visitors must check in at the main office to receive a pass.

## **EMERGENCY PROCEDURES**

We will review and practice all emergency procedures several times during the school year.

## **FIRE DRILL**

Everyone will exit the building using the closest exit for each classroom.

Students and all personnel should go at least fifty yards from the building and should remain there until the all-clear signal.

## **TORNADO WARNING/SEVERE WEATHER INSTRUCTIONS**

In the event of a tornado warning all students and faculty will report to the safe rooms in the tech wing.

## **LOCK-DOWN**

In the event of a lock down, students are to follow the directives of the staff members in their immediate area. In the classroom, students are to move away from the doors and windows. Classroom doors are to be locked and lights turned out. Under no circumstance should the classroom doors be opened during the lockdown. Students and staff in open areas of the building are to move to a classroom, office, or other secure area immediately. An announcement will be made over the intercom when it is safe to open the doors and there is no immediate threat to the school.

## **INCLEMENT WEATHER**

In the event of inclement weather and school cancellation there will be a robo call from the superintendent. The local radio station along with Channel 10, Channel 12, and Oklahoma City news stations will be notified.

## **CUSTODY ARRANGEMENT/PROTECTIVE ORDERS/RESTRAINING ORDERS**

It is the responsibility of the parents/guardian to notify the school by providing court documents, for changes in custody, or directives in regard to student safety or sign-out procedures.

## **LOCKERS**

Lockers are provided by the school upon the request of the student to store their school books and supplies. Students are encouraged to lock their lockers at all times. The lockers should not be considered as private domain. The school reserves the right to check lockers for books, school materials, or contraband at any time without notification. Students should not share lockers, or share combinations with other students. 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. T.L.O.* A student has full responsibility for the security of the locker and is responsible for the contents of his/her locker. You must have approval of the administrative staff to change lockers.

## **SCHOOL EQUIPMENT AND FACILITIES**

Students are asked to take care of the school's equipment and facilities. Equipment is not to be taken from the area in which it is used. Equipment or facilities damaged or destroyed will be charged to the student, parents will be notified and disciplinary action may result.

## **OFFICE TELEPHONE**

The office telephone is a business phone and will not be used by students except for emergencies with office approval. During instructional time, students must have a pass from a teacher in order to use the phone.

## **ASSEMBLIES**

Students are expected to behave in an orderly manner at school assemblies. Disorderly and inappropriate behavior will not be tolerated during assemblies and may result in disciplinary action.

## **INSURANCE**

Students have the opportunity to participate in a student insurance program at Ada High School. This information will be available online.

## **MEDICATION**

Prescription medicines will be given to students by school personnel only when prescribed and ordered by a physician for that particular student.

School personnel must be informed in writing by the parent/guardian directing that the medication be given to the student at school. Must include a form signed by a doctor for prescription drugs. Forms are found on the website. 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.

## **FIRST AID**

Students are to immediately report any accident or sudden illness to an administrator or staff employee. The school nurse will be notified and parents will be informed of any serious injury or illness.

## IMMUNIZATIONS

Parents of students entering an Oklahoma school for the first time must show an Oklahoma Certificate of Immunization. For school enrollment a parent or guardian shall provide one of the following: Current, up to date immunization records OR A completed and signed exemption form. Oklahoma law requires that all students be immunized against diphtheria, whooping cough, tetanus, polio, mumps, measles, hepatitis A/B, and rubella. Failure to comply with this may result in suspension from school. These forms can be found online under health and immunizations.

## FIELD TRIPS

All students leaving the school on any field trip must meet school eligibility requirements and submit a signed parent permission slip to the teacher or sponsor. ***School dress code and all school policies will be observed while on the field trip.***

## FOOD SERVICES

Students requiring special diets for lunch should contact food services to make special arrangements. Ada High has breakfast and lunch served in the cafeteria. Ada High is an open campus for lunch.

## DRIVING RULES

Driving a car to school is a privilege. Students must park in assigned areas. Students will not linger in the parking lot before or after school. All students entering or leaving campus in their automobiles are required to travel in a slow, safe manner (10 mph). Loud radios and music are a distraction to the school environment. All radios must be turned down upon entering campus. A rule of thumb is that if it can be heard outside of the car, it is too loud. ***Students must display the school parking permit on the rear view mirror of their car.*** Failure to park in assigned spaces or to properly display AHS parking tags may result in suspension of driving privileges. Unsafe driving may also lead to suspension or disciplinary action.

## BUS RULES

Students who ride the bus are to follow the same rules as in the classroom. The bus driver has authority over all students who ride the bus. The bus rules form was signed at enrollment. Inappropriate behavior on the bus will result in disciplinary action.

## ENROLLMENT

Students will pre-enroll during the second semester of the school year. In August, parents will be required to finalize the enrollment process and to complete all forms necessary for enrollment.

## TRANSFERS

Students looking to transfer into the district must fill out the paperwork and be accepted into the district prior to completing the enrollment process. The paperwork and information can be found at [adacougars.net](http://adacougars.net) under the "Student Transfer Information" tab.

## NEW STUDENT ENROLLMENTS

Parents must provide a copy of the student's birth certificate, immunizations, school records, proof of residency, custodial papers, and transcripts.

## COUNSELING

Counseling services are provided. Students will be assigned counselors based on the grade level.

Mrs. McDonald—Sophomores  
Mrs. Summers—Juniors  
Mr. Swopes—Seniors

## **SCHEDULE CHANGES**

Students are expected to honor their enrollment schedules. Schedule changes can be made by setting up an appointment with a counselor. After the first two weeks of school, there will be no class changes without the approval of the administration.

## **LEAVING CAMPUS**

Under no circumstances are students to leave the campus while school is in session without permission from a parent or legal guardian or has been a pre approved class activity. Violations of this policy would result in disciplinary action.

## **STANDARDIZED TESTING**

P.S.A.T. offered to all college bound students in the month of October during their sophomore and/or junior year. This test allows a student to compare his/her ability to do college work with other college bound students. It also provides practice for the SAT. The PSAT is the first step in entering the Scholarship programs conducted by the National Merit Scholarship Corporation.

ACT is offered to all college bound students at different times during the school year. They may also retake the ACT on one of five national test dates throughout their senior year. The ACT measures a student's performance in four curricular areas—English, Mathematics, Reading, and Science Reasoning.

## **FINANCIAL LITERACY**

Personal Financial Literacy is designed for students in Grades 7-12. These standards of learning are priority, essential, and necessary for all Oklahoma students. Learning the ideas, concepts, knowledge, and skills will enable students to implement personal financial decision-making skills; to become wise, successful, and knowledgeable consumers, savers, investors, users of credit, money managers, and to be participating members of a global workforce and society.

The intent of personal financial literacy education is to inform students how individual choices directly influence occupational goals and future earnings potential. Successful money management is a disciplined behavior and much easier when learned earlier in life. The fourteen areas of instruction designated in the Passport to Financial Literacy Act of 2007 (70 O.S. § 11-103.6h) are designed to provide students with the basic skills and knowledge needed to effectively manage their personal finances. Basic economic concepts of scarcity, choice, opportunity cost, and cost/benefit analysis are interwoven throughout the standards and objectives. This systematic way of making personal financial decisions will provide students a foundational understanding for making informed and successful personal financial decisions.

## **NON SPONSORSHIP OF SENIOR TRIPS**

Ada High School does not sponsor any type of senior trip.

## Distance/Virtual Learning

Students in brick and mortar can be placed on distance learning with a note from a doctor for a set period of time. Students will be required to check in with their teachers between 8:00 A.M and 3:15 P.M. (via the teacher's attendance requirement) daily and complete their class work. Virtual learning is conducted through Cougar Academy which is a placement for an entire semester.

## ACADEMICS

### (GRADES 10-11-12 STANDARD GRADING SCALE)

The letter grades A, B, C, D, F, and I will be used to indicate the achievements of secondary school students in all instructional areas. The letter grades used shall indicate the following degree of achievement.

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

## ADA HIGH SCHOOL REQUIREMENTS FOR GRADUATION 2024-2025

- |  |          |
|--|----------|
| 1. 4 years of English                                | 4 units  |
| 2. 3 years of Math                                   | 3 units  |
| 3. 3 years of Science                                | 3 units  |
| 4. 1 year of U.S. History                            | 1 unit   |
| 5. 1 semester each of OK History & Government        | 1 unit   |
| 6. 1 semester of Geography and World History         | 1 unit   |
| 7. 2 years of Humanities included in English Classes |          |
| 8. Twelve Electives                                  | 12 units |
| Total Units for Graduation                           | 25 units |
| 9. Community Service                                 | 30 hours |
| 10. Financial Literacy                               |          |
| 11. CPR  |          |

## ADVANCED PLACEMENT PROGRAM

Ada City Schools offers Pre-Advanced Placement and Advanced Placement classes for students in Grades 6-12 and is known for producing National Merit Scholars, Academic All-State recipients, and Oklahoma Academic Scholars.

Ada City Schools' Subject area Course Guide has been determined to help students plan for academic Success. The pathways listed below are suggested pathways that will allow students to meet or exceed graduation requirements. Course offerings are subject to student enrollment and staff availability.

In order to accommodate those students who are capable and willing to pursue knowledge of a specific subject at the highest available level, Ada High School has provided AP courses. Students should check with a counselor to find what AP courses are available.

Required English Pathway	
Course	Suggested Grade Level
English I	9
English II	10
English III	11
English IV	12
Accelerated English Pathway	
Pre-AP English I	9
Pre-AP English II	10
AP Language & Composition	11

AP Literature & Composition	12
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<b>Required Mathematics Pathway</b>	
<b>Course</b>	<b>Suggested Grade Level</b>
Algebra I	9
Geometry	10
Algebra II	11
<b>Accelerated Mathematics Pathway (Option 1)</b>	
Pre-AP Algebra I	8
Pre-AP Geometry	9
Pre-AP Algebra II	10
Pr-AP Trigonometry/College Algebra	11
Advanced Placement Calculus (AB)	12
<b>Accelerated Mathematics Pathway (Option 2)</b>	
Pre-AP Placement Algebra I	9
Pre-AP Placement Geometry AND Pre-AP Placement Algebra II	10
Pre-AP Trigonometry/College Algebra	11
AP Calculus (AB)	12
<b>Accelerated Mathematics Pathway (Option 3)</b>	
Pre-AP Placement Algebra I	9
Pre-AP Placement Geometry	10
Pre-AP Placement Algebra II	11
Pre-AP Placement Trigonometry/College Algebra	12

<b>Required Social Studies</b>	
<b>Course</b>	<b>Suggested Grade Level</b>
Oklahoma History/Government	9
Geography/World History	11
U.S. History	11
<b>Accelerated Social Studies Path Way</b>	
Oklahoma History/Government	9
Geography/World History	10
AP U.S. History	11
AP Economics	12

<b>Required Science Pathway</b>	
<b>Course</b>	<b>Suggested Grade Level</b>
Physical Science	9
Biology	10
Environment Science, Forensic Science, Chemistry, Zoology/Botany, Anatomy/Physiology or Bio Tech	11
<b>Accelerated Science Pathway (Option 1)</b>	
Biology or Pre-AP Biology	9
Chemistry	10
AP Biology (See Prerequisites)	11
<b>Accelerated Science Pathway (Option 2)</b>	
Biology or Pre-AP Biology	9
Chemistry	10
Honors Anatomy/Physiology	11
AP Biology (See Prerequisites)	12
<b>Accelerated Science Pathway (Option 3)</b>	
Biology or Pre-AP Biology	9
Chemistry	10
College Preparatory Physics (See Prerequisites)	12
<b>Accelerated Science Pathway (Option 4)</b>	
Physical Science	9
Biology or Pre-AP Biology	10
Zoology/Botany	11
AP Environmental Science (See Prerequisites)	12

## COURSE DESCRIPTIONS

### Mathematics

#### Geometry

Major concepts/content: The purpose of this course is to provide a rigorous, in-depth study of geometric relationships and deductive strategies, which can be used to solve a variety of real world and mathematical problems. The content should include, but not be limited to, the following: · Logic · Deductive arguments and proofs · Segments and angles · Two- and three-dimensional figures · Perpendicularity and parallelism · Similarity · Congruence · Constructions · Perimeter, area, and volume · Coordinate and transformational geometry · Basic trigonometry in right triangles

#### Honors Geometry

Major concepts/content: The purpose of this course is to provide a rigorous, in-depth study of geometric relationships and deductive strategies, which can be used to solve a variety of real world and mathematical problems. The content should include, but not be limited to, the following: · Logic · Deductive arguments and proofs · Segments and angles · Two- and three-dimensional figures · Perpendicularity and parallelism · Similarity · Congruence · Constructions · Perimeter, area, and volume · Coordinate and transformational geometry · Basic trigonometry in right triangles

#### Algebra II

The purpose of this course is to continue the rigorous and in-depth study of algebra and to provide the foundation for applying algebraic skills to other mathematical and scientific fields. The content should include, but not be limited to, the following: · Structure and properties of the complex number system · Relations, functions, and graphs · Rational and irrational expressions · Equations and inequalities · Systems of equations and inequalities · Polynomial functions · Rational exponents · Logarithmic and exponential functions · Permutations, combinations, and probability · Graphing utilities

#### Honors Algebra II

The purpose of this course is to continue the rigorous and in-depth study of algebra and to provide the foundation for applying algebraic skills to other mathematical and scientific fields. The content should include, but not be limited to, the following: · Structure and properties of the complex number system · Relations, functions, and graphs · Rational and irrational expressions · Equations and inequalities · Systems of equations and inequalities · Polynomial functions · Rational exponents · Logarithmic and exponential functions · Permutations, combinations, and probability · Arithmetic and geometric sequences and series · Conics · Graphing utilities

#### Honors Geometry

Major concepts/content: The purpose of this course is to provide a rigorous, in-depth study of geometric relationships and deductive strategies, which can be used to solve a variety of real world and mathematical problems. The content should include, but not be limited to, the following: · Logic · Deductive arguments and proofs · Undefined terms · Segments and angles · Two- and three-dimensional figures · Perpendicularity and parallelism · Similarity · Congruence · Constructions · Perimeter, area, and volume · Coordinate and transformational geometry · Basic trigonometry in right triangles

#### Math of Finance

Major concepts/content: This course is designed to provide students with the skills necessary to make wise financial decisions. The basic concepts of algebra will be reviewed and extended as students solve real-life problems which affect them and their families. The content should include, but not be limited to, the following: · Personal finance · Personal and business investments · Personal and business earnings · Consumer credit · Travel

#### Honors Pre-Calculus

Major concepts/content: The purpose of this course is to demonstrate the relationships between algebra, geometry, and trigonometry and use this relationship in preparation for calculus. The content should include, but not be limited to, the following: · Trigonometric identities · Graphs of trigonometric functions and their inverses · Trigonometric equations · Unit circle · Polynomial and rational functions · Graphs and curve sketching · Circles · Functions: Inverse, combination/composite · Graphing utilities · Review of linear functions

#### AP Calculus

Major Concepts/Content: The purpose of this course is to enable students to develop an understanding of calculus and be able to use it in applications. The content should include, but not be limited to, the following: · Functions, graphs, continuity, and limits · Derivatives – concept, computation and applications · Second derivatives · Integrals · Fundamental theorem of calculus · Antidifferentiation · Approximation of definite integrals

## ENGLISH

### English II

Sophomore English is designed to help students increase their proficiency in reading, writing, speaking, and listening skills. Instruction and practice will focus on organization, clarity, development, analysis, and the fundamentals of English usage. Students will gain an understanding of written and oral communication skills through composition and reading of various genres.

### **Honors English II**

Pre-AP English II includes a rigorous and integrated study of composition, rhetoric, and a particular focus on reading analysis across genres. This course features extensive skill instruction in both research and writing with emphasis on audience, purpose, arrangement, and style, and documentation of information sources as well as critical thinking about evidence and conclusions.

### **AP English Language and Composition**

AP Language and Composition (AP English III) is a rigorous course designed to simulate a collegiate level composition course. Students will employ a variety of literary techniques and rhetorical analysis strategies to study, understand, and analyze a variety of texts with an emphasis on non-fiction. Writing will be a constant and essential feature of this course. Upon completion of the course, students will be equipped to take the College Board AP Exam for possible college credit. In addition to coursework designed for AP, students will also complete coursework for English III with a focus on American Literature primarily from the last two centuries with a short focus on the Pre-Revolutionary and Revolutionary periods. Students will examine the progress this nation has experienced in literature as well as other diverse and engaging mediums that will illustrate the diversity and creativity that has shaped our country into what it is today.

### **English III**

English III will focus on American Literature primarily from the last two centuries with a short focus on the Pre-Revolutionary and Revolutionary periods. We will examine the progress this nation has experienced in literature as well as other diverse and engaging mediums that will illustrate the diversity and creativity that has shaped our country into what it is today.

### **English IV**

English IV is a language arts course for high school seniors designed to prepare students for the demands of two or four-year college degree programs and/or for the workplace. Selections from British literature are organized around significant time periods, and universal literary themes are explored in depth. Elements of grammar are addressed daily through sentence examination and correction. Vocabulary words and word study skills are emphasized, examined, and applied. Composition is also addressed through several forms of writing, including research, and a research paper. Students also create a portfolio which is a collection of personal writing and artifacts about their lives.

### **AP English Literature and Composition**

AP Literature and Composition (AP English III) is a rigorous course designed to simulate a collegiate level composition course. Students will employ a variety of literary techniques and rhetorical analysis strategies to study, understand, and analyze a variety of texts with an emphasis on non-fiction. Writing will be a constant and essential feature of this course. Upon completion of the course, students will be equipped to take the College Board AP Exam for possible college credit. In addition to coursework designed for AP, students will also complete coursework for English III with a focus on American Literature primarily from the last two centuries with a short focus on the Pre-Revolutionary and Revolutionary periods. Students will examine the progress this nation has experienced in literature as well as other diverse and engaging mediums that will illustrate the diversity and creativity that has shaped our country into what it is today.

### **HISTORY**

#### **Oklahoma History**

Oklahoma History is a semester-long class studying Oklahoma through people, places, and events.

#### **US Government**

This class studies the United States Government through past and present times. It is offered in the first semester.

#### **Modern History**

This course focuses on modern history beginning 17th century to current times gaining

#### **World History**

In World History you will develop a greater understanding of the evolution of global processes and contacts including interactions over time. The course highlights the nature of changes in international frameworks and their causes and consequences, as well as comparisons among other societies. The course will give a broad overview of World Religions and Ancient/Medieval influences over the modern world. The course will then emphasize modern history from 1500 to the present..

#### **AP European History**

This course will focus on various aspects of European history.

#### **AP U.S. History**

This course is designed around the AP U.S. History curriculum which studies U.S. through themes of development. We will study the people of the U.S. as well as the political and economic history primarily through primary and secondary sources. There is a strong emphasis on higher level thinking and analysis with a special focus on how to write historically.

## **SCIENCE**

### **AP Environmental Science**

The goal of the AP Environmental Science course is to provide students with the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world, to identify and analyze environmental problems both natural and human-made, to evaluate the relative risks associated with these problems, and to examine alternative solutions for resolving or preventing them. The AP Environmental Science course is designed to be the equivalent of a one-semester, introductory college course in environmental science. AP environmental science encompasses a broad spectrum of subjects, including geology, biology, environmental studies, ecology, chemistry, and geography.

### **Biology**

Biology is a state mandated course that must be passed in order to graduate from high school. Biology includes a general investigation of such things as basic organic and inorganic chemistry important to understanding living organisms, scientific method of investigations, structure and function of plant and animal cells, and energy transformations in living systems. Characteristics of life, classification of organisms, infectious diseases and immune responses, human biology, genetics, general ecology and evolution are also studied. The course is designed for those students who may never take any more biology courses as well as those who may plan to take advanced high school courses or go on to do college work. An exit exam is given at the end of the school year.

### **Biotechnology**

Biotechnology (may be offered as Biology II) is a course devoted to learning and USING technology to study in depth the workings of DNA, RNA and Proteins. Students are expected to "think like a biotechnician " as they explore DNA, RNA, proteins, enzymes, bacteria and other models organisms, both natural and genetically modified. Labs will be carried out using technologies such as PCR, micropipetting, DNA electrophoresis and transformations, DNA sequencing and bioinformatics. Prerequisites are either chemistry or biology

### **Contextual Biology**

Contextual biology is a course designed for those students who may have difficulty with traditional learning styles. Study and organization are emphasized as we cover science skills such as observation and measurement, use of scientific method, graphing and data analysis. Classification systems, life cycles and life processes will be studied. Students will be expected to work individually as well as in small groups or as an entire class on various projects. Hands-on activities are utilized

### **Chemistry**

General Chemistry is the science that investigates and explains the structure and properties of matter. This course presents an in-depth study of matter, the periodic table, chemical formation reactions and mathematics.

### **Honors Chemistry**

Pre-AP Chemistry is the science that investigates and explains the structure and properties of matter. This course is designed to prepare students using an in-depth study of matter, the periodic table, chemical formation, reactions, stoichiometry, and gas laws. This class will prepare the student for AP Chemistry and future college chemistry courses.

### **Forensic Science**

Forensic Science is a laboratory-based course utilizing investigative techniques and concepts from chemistry, biology, biotechnology and physics as they apply to the law. This course is intended to expose high school students to the various laboratory skills commonly used during a forensic investigation. Students will be exposed to actual case studies that focus on landmark court decisions and criminal investigations as well as utilize the skills of observation and measurement, microscopy, organic/inorganic analysis, serology, DNA extraction and isolation, and more throughout the course to solve mock crimes.

### **Honors Biology I**

Biology is a state mandated course which must be completed with a passing grade in order for graduation from high school. Pre-AP Biology takes the more advanced learner deeper into concepts and information also taught in Biology I. Laboratories, activities and authentic research projects along with lecture, class discussions and innovative technology enhance this course.

### **Human Anatomy & Physiology**

Honors Human Anatomy & Physiology is a course designed for the serious student who is interested in learning more about the human body. Many students have expressed an interest in the health and medical fields but the class is by no means limited to those students. Emphasis is placed on the learning of structures and their physiology. Clinical applications make the subject more interesting as students study the human body in health and disease. Fundamental to our study is a good understanding of simple chemistry and biochemistry principles. Cells, tissues, and the organ systems are studied. Later in the spring semester, a cat dissection is performed where students look at structures in a cat cadaver. CPR certification, guest speakers and field trips, possible shadowing of health professionals may be part of the course as well as blood typing, lung capacity experiments, blood pressure and self-urinalysis. Students gain service learning by coordinating the AHS annual OBI blood drive in January.

### **Zoology/Botany**

Zoology/Botany is a one-year course that is divided into zoology the first semester and botany for the second semester. Prerequisite for this course is successful completion of Biology. Both semesters emphasize field studies, research, and the interrelationships of plants and animals.

## **ELECTIVES**

### **Art Department**

#### **ART 1**

This is an introductory course that gives the student a broad exposure to the visual arts and will deal with several areas that are important in Art Education. The curriculum encompasses art history, criticism, technology and many processes practiced by visual artists. The Elements of Art are the foundation of the class and assignments generated will deal with each specific element in several ways. Students will leave with a new appreciation of all visual arts and the exposure to several ways of making.

#### **ART 2**

##### Prerequisite ART 1

This class continues the study of art history, criticism, technology and expands on the processes introduced in Art 1. Students will expand on self discovery and begin to develop his or her visual voice as an artist and an appreciator of art. The Principles of Art is the foundation of this class and assignments generated will deal with specific principles in several ways.

##### Advanced Placement Art

The AP Studio Art portfolios are designed for students who are seriously interested in the practical experience of art. AP Studio Art is not based on a written examination; instead, students submit portfolios for evaluation at the end of the school year to be evaluated by the College Board. This College Board program provides the only national standard for performance for the visual arts. The program is based on the premise that college-level material can be taught successfully to secondary school art students. Therefore curriculum is regulated by the portfolio criteria but formulated by the student's interest and choice of concentration. Drawing Portfolio, 2-D Design Portfolio, and 3-D Design Portfolio are the regulated areas of Advanced Placement Art. The criteria is as follows for each portfolio:

#### **Ceramics 1**

##### Prerequisite Art 1

This is an introductory class for students interested in exploring the 3D side of art. The curriculum encompasses art history, criticism and several processes that ceramic artists practice. The Principles of Art is the foundation of this class and assignments generated will deal with specific principles in several ways. Students will leave with a new appreciation of all 3 dimensional arts, both utilitarian and non-functional.

## Ceramics 2

### Prerequisite ceramics 1

The class expands from the hand building process of clay. Students will spend time learning and developing his or her ability on the potters wheel and the art of glazing. Students will push his or her ability to make, with assignments that will range from individual to community minded work.

### **Advanced Leadership**

Advanced Leadership is a course offered to students who have completed Basic Leadership.

Advanced Leadership students develop school activities, implement programs on social issues, and coordinate service opportunities with community agencies. Students are asked to attend community meetings, to develop public speaking skills, and to further develop leadership skills.

### **Basic Leadership**

Students in Basic Leadership will be introduced to basic leadership skills and will be exposed to information on city government, parliamentary procedure, and election procedures. Leadership students will also be introduced to specific community agencies and will participate in numerous community service activities. Any student enrolled in basic leadership will accumulate enough service hours to meet graduation requirements.

### **Foreign Language**

**Chickasaw I-** Students will learn the base for building verbal skills in the Chickasaw language.

**Chickasaw II-** Students will advance their skills in the Chickasaw language.

**Spanish I:** Students use body movement, storytelling, singing, and even a little acting to learn to read, write, and speak basic Spanish. Grammar emphasis is on speaking in the present tense.

**Spanish II:** Students are still singing, but there is more emphasis on detail and more use of technology. Grammar emphasis is on speaking in the past tenses.

**Spanish III:** This is a Pre-AP class. Students are beginning to get ready for AP Spanish. Students learn lots of grammar with several different tenses: future, conditional, present perfect, past perfect, etc.

**Spanish IV:** Students learn to speak in another whole voice: Subjunctive, not indicative

### **Band**

This course is open to all students grade 9-12. Students must possess a thorough understanding of the instrument they play. They must be enrolled for both semesters. During the school year students will march at various activities such as football games, contests, and parades. Students will also have a concert band which will perform at various functions and compete at contests. Students will have the opportunity to try out for various honor, district, and state bands and participate in solo and ensemble competition. Students will also have the opportunity to participate in Jazz Band which also plays in various activities and competes in contests.

### **Business/Technology Courses**

#### **Fundamentals of Technology I**

This course will provide students with the fundamental concepts, principles, and ideas needed to understand how business is operated and managed in a rapidly changing global environment, which is needed for success in business-related careers. This course also provides job readiness skills and soft skills that are critical for success in any workplace setting.

#### **Fundamentals of Administrative Technology I**

This course builds on the core business skills and will provide students with the concepts, principles, and attitudes needed to understand how an office is operated and managed in a rapidly changing global environment. The integration of state-of-the art personal computing is done throughout the course.

#### **Accounting**

This course will provide students with a strong foundation in generally accepted accounting principles and techniques needed for success in careers in accounting or other business related fields.

#### **Multimedia**

This course reinforces fundamental skills in image creation and management procedures and techniques as students create, revise, optimize, and export graphics for video, print, and web publishing using Adobe CS6 Photoshop. being desktop publishing and working with graphics. Students will be using Adobe CS3

Indesign & Photoshop software.

### **Digital Editing & Production Photography (Yearbook)**

Students will acquire skills in digital photography. Additionally, students will understand certification standards and copyright basics. Students will also produce, market, and sell the school yearbook.

### **Administrative Technologies II**

This course builds on the Fundamentals of Administrative Technology skills and will provide students with the ability to utilize, analyze and manipulate data through a database application. The integration of multiple applications will build critical thinking skills as students utilize the appropriate applications needed to complete case projects.

### **E-Sports**

Students will practice and compete as a team and individuals in various E-Sport games. There is a time commitment after school hours.

## **Cheer/Dance**

### **Cheerleaders**

The purpose of this organization shall be (1) to promote spirit and to support all athletic events (2) to encourage good sportsmanship in all school activities, (3) to represent Ada High School in competitive cheerleading competitions when applicable. Eligible sophomore, junior, or senior girls must have a minimum GPA of 2.5 and be in good standing with teachers and administrators.

Girls must be able to commit to before and after school practices and be able to attend camp in June. There is also a substantial financial commitment.

### **Couganns**

This is both a competitive dance team and spirit organization. Eligible sophomore, junior, or senior girls must have a minimum GPA of 2.5 and be in good standing with teachers and administrators. Girls must be able to commit to before and after school practices and be able to attend camp in June. There is also a substantial financial commitment.

## **Family and Consumer Science**

### **Culinary Basics**

Students learn basic kitchen, cooking and baking skills in an interactive learning environment.

### **Fashion Design**

Students will learn different aspects of fashion and designing fashion.

### **Interior Design**

Students will learn different aspects of interior design.

## **L.I.F.E. Class (Living Skills and Independence for Everyone)**

This class is designed to prepare students with developmental disabilities for Assistive and/or Independent living after high school. The class focuses on everyday living skills including appropriate social skills in various environments, personal hygiene, safety, health, employment skills, understanding money and its value, how to read product labels and safety/danger signs and how to access various places of business in the community. Our goal is to graduate students who will become contributing members of our community.

## **Marketing**

### **Fashion buying and merchandising**

Students will learn fundamental and advanced marketing concepts and functions used in the fashion design and merchandising industry as a buyer and merchandiser.

Marketing fundamentals - learn basic marketing concepts and foundations. Learn competencies required to secure and hold jobs.

### **Business Management & Entrepreneurship**

This course will prepare students to effectively and economically plan, organize, direct, and control a business's resources to reach its objectives.

### **Sports and Entertainment Marketing:**

This class is an introduction to the principles of marketing. Marketing means the process of getting a product to the customer. This includes selling, advertising, public relations, and marketing research. The class emphasizes marketing sports, entertainment and special events. Video production is part of the class, and students will produce videos that promote Ada High activities. Many of these productions appear on channel 5 of Cable One. **Enrollment in Sports and Entertainment is required to enroll in Sports and Entertainment Management (commonly called CNN).** Members of the class will participate in DECA, an association of marketing students. DECA members develop leadership skills by competing in state competition and participating in local projects, such as the United Way Concert. The course is primarily

project based.

### **Sports and Entertainment Management (CNN)**

This is the second year marketing class that emphasizes promotion through video production. Members of the class produce the ten minute news program seen weekly at Ada High. The students also produce video for channel 5 on Cable One. Members of the class participate in DECA, an association of marketing students. DECA members participate in a variety of activities on the local, state, and national level.

### **Enrollment in Sports and Entertainment is required to enroll in Sports and Entertainment Management.**

### **Mock Trial (Speech II)**

Students will be introduced to the basic elements of public speaking, mock trial and debate. The primary focus of the class will be on preparing for mock trial competition. During competition, students are required to act out the part of the witnesses as well as the attorney based on a real court case provided by the sponsoring organization, the Oklahoma Bar Association.

### **Performing Arts**

This class is a combination of drama and vocal music. Students will be learning proper vocal technique, theory, and sight reading skills, as well as drama interpretation, improvisation, movement, and characterization. The emphasis of this class will be on performing throughout the year at concerts, festivals, a musical theater production and at various community events. In addition, students may participate in vocal music and/or speech contests. Admission is by approval only.

### **Stagecraft**

Students will learn the many arts of stagecraft and production. Included in the curriculum will be stage carpentry, painting techniques, lighting, sound, property management, property construction, and stage management. The students in this class serve as the technical crew for ALL events that occur in the Ada Cougar Activity Center.

### **Vocal Music**

This class is designed to develop proper vocal technique, theory, and sight-reading skills. Its small size allows for individual time with the instructor to better develop each student's voice. There are some performances during the year, as well as two vocal contests for ensembles and individuals. The primary emphasis of this class is daily singing; not only to develop the voice, but also to foster a love for singing and the ability of self-expression through music.

### **Journalism I & II**

Journalism I and II is a class dedicated to learning the inner workings of mobile journalism and online publishing. The course covers writing for the media, photography, videography, graphic design, etc. Class members produce content for Ada High's online newspaper, The Cougar Call, and online literary magazine, Cougar Tales. Monthly and state competitions are available.

### **Psychology**

This course is a study of individual and group behavior focusing on the knowledge, methods, and theories used by psychologists. Topics covered include human behavior, mental processes, the biological bases of behavior, learning, motivation, human development, psychological disorders, and social psychology.

### **AP Psychology:**

This accelerated course in Psychology is designed to prepare students for the Advanced Placement exam. While considering the psychologists and studies that have shaped the field, students explore and apply psychological theories, key terminology, and phenomena associated with such topics pertaining to human behavior and mental processes. Throughout the course, students employ psychological research methods, including ethical considerations, as they use the scientific method, analyze bias, evaluate claims and evidence, and effectively communicate ideas.

## **ELIGIBILITY**

The scholastic eligibility rule will require a student to pass five (5) 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. Only one 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 high school students; students are not allowed to leave school or participate in any activity if their name appears on the ineligible list.

## **SEMESTER TESTING/FINALS**

At the end of every semester there will be a final test in every subject each student must take.

All students excluding those that are exempt will be required to take a semester exam.

## **EXEMPTION POLICY**

Students will be exempt for the Semester test if they meet the following criteria:

- Grade A - 6 or fewer absences
- Grade B - 5 or fewer absences
- Grade C - 4 or fewer absences
- Grade D - 3 or fewer absences
- Grade F- No exemption required to take the semester test.

## **HOMEBOUND**

Homebound is for a student who is NOT disabled under IDEA/SECTION 504 and who is not pregnant, but whose chronic or acute health condition is so severe that it places the student at risk of school failure as a result of the condition (absent more than 8.5 days)

A request must be made to the Ada High School administration for the Homebound forms.

It is the responsibility of the students/parents to submit the proper documentation from the health officials.

The completed Homebound Forms must be returned to Ada Schools Special Service Department.

## **CONCURRENT ENROLLMENT**

These guidelines and specifications are provided for those students who are participating in concurrent enrollment. Ada High School encourages students to take advantage of concurrent enrollment. Credit received for completion of a concurrent course must be awarded from an accredited college/university.

- Sophomores wanting to take concurrent classes are dependent on the college or university accepting the student for admission and allowing them to take concurrent classes.
- The concurrent course will be scheduled into the student's day. It will be taken as one of the seven periods for the day. Seniors taking a class at ECU will have an off period for travel purposes, for in person classes. This off period will not be afforded to Sophomores or Juniors.
- A concurrently enrolled student who elects to withdraw from a college course prior to completion will be required to notify high school administration. If a student does not inform high

school administration of withdrawal from a college course, that student will receive an F for the course.

· Students who receive a FAILING grade in his/her concurrent class or classes will not be considered for concurrent enrollment the subsequent semester and may be subject to academic probation or suspension at the partnering college or university. All concurrent course grades will be calculated into the high school GPA.

· Beginning with the 2024-2025 school year, certain concurrent courses will receive a full credit for one semester of class. This comes from the Oklahoma State Department of Education. Check with Coach Swopes if you would like to know what classes are worth a full credit.

### **Summer Concurrent Courses**

· Concurrent courses taken during the summer will NOT be for weighted credit. The student has the option to include the class on their transcript. If the class is needed for graduation (such as English Comp), it will be included on the transcript; however it will be non-weighted.

### **Overload Concurrent Courses**

· Concurrent courses that are not scheduled into the student's 7 hour schedule may be included on the transcript if the student wishes; however they will not be for weighted credit.

## **PONTOTOC TECHNOLOGY CENTER**

Juniors and seniors are allowed to enroll in Pontotoc Technology Center classes (PTC) while attending high school. Students must fill out the PTC application before being admitted. Tuition for PTC courses are waived but some PTC programs may have additional fees.

## **HONOR ROLL**

- Superintendent Honor Roll—Students must have a GPA of 4.0 or higher.
- Principal Honor Roll—Students must have a GPA of 3.6 – 3.99
- Faculty Honor Roll—Students must have a GPA of 3.2 – 3.59

## **NATIONAL HONOR SOCIETY**

Students who have an accumulative GPA of 3.85 or higher will be a part of the National Honor Society. They must also meet any criteria designated by the local chapter.

## **ATTENDANCE**

Regular attendance is the responsibility and obligation of each and every student enrolled at Ada High School. Regular attendance is a critical element in the learning process and key to acquiring a quality education. Irregular attendance limits the learning process and significantly reduces the instructional effectiveness of the school.

Whenever it is necessary for a student to be absent, the parent or legal guardian must call the school number (310-7220) as early as possible during the morning on the day of the absence.

Students must attend 90% of all classes to receive credit.

## **UNEXCUSED ABSENCE**

*Students missing over ten minutes of any class period will be counted absent.*

An absence is considered unexcused if no personal or telephone contact is received from parents or guardian before 2:00 p.m. on the day of the absence. Unexcused absence will become permanent unless contact is made with the school administration. Students who leave school before classes are complete without checking out through the office will be unexcused. Repeated unexcused absences will be viewed as truancy and may be dealt through Suspension, In School Detention, or other detention.

## **EXTENDED ILLNESS**

**Extended illness** is granted when students with serious or chronic medical ailments apply for attendance waivers by presenting documentation of the situation from the attending physician.

## **EARLY DISMISSAL**

If students need to leave early, a parent or guardian must come to the school or call the school to check them out. In either case, the students must sign out in the office. Leaving school without permission or failing to sign out will be classified as truancy (skipping) and will be dealt with accordingly.

## **ATTENDANCE POLICY**

Students must have 90% attendance in order to receive credit for each class.

### **Semester:**

9 absences in a semester will result in loss of credit for that class.

### **Absences are excused or unexcused through the office.**

Distance learning can be used by approval from administration after discussing the matter with parents/guardians or extracurricular events. Students will be responsible for checking in with each of their teachers (via the teacher's attendance requirement) by 3:15 daily to be counted present.

## **Absence Codes**

AE	Excused Absence
TU	Tardy
AU	Unexcused Absence
EE	School Absence
AA	Administrative Absence
GA	Grace
ES	Extended Illness
DVAP	Distance Learning Present
DVA	Distance learning Absence

## **GRACE**

### **The GRACE Program: Targeting students who are at risk of failing due to excessive absences**

The GRACE program was implemented in the 2003-2004 school year to give students a chance to make up for excessive absences.

The program works as follows:

Once a teacher sees that a student has exceeded the attendance limit (8 absences for the semester), that teacher sends the student to see Mr. Jacobs or Mr. Howry. The student is then assigned to "GRACE", which meets Monday through Thursday from 3:15 p.m. until 5:00 p.m. One day of GRACE makes up for one class absence.

Once the student has made up his or her time in GRACE, administration will inform each individual teacher of the student's status. Grace expectations the student must have work to work on, no food or drink is allowed, and students will not be allowed to be on cell phones.

Because of the GRACE program, no student has to fail due to excessive absences, unless the absences exceed

the number of days available in GRACE.

## **COLLEGE VISITS (*SENIORS & JUNIORS*)**

Guidelines:

1. Limit of two (2) per school year for Seniors and limit of one (1) per school year for Juniors.
2. Notification from parents prior to college visit.
3. Students must return a form from the college or university when the student returns to school.

## **MAKE-UP WORK**

Students who have excused absences will be allowed to make up their missed work in a timely manner.

## **SCHOOL ACTIVITY ABSENCES**

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.

## **TARDIES**

If a student arrives to a class after the bell rings, that student is tardy. Tardy Hall meets each day during lunch at 12:33-12:53 in room 119. If a student is late or does not attend tardy hall then they will be assigned another day of tardy hall and failure to attend the two days of tardy hall will result in three days of ISD. If a student has multiple tardies, it is considered a discipline problem and will be addressed by administration. It does not matter if a student is only a few seconds late, it is still tardy.

## **IN SCHOOL DETENTION (ISD)**

Students are separated from the student body while continuing to work under the supervision of their regular teachers. A referral to ISD is made by the school administration..

Offenses which may result in referral are fighting, unexcused absences, repeated tardiness, disruption of class, use of tobacco on campus, foul/derogatory language, destruction of school, student, or staff property, and disregard of Ada High School policies.

Any student placed in ISD will not be eligible to participate in any school activity while in ISD.

## **COMPUTER USE POLICY**

Students and parents are required to sign the **Acceptable Use Policy** prior to students using school computers. Students and parents should keep in mind that computer use is a privilege not a right. This privilege may be revoked for violation of the **Acceptable Use Policy**. Students are subject to disciplinary action for inappropriate use of technology. The terms and conditions for computer use established in the **Acceptable Use Policy** include but are not limited to the following points.

- Computers, the computer network, and Internet access are for educational purposes only (not for entertainment) and are available only to qualified students, teachers, administrators, and staff.
- Students should not tamper with, or otherwise disrupt, other people's data or computer equipment or try to gain unauthorized access to accounts or files on any computer, network, or on the Internet.
- Students are subject to disciplinary action for sending or acquiring objectionable material over the Internet, or creating, copying, or otherwise manipulating, objectionable material on school equipment or on school premises.

## **STUDENT ID'S**

All students are required to wear their student badges when they are on campus. Students who have lost their ID and/or lanyard can go by the library to purchase a new one. When a student does not have their ID they will attend tardy hall during lunch. Skipping/missing tardy hall will face further disciplinary action.

## STUDENT DISCIPLINE

The Ada Board of Education 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 teacher 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 teacher 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 or the superintendent or the superintendent's designee.

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. The following are some examples of these circumstances:

- The seriousness of the offense;
- The effect of the offense on other students;
- Whether the offense is physically or mentally injurious to other people;
- Whether the incident is isolated or habitual behavior;
- The manifestation of a disability;
- Any other circumstances which may be appropriately considered.

The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Skipping class
4. Leaving school without permission
5. Refusing detention/tardy hall
6. Smoking
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Vulgar, Derogatory Language
10. Forgery, fraud, and stealing
11. Assault, physical, and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
17. Sexual Harassment
18. Gang related activity or action
19. Cheating
20. Bullying

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 students
2. Conference with parents
3. In-school suspension
4. Referral to counselor
5. Behavioral contract
6. Changing student's seat assignment or class assignment
7. Requiring a student to make financial restitution for damaged property
8. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
9. Restriction of privileges
10. Involvement of local authorities
11. Referring student to appropriate social agency
12. Suspension
13. Other appropriate disciplinary action as required and as indicated by the circumstances

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

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.

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

## **BULLYING/HARASSMENT**

This regulation is a result of the legislative mandate and public policy embodied in the School Bullying Protection Act, 70 O.S. §24-100.2. The Oklahoma Legislature requires school districts to adopt a policy to prevent harassment, intimidation, and bullying in an effort to "create an environment free of unnecessary disruption" and also requires school districts to actively pursue programs for education regarding bullying behaviors.

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

## **HARASSMENT**

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing

an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or 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. Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical acts, or electronic communications. Such behavior is specifically prohibited.

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.

## **SEXUAL HARASSMENT OF STUDENTS**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Ada Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

### **1. Sexual Harassment**

For the purpose of this policy, sexual harassment includes:

- A. Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.
- B. Demeaning comments about a specific gender's ability to excel in a class historically considered another gender's subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- C. Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.
- D. Any of the aforementioned conduct that effectively deprives a student of access to educational opportunities or benefits provided by the school.

### **2. Specific Prohibitions**

#### **A. Administrators and Supervisors**

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions.
3. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a

negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 18 may constitute a crime under state or federal law.

## **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 expulsion for students and employment termination for employees.

## **DRUG-FREE SCHOOLS**

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

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

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

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

## **WEAPONS**

It is the policy of the Ada Board of Education that possession of dangerous instruments or weapons on school property, at school-sponsored functions, or while in any school bus or vehicle used by the school for transportation of students or teachers is forbidden. Dangerous instruments or weapons include, but are not limited to, firearms (guns), fire-works, explosives, knives, razors, clubs, chains, or other instruments used for

assault or injury. No one may use any article as a weapon to threaten or injure another person. Students found to be in violation of this policy will be suspended and the police will be notified.

## SEARCHES

Students have no reasonable expectation of privacy in school lockers, desks, or any other school property without notice or reason. Authority to search applies while a student is on school premises, while being transported by school, or while attending any function sponsored/authorized by school. Personal vehicles are subject to search while on school campus.

## WEAPONS-FREE SCHOOL

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the board of education at its next meeting.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

2. Such firearms or weapons will be confiscated and released only to a law enforcement authority. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

"...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

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.

## **ELECTRONIC DEVICES/CELL PHONES**

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

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

For more information on the district phone policy see the District Handbook or Senate Bill 139.

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 cell phones. Students who choose to bring phones or devices to school will do so at their own risk. The school district assumes no liability for lost or stolen cell phones or electronic devices. .

Cell phone abuse will result in the following punitive measures:

- **1<sup>st</sup> Offense:** Phone taken away until end of day (to be picked up by student).
- **2<sup>nd</sup> Offense:** Phone is taken away and sent to the office—parent will be notified—phone may be picked up by the parent or guardian.
- **3<sup>rd</sup> Offense:** Phone will be picked up by the parent or guardian and 3 days of ISD will be assigned.

\*Certain steps may be bypassed and other punitive measurements may be enacted based on the severity of the offense.

## **DANGEROUS WEAPONS, INTOXICATING BEVERAGES, CONTROLLED DANGEROUS SUBSTANCES, COUNTERFEIT DRUGS, OR OTHER ABUSABLE CHEMICAL SUBSTANCES**

Any student found to be in possession of or distributing or offering to distribute dangerous weapons; intoxicating beverages; or controlled dangerous substances, counterfeit drugs, or any other abusable chemical substance, including prescription medication, may be suspended up to the rest of the current semester and all of the succeeding semester. A report and/or notification shall be provided to the proper legal authorities.

This regulation shall also apply to students who possess or distribute or offer to distribute substances, of whatever composition, that are represented by the seller or distributor to be narcotics or behavioral or mood changing substances. Students will not distribute medications to other students, since students may have allergic or other adverse reactions to even nonprescription medications.

Therefore, students may be disciplined for distributing nonprescription or prescription medications or look-alike, fake, counterfeit, or "turkey" drugs or any other chemical substance to other students, even though such medications or fake drugs are not illegal drugs. Such distribution is prohibited in school buildings, on school property, or at any school-sponsored event. Discipline may include suspension up to the rest of the current semester and all of the succeeding semester.

## **SUSPENSION OF STUDENTS**

It is the policy of the Board of Education that the superintendent or designee may suspend a student for:

- Acts of immorality
- Violations of policy or regulations
- Possession of an intoxicating beverage, low-point beer
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities

- Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act)
- Possession of a firearm shall result in out-of-school suspension of not less than one year
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers or officials or damages property
- Adjudication as a delinquent for a violent or non-violent offense

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under the provisions of this policy.

The superintendent is directed to establish regulations, subject to board approval, which support this policy. Such regulations shall include provisions for appeal of suspension to a suspension appeals committee and/or the board of education. The superintendent may delegate authority for suspensions of students to building principals.

## **CODE OF CONDUCT**

Each student is personally responsible as a citizen of the school community to maintain a safe and positive learning climate by being respectful of others. In general, a student at Ada High School is responsible for:

- Doing his or her best in lessons and extracurricular activities.
- Using self-control at school and at all school activities.
- Respecting the property of others.
- Using appropriate language.
- Being a good citizen at school and in the community.
- Following all school rules.

Parents are expected to support this code of conduct by:

- Reading the school handbook.
- Discussing their expectations with their child.
- Contacting the school when problems arise.
- Working with their child/student and school officials when disciplinary action is needed.

## **DISCIPLINARY ACTION FOR OFFENSES**

Any behavior which interferes with a teacher's right to teach or a student's right to learn will be addressed seriously. Students are reminded that all teachers and staff members in the school have the right to correct students at any time and at any place during the school day or at school sponsored events.

The principal is the final authority for the overall discipline of students, and reserves the right to apply judgment in the discipline of students on a case-by-case basis.

## **INTERVENTION PROGRAM (ISD) ADMINISTRATIVE REQUEST**

**Short Term Suspension:** Consists of ten (10) school days or less; suspended students will not be allowed on school grounds or to attend school sponsored events. An educational plan for all classes will be developed for students in ISD. Credit will be issued for assignments completed and returned.

**Long Term ISD:** Consists of eleven (11) school days or more with a maximum of the current semester and succeeding semester; ISD students will not be allowed to attend school sponsored events. An educational plan for all classes will be developed for students in ISD. Credit will be issued for assignments completed and returned.

### **DRESS CODE POLICY**

Any apparel deemed inappropriate by the Administration is not allowed.

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

- Bike shorts and boxer shorts 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 to the tip of the longest finger.

#### **Pants**

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

#### **Tops**

- No spaghetti straps, tank tops, muscle shirts, strapless tops, halter tops, racer back tops, one shoulder or off the shoulder tops are not permitted.
- Tops should not be see-through, low-cut or expose back, torso, 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**

- 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.
- Studded 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.

# ADA BOARD OF EDUCATION EGG

## PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex, (5) An individual's moral character is necessarily determined by his or her race or sex, (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, sessions, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- (A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- (B) Identify the dates the alleged discriminatory act occurred;
- (C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- (D) Include relevant information that would enable a public school to investigate the alleged violation; and (E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Eddie Jacobs as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at 580-310-7205 and via email to [jacobse@adapss.com](mailto:jacobse@adapss.com). This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation

occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim. Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

**LEGAL REFERENCE: 70 O.S. § 24-158**  
**State Accreditation Standard 210:10-1-23**

# PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS COMPLAINT FORM

TO: \_\_\_\_\_,

This must be submitted in writing either in person or via email.

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

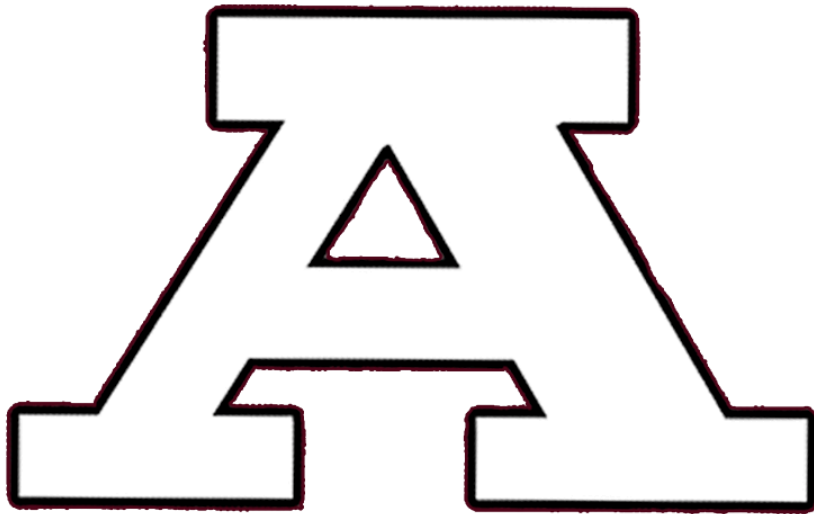
\_\_\_\_\_ (Name of Employee) violated 70 O.S. §  
24-157(B) by requiring or making a part of a course taught by the school district the  
following discriminatory principle:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex, (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.





# **Ada City Schools District Handbook**



The Ada City School District Handbook contains policy and procedures of the District. Questions should be directed to site principals. Copies of any documents may be requested. The Ada City School District will make all necessary arrangements for this document to be translated in the parent or eligible student's native language if needed.

*DISCLAIMER: The policies, procedures, and regulations of Ada City Schools, or any changes to the Board policies and regulations after the printing of this guide supersedes all information provided in this handbook. Please confirm current policies in the ACS Policy & Procedures Manual found at [www.adacougars.net](http://www.adacougars.net).*

The following is a list of topics that can be found in our District Handbook as well as in the ACS Policy & Procedures Manual. [Click here for Direct Link](#) to ACS Policy & Procedures Manual.

- Acceptable Use and Internet Safety Policy
- Asbestos Hazard Emergency Response Act
- Attendance
- Prohibiting Harassment, Intimidation, and Bullying
- Bus Riding Safety Rules
- Child Identification, Location, Screening, & Evaluation
- Directory Information
- Drug-Free Schools
- Electronic Communications with Student
- Extracurricular Activities
- FERPA: Annual Notice of Family Educational Rights and Privacy Act
- Collection of Personally Identifiable Information
- Gifted Program Information
- Graduation Requirements
- Harassment
- HIV Prevention Curriculum Notice
- Meningitis Information - OK State Department of Health
- Notice of Nondiscrimination
- Notification of Destruction of Annually Collected Educational Records
- Parents' Right to Know
- Personal Electronic Devices
- Prohibition of Race and Sex Discrimination in Curriculum and Complaint Process
- Protection of Pupil Rights Notice
- Strong Readers Act
- Required Records for Cumulative Folders
- Residency
- School Health Services Information
- School Messenger/School Status Systems
- Searches
- Student Discipline
- Student Suspensions
- Tobacco Use Prohibited Policy
- Transfers

Each school site has a student handbook that is available at [www.adacougars.net](http://www.adacougars.net) that outlines policies and procedures that are specific to the site.

Each of our school sites are schoolwide, Title I-A schools. Title I-A funding provides schoolwide programs that ensure all children have a fair, equal, and significant opportunity to obtain a high quality education, and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. (Title I, Part A, ESSA § 1001)

Each site has a written Title I Home and School Involvement Compact that describes responsibilities that administration, school/teacher, parent/guardian and at some sites even students will carry out. All of us - teachers, administrators, parents and students - working together can make a positive impact on student achievement.

In addition to the School-Parent Compacts, the District and Sites have Family Engagement Policies available on the district website at [www.adacougars.net](http://www.adacougars.net). The District and School Parent and Family Engagement Policy describes how parent/family engagement activities will be carried out. [Click here for the District Parent and Family Engagement Policy](#). [Also see Title I Parent Involvement Policy EHBDB by clicking here](#).

By clicking on the site name below, you can find each site's handbook, Title I Home and School Involvement Compact, and Family Engagement Policy.

[Ada Early Childhood Center](#)

[Willard Grade Center](#)

[Hayes Grade Center](#)

[Ada Junior High School](#)

[Washington Grade Center](#)

[Ada High School](#)

## **DISTRICT ADMINISTRATION**

Pat Liticker  
Superintendent

Eddie Jacobs  
Assistant to Superintendent

Lisa Fulton  
Director of Federal Programs  
District Test Coordinator

Celena Galbreath  
Director of Technology

Christie Jennings  
Director of Athletics

Chris Eckler  
Director of STEAM

T.D. Teel  
Director of Alternative Education

Robert Gray  
Director of School Security  
School Resource Officer

Charity Eakens  
Director of First Americans

Sue Young  
Director of Adult Ed

Shonna Self  
Director of ELL Services, Foster Care,  
& Homeless Liaison, Enrollment  
Coordinator

Jeanie Neal  
Director of Special Services

Jonathan Boeck  
Director of Transportation

Mike Calhoun  
Director of Maintenance

Shana Allison  
Director of Child Nutrition

Ali Lawson  
MTSS Director

Melanie Rhynes  
School Nurse

## **SITE PRINCIPALS**

Cindy Brady  
Ada Early Childhood Center

Shannon Bean  
Hayes Grade Center

Brad Lewis  
Washington Grade Center

Tara Burns  
Willard Grade Center

McKayla Plett  
Ada Junior High School

Eddie Jacobs  
Ada High School

## **BOARD OF EDUCATION**

Sarah Cody  
Ward 1

Kiah Anderson  
Ward 2

Kyle Stuart  
Ward 3

Melissa Rollins  
Ward 4

Anne Nicole Flynn  
Ward 5, President

# ACCEPTABLE USE AND INTERNET SAFETY POLICY

[Policy EFBCA](#) - revised 6/14/2010

The purpose of providing Internet and other computer network access is to provide access to significant educational materials and opportunities. The use of the network and the Internet is a privilege, not a right. All students must take responsibility for appropriate and lawful use of the access. A user, who violates this policy, will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school, or referred for disciplinary action, and/or referral to legal authorities. Violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law. The District utilizes filtering software to prevent access by minors to inappropriate matter on the Internet and World Wide Web. Students will be educated about appropriate online behavior, including interaction with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Upon reviewing, signing, and returning this policy as directed, each student agrees to follow the policy, report any misuse of the network, and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he/she must have his/her parent or guardian read and sign the policy. The school district will not provide access to any student who fails to sign and submit a policy with signatures as directed.

1. Be polite. Take pride in communication. Check spelling and grammar. Use appropriate language. Avoid language and uses that may be offensive to other users.
2. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another is not allowed.
3. Do not use the network to send false, malicious, embarrassing, obscene, harassing, or misleading information, which may be injurious to a person or a person's property. **Cyber bullying** – when one or more people intentionally harm, harass, intimidate, or reject another person using technology will not be tolerated. This includes, but is not limited to the following:
  - a. Sending mean or threatening messages via email, instant messaging, or text messages.
  - b. Spreading rumors about others through electronic means.
  - c. Creating web sites or social networking sites that target another person.
  - d. Sharing fake or embarrassing photos or videos of someone via electronic means.
  - e. Stealing another person's logins to send embarrassing messages from that account.
4. Be safe. No unauthorized disclosure, use, and dissemination of personal information.
5. The district technology is to be used for educational purposes only, not for playing multi-user or other network intensive games, downloading excessively large files, accessing non-educational streaming audio and/or video files or chat rooms and instant messaging.
6. Illegal activities are strictly prohibited. Copyright and licensing laws will not be intentionally violated.
7. Do not use the network in such a way that you would disrupt the use of the network by other users. Deliberate tampering with the network hardware or software may result in cancellation of privileges
8. Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy hardware, data of another user, the Internet, or any other agencies or other networks, which may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses, the downloading of virus infected files, "hacking" and other unlawful activities.
9. Do not use disks from non-school sources without first scanning the material with the school-approved virus checking software. If you suspect that a virus has been introduced into the network, notify the system administrator immediately. Users shall report any problems to the supervising teacher or system administrator.

10. There shall be no expectation of privacy for information stored on or transmitted with district equipment. The school has the right to monitor activities of users, through direct observation and/or technological means, and log any and all aspects of the computer system.
11. The district has the right and responsibility to identify and block access to the Internet sites containing inappropriate material. Deliberate attempts to access filtered sites will result in immediate disciplinary actions. Users must take responsibility to stay away from inappropriate sites.

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his/her parents or guardians) arising out of the user's use of its computer network or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use and parents/guardian of a minor take responsibility of that minor's use. Users agree to cooperate with the school in the event of an investigation of the District network and the Internet on a school computer or one outside the school district's network.

## **ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

The Ada City Schools has complied with the Asbestos Hazard Emergency Response Act (AHERA). A complete management plan and inspection reports are available in the Administration Office.

### **ATTENDANCE**

[Policy FDC](#) - adopted 7/13/2020

[FDC-R1](#) - revised 9/9/2024

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 via teleconference, videoconference, email, text, or phone,
  - 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 to begin the period sounds.
2. A student who is more than 20 minutes late is counted absent for the period.
3. Each 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 school was actually taught in the regular schools 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.**

## **PROHIBITING HARASSMENT, INTIMIDATION AND BULLYING**

[Policy FNCD](#) - revised 12/12/16

[Policy FNCD-P](#) - revised 12/11/23

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.

## **BUS RIDING SAFETY RULES**

Riding a school bus is a privilege and that privilege may be withdrawn for not following the bus rider rules.

Before loading:

1. Be on time at the designated school bus stops in order to keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter.

4. Approach the bus stop with caution.
5. Respect people and their property while waiting for the bus.
6. Receive proper authorization to be discharged at places other than the regular bus stop.

While on the bus:

1. Keep all parts of the body inside the bus.
2. Refrain from eating and drinking on the bus.
3. Refrain from the use of any form of tobacco, alcohol, or drugs.
4. Assist in keeping the bus safe and clean at all times.
5. Keep in mind that loud talking, laughing, or unnecessary confusion diverts the driver's attention and could result in a serious accident.
6. Treat bus equipment as you would furniture in your own home. Damage to seats, etc., will be paid for by the offender.
7. Never tamper with the bus or any of the bus equipment.
8. Help look after the safety and comfort of small children.
9. Maintain possession of books, lunches, and other articles to keep the aisle clear.
10. Do not throw objects in or out of the bus.
11. Remain in your seat while the bus is in motion.
12. Refrain from horseplay and fighting on the school bus.
13. Be courteous to fellow students, bus drivers, and assistants.
14. Remain quiet when approaching a railroad crossing stop.
15. Remain in the bus during road emergencies except when it may be hazardous to your safety.

Upon leaving the bus:

1. If you must cross traffic, go at least ten (10) feet in front of the bus, stop, check traffic, and wait for the bus driver's signal before leaving the bus stop.
2. Go home immediately, staying clear of traffic.
3. Help look after the safety and comfort of small children.
4. If you drop anything near the bus at the bus stop, do not try to pick it up. Wait until the bus has left the bus stop and traffic is clear.

Extracurricular trips:

1. The above rules apply to all trips under school sponsorship.
2. Sponsors will be appointed by school officials.

## **CHILD IDENTIFICATION, LOCATION, SCREENING, & EVALUATION**

This notice is informing parents of the child identification, location, screening, and evaluation activities to be conducted throughout the year by Ada City Schools in coordination with Oklahoma State Department of Education. Personally identifiable information shall be collected and maintained in a confidential manner in keeping with the *Family Educational Rights and Privacy Act (FERPA)*.

### **Referral**

Preschool children ages 3 through 5 and students enrolled in K-12 who are suspected of having disabilities which may require special education and related services may be referred for screening and evaluation through Ada City Schools. Ada City Schools coordinate with the Sooner Start Early Intervention Program in referrals for identification and evaluation of infants and toddlers who may be eligible for early intervention services from birth through 2 years of age or for special education and related services beginning at 3 years of age.

## Screening

Screening activities may include vision, hearing, and health. Other screening activities may include: review of records and educational history; interviews; observations; and specially developed readiness or educational screening instruments.

### (1) Readiness Screening

Personally identifiable information is collected on all students participating in school wide readiness screenings. No child shall be educationally screened for readiness or evaluated whose parent or legal guardian has filed a written objection with Ada City Schools.

### (2) Educational Screenings

Educational screening includes procedures for the identification of children who may have special learning needs and may be eligible for special education and related services. No child shall be educationally screened whose parent or legal guardian has filed a written objection with Ada City Schools.

## Evaluation

Evaluation means procedures used in accordance with Federal laws and regulations to determine whether a child has a disability and the nature and extent of the special education and related services that the child needs. The term means procedures used selectively with an individual child and do not include basic tests administered or procedures used with all children in a school, grade, or class. Written consent from the parent or legal guardian for such evaluations must be on file with Ada City Schools prior to any child receiving an initial evaluation for special education and related services purposes.

## DIABETES INFORMATION

**Understanding Type 1 Diabetes**

You can develop type 1 diabetes at any age.

**SYMPTOMS OF TYPE 1 DIABETES**

- Urinating often
- Feeling very thirsty
- Feeling very hungry—even though you are eating
- Extreme fatigue
- Blurry vision
- Cuts/bruises that are slow to heal
- Weight loss—even though you are eating more

Talk with your clinician about your risk for type 1 diabetes and if you should be tested.

**Learning you have type 1 diabetes early lets you take steps early to stay healthy.**

**YOUR TYPE 1 DIABETES RISK**  
If you have a family history of type 1 diabetes your clinician can screen for type 1 diabetes through:  
■ Antibody testing  
■ Blood glucose monitoring

**POSITIVE**

If you test antibody positive, you should expect to receive education about:  
■ Your risk of developing diabetes  
■ Diabetes symptoms  
■ Preventing diabetic ketoacidosis (DKA), a serious complication of high blood glucose that can be life-threatening.

Additional testing may be done to determine the course of treatment based on the stage of your diabetes.

**NEGATIVE**

Talk with your clinician about getting tested again in the future.

A positive antibody test does not mean immediate diagnosis. New treatments and clinical trials can possibly delay the onset of type 1 diabetes.

Talk with your clinician to determine if you are high risk for Type 1 diabetes.

Learn more at [diabetes.org](https://diabetes.org) | 1-800-DIABETES (800-342-2383)

Supported in part by Type 1 Diabetes Screening and Awareness Initiative of the American Diabetes Association® (ADA)

# DIRECTORY INFORMATION

Policy FLD - revised 12/12/2011

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Ada City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Ada City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Ada City Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Ada City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 1, 2011. Ada City Schools has designated the following information as directory information: (Note, an LEA may, but does not have to include all the information listed below.)

- Student's name
- Photograph
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received

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If you wish to respond in writing, please check the appropriate line, sign the form, and return it to your child's building principal or counselor.

I DO NOT WANT my child's directory information disclosed.

Child's name: \_\_\_\_\_

School: \_\_\_\_\_

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

## **DRUG-FREE SCHOOLS**

[Policy FNCF](#) - adopted 11/10/2008

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

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

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

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

## **ELECTRONIC COMMUNICATIONS WITH STUDENTS**

[Policy DHAC](#) - revised 7/15/24

School personnel engaging in electronic or digital communication with an individual student shall include the student's parent or guardian in any electronic or digital communication, unless such communication is on a school approved platform and related to school and academic communications. The only exception to this requirement may be made in case of an emergency, subject to subsequent notification to the parent or guardian. School employees shall make reasonable efforts to use school-approved platforms, systems, or applications that allow automatic inclusion of parents or guardians in communications with students.

## **EXTRACURRICULAR ACTIVITIES**

[Policy FMA](#) - adopted 11/10/2008

The Ada Board of Education believes that extracurricular activities are those activities that primarily involve students in other than classroom situations.

The board believes that participation in such activities should be available only to those students who are performing acceptable work in all other school-related areas.

Therefore, the superintendent is directed to establish a regulation, subject to approval of the board, governing participation in extracurricular activities.

# ANNUAL NOTICE OF FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

[Policy FL-R](#) - revised 7/9/2018

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days after the date the Ada City School District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school 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 an amendment of the student’s education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

Parents or eligible students who wish to ask the Ada City School District to amend a record should write to the school principal, clearly identifying the part of the record they want changed, and specifying why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student the school will notify the parent or eligible student of the decision and 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 provide written consent before the school discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

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 school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use of and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer 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 school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Ada City School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave, SW  
Washington, DC 20202

# COLLECTION OF PERSONALLY IDENTIFIABLE INFORMATION

Educational records containing personally identifiable information collected by Ada City Schools in the identification, location, screening, and evaluation of children shall be maintained in accordance with *Family Educational Rights and Privacy Act (FERPA)* and the *Policies & Procedures for Special Education in Oklahoma*. The Ada City School District has developed and implemented a local policy regarding the collection, storage, disclosure, and destruction of confidential student records. Parents may obtain a copy of the local policy from the Superintendent.

## GIFTED PROGRAM INFORMATION

Children in third through twelfth grades are considered for placement periodically throughout the school year.

Referrals for the gifted program are initiated through screening with group tests or nominations by self, peer, parents, and/or the teachers. A child who has been in a gifted program in another school will automatically be placed on the screening lists as soon as the Ada City Schools are notified of the precise placement. If you wish to nominate your child for this program, please call your school counselor.

When a child has a very high composite score on the achievement test profile or is nominated, individual and group tests will be administered by school counselors or a certified psychometric.

The decision for placement in the gifted program is made by a committee who considers nominations, scores on achievement tests, intelligence, and creative thinking ability.

Some behaviors often displayed by gifted youngsters are:

1. Learns easily and rapidly.
2. Remembers easily what has been learned.
3. Shows great curiosity about surroundings.
4. Seeks own answers to solutions and problems.
5. Develops earlier than others the same age.
6. Tends to direct the activities of peers.
7. Usually tends to keep busy with many different interests or one sustained interest

## GRADUATION REQUIREMENTS

[Policy EIED](#) - revised 8/12/2024

[Policy EIEDF](#) - adopted 7/12/2021

The Ada Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 25 units of credit be earned in the subject areas listed below to be eligible for graduation. All students, in order to graduate from an Oklahoma public school, will be required to complete the “college preparatory/work ready curriculum units or sets of competencies” at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the “core curriculum” option.

The “college preparatory/work ready curriculum” will include the following:

Students entering the eighth grade in the 2025-2026 school year, in order to graduate from a public high school accredited by the State Board of Education with a standard diploma, shall complete a minimum of the following 23 curriculum units or sets of competencies at the secondary level:

- 4 units of English to include Grammar, Composition, Literature, or any English course
- 4 units of mathematics, two of which shall be Algebra I and either Algebra II or Geometry. The other two units may include Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, statistics, Math of Finance, Computer Science, college courses approved for dual credit, an approved full-time postsecondary career and technology program, or locally approved math-based application course, or any mathematics course with content and/or rigor above Algebra I.
- 3 units of laboratory science, approved for college admission requirements including one unit of life science meeting the standards for Biology I, one unit of physical science meeting the standards for Physical Science, Chemistry or Physics; and one unit from the domains of physical science, life science, or earth and space science, or approved full-time postsecondary career and technology program or locally approved science-based application course, or any course with content and/or rigor above Biology I or Physical Science
- 3 units of history and citizenship skills, including one unit of American History, 1/2 unit of Oklahoma History, 1/2 unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture
- 6 pathway units which align with the student's Individual Career and Academic Plan (ICAP) which may include, but are not limited to, any additional math, science, English, history, world or non- English language, computer technology, Junior Reserve Officers' Training Corp, internship or apprenticeship programs, career and technology education courses, concurrently enrolled courses, advanced placement courses, International Baccalaureate courses approved for college admission requirements, music, art, drama, speech, dance, media arts, or other approved courses; and
- 3 units of elective courses.

Beginning with the 2024-2025 school year, a student whose parent or legal guardian approves modification of the student's existing graduation track, subject to school approval, may complete a minimum of 23 curriculum units or sets of competencies at the secondary level as listed above. All other students graduating prior to 2030, in order to graduate from an Oklahoma public school, will be required to complete the "college preparatory/work ready curriculum units or sets of competencies" at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the "core curriculum" option. The "college preparatory/work ready curriculum" will include the following:

- 4 units of English to include Grammar, Composition, Literature, or any English course approved for college admission requirements;
- 3 units of mathematics, limited to Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Calculus, Advanced Placement Statistics or any mathematics course with content and/or rigor above Algebra I and approved for college admission requirements;

- 3 units of laboratory science, limited to Biology, Chemistry, Physics, or any laboratory science course with content and/or rigor equal to or above Biology and approved for college admission requirements;
- 3 units of history and citizenship skills, including one unit of American History, one-half unit of Oklahoma History, one-half unit of United States Government and one unit from the subjects of History, Government, Geography, Economics, Civics, or Non-Western culture and approved for college admission requirements;
- 2 units of the same world or non-English language or two units of computer technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses;
- 1 additional unit selected from the above categories or career and technology education courses, concurrently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements; and
- 1 unit or set of competencies of fine arts, such as music, art, or drama, or 1 unit or set of competencies of speech.

In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:

### **Science**

3 units or sets of competencies of laboratory science approved for college admission requirements:

- 1 unit or set of competencies of life science, meeting the standards for Biology I;
- 1 unit or set of competencies of physical science, meeting the standards for Physical Science, Chemistry or Physics; and
- 1 unit or set of competencies from the domains of physical science, life science or earth and space science such that content and rigor is above Biology I or Physical Science.

### **Language Arts**

4 units or sets of competencies

1 unit of Grammar and Composition  
and

3 units which may include

- American Literature
- English Literature
- World Literature
- Advanced English Courses
- Other English courses with content and/or rigor equal to or above grammar and composition

## **Social Studies**

3 units or sets of competencies

- 1 unit of United States History
- ½ to 1 unit of United States Government
- ½ unit of Oklahoma History
- ½ unit to 1 unit which may include:
  - World History
  - Geography
  - Economics
  - Anthropology
  - Other social studies courses with content and/or rigor equal to or above United States History, United States Government, and Oklahoma history

## **Mathematics**

3 units or sets of competencies

1 unit of Algebra I

and

2 units which may include:

- Algebra II
- Geometry
- Trigonometry
- Math Analysis or Precalculus
- Statistics and/or Probability
- Calculus
- Computer Science or acceptance and successful completion of one (1) year of a full-time, three-hour career and technology program leading to an industry credential/certificate or college credit. The list of accepted industry valued credentials shall be reviewed annually and updated at least every three (3) years by the State Board of Career and Technology Education.
- Intermediate Algebra
- Mathematics of Finance
- Contextual mathematics courses that enhance technology preparation whether taught at a (1) comprehensive high school, or (2) technology center school when taken in the tenth, elev-enth, or twelfth grade, taught by a certified teacher, and approved by the State Board of Education and the district board of education
- Mathematics courses taught at a technology center school by a teacher certified in the secondary subject area when taken in the tenth, eleventh, or twelfth grade upon approval of the State Board of Education and the district board of education
- Other mathematics courses with content and/or rigor equal to or above Algebra I
- A science, technology, engineering and math (STEM) block course.
- 

## **The Arts and Computer Education**

1 unit or set of competencies which may include, but is not limited to, courses in Visual Arts and General Music and 1 unit or set of competencies of computer technology, whether taught at a high school or a technology center school, including computer programming, hardware and business

computer applications, such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing classes

### **Electives**

8 units or sets of competencies

All students are strongly encouraged to complete two units or sets of competencies of foreign world language classes and two units or sets of competencies of physical and health education as part of the core curriculum.

In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act, instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of automated external defibrillator at least once between ninth grade and high school graduation. Students are also required to complete assessments required by the Oklahoma School Testing Program; and, students are required to pass the United States naturalization test.

Beginning with the 2024-2025 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall complete and submit a Free Application for Federal Student Aid (FAFSA).

Additional information can be found by reading Graduation Requirements in Policy EIED.

### **Individual Career and Academic Plan (ICAP)**

An "Individual Career and Academic Plan (ICAP)" means an individualized plan that is used to help establish personalized academic and career goals, explore postsecondary career opportunities, including, but not limited to, military careers, apprenticeship programs, career and technology programs leading to certification or licensure, educational opportunities, align coursework and curriculum, apply to postsecondary institutions, secure financial aid and ultimately enter the workforce. The plan shall be developed by the student and the student's parent or legal guardian, in collaboration with their school counselors, school administrators, teachers and other school personnel.

The district shall provide ICAP information to all students in grades 6 through 12. District employees, as designated by the superintendent, shall work with students and their parent or legal guardian in creating an ICAP that will meet the interests and needs of the student as determined by the student and their parent or legal guardian.

Beginning with students entering the ninth grade in the 2019-2020 school year, each student shall be required to complete the process of an ICAP in order to graduate from the school district with a standard diploma. Each year thereafter, students shall annually update their ICAP. The ICAP shall include, but not be limited to:

- a. career- and college-interest surveys,
- b. written postsecondary and workforce goals and information of progress toward these goals,
- c. intentional sequence of courses that reflect progress toward the postsecondary goal,
- d. the student's academic progress, including courses taken, assessment scores, any remediation or credit recovery and any Advanced Placement, International Baccalaureate, concurrent or dual enrollment credits earned and/or career certificate(s), certification(s), or endorsements, and
- e. experience in-service learning and/or work environment activities.

ICAPs for students with disabilities, as defined in the Individuals with Disabilities Education Act (IDEA), P.L. No. 105-17, shall consider and work in cooperation with the student's individualized education program (IEP) or Section 504 Plan as defined by the Rehabilitation Act of 1973, P.L. No. 93-112.

## **HARASSMENT**

[Policy FB](#) - revised 7/13/2020  
[Policy FNCD-R](#) - revised 10/14/2013

The Ada City School District will not tolerate sexual harassment by any of its employees or students. This policy applies to non-employee volunteers whose work is subject to the control of school personnel.

### **Specific prohibitions which are unwelcome conduct of a sexual nature**

- Conduct of a sexual nature may include verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented “kidding”, “teasing”, double meanings, and jokes.
- Verbal or physical conduct of a sexual nature may constitute sexual harassment when the allegedly harassed person has indicated it is unwelcomed.
- For the purpose of this policy, unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if:
- Submission to or rejection of the conduct is used as a basis for a decision affecting the harassed student
- The conduct substantially interferes with a student’s school performance or creates an intimidating, hostile, or offensive environment
- A person uses his/her authority to solicit sexual favors or attention from a student when the student’s failure to submit will result in adverse treatment, or when the student’s acquiescence will result in preferential treatment, or
- A student subjects another student to any unwelcome conduct of a sexual nature.

### **Report, Investigation, and Sanctions**

It is the expressed policy of the Ada City School District to encourage victims of sexual harassment to come forward with such claims.

- Students are urged to immediately report any unwelcome conduct of a sexual nature if such conduct interferes with the student’s work performance or creates a hostile or offensive working or educational environment.
- Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

In determining whether the alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated.

Any student found to have been engaged in sexual harassment shall be subject to sanctions including, but not limited to warning or suspension.

## **HIV PREVENTION CURRICULUM NOTICE**

[Policy EHAI](#) - adopted 11/10/2008

School districts are required to present HIV Prevention Curriculum to students in grades 7-12. This curriculum must be presented once during a student’s enrollment in grades 7-9, and once during a student’s enrollment in grades 10-12. HIV Prevention Education will be presented as part of your child’s regular science or health

curriculum. Highly qualified teachers who have received State Department of Education approved training in this curriculum will be responsible for its implementation.

A parents meeting to discuss the HIV Prevention Curriculum adopted by the Ada City Schools District will be held at least 30 days before it is introduced in the classroom. Notice of this meeting will be sent home with every applicable student. The parent meeting will provide parents the opportunity to ask questions and examine the curriculum to be presented.

Parents also have the opportunity to opt their child out of the HIV Prevention Curriculum if they so desire. Forms to opt your child out of the HIV Prevention Curriculum will be available at the parents meeting or in the central office at school.

## REQUIRED IMMUNIZATIONS FOR SCHOOL

VACCINES	PS-KG	KG-6 <sup>TH</sup>	7 <sup>th</sup> – 12 <sup>th</sup>
DTaP (diphtheria, tetanus, pertussis)	4 DTaP	5 DTP/DTaP●	5 DTP/DTap* and 1 Tdap booster
IPV/OPV (inactivated polio/oral polio)	3 IPV/OPV	4 IPV/OPV ◀	4 IPV/OPV
MMR (measles, mumps, rubella)	1 MMR	2 MMR	2 MMR
Hep B (hepatitis B)	3 Hep B	3 Hep B	3 Hep B ■
Hep A (hepatitis A)	2 Hep A	2 Hep A	2 Hep A
Varicella (chickenpox)	1 Varicella	1 Varicella	1 Varicella

- If the 4<sup>th</sup> dose of DTP/DTaP is administered on or after the child's 4<sup>th</sup> birthday, then the 5<sup>th</sup> dose of DTP/DTaP is not required.
- ◀ If the 3<sup>rd</sup> dose of IPV/OPV is administered on or after the child's 4<sup>th</sup> birthday, then the 4<sup>th</sup> dose of IPV/OPV is not required.
- Previously unimmunized students 11 through 15 years of age may receive a 2 dose series of Merck® Adult Hepatitis B vaccine to comply with this requirement. All other children (younger/older) must receive 3 doses of hepatitis B vaccine.

# MENINGITIS INFORMATION-OK STATE DEPT OF HEALTH

## ***What is meningococcal disease?***

Meningococcal disease is a disease caused by the bacteria *Neisseria meningitidis*, also called meningococcus. This bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis.

***How is this disease spread?*** Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

***Who is at risk of getting this disease?*** Some groups of people have a higher risk of meningococcal disease, such as first year college students living in dormitories or new military recruits living in barracks. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, people without a spleen, and people traveling to parts of the world where meningococcal disease is more common. Exposure to tobacco smoke and having a concurrent upper respiratory infection also increase the risk of meningococcal disease. Infants are at highest risk, but rates decrease after infancy and then increase in adolescence and young adulthood.

## ***What are the symptoms?***

Ten percent or more of people are thought to be carrying *Neisseria meningitidis* in their nose and throat without being ill, which is called “asymptomatic carriage”. Of these people, about 1% can develop illness, which may be meningitis or a bloodstream infection called septicemia or meningococcemia. As described above, some people can carry the bacteria in their nose and throat without ever becoming ill. Signs of illness may include fever, severe headache, nausea, vomiting, and a rash. People who develop meningitis can have fever, intense headache, nausea, vomiting, stiff neck, and extreme sensitivity to light. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Meningococcal disease has a 15% risk of death if it is not treated promptly.

***How soon do the symptoms appear?*** The symptoms may appear two to ten days after infection, but usually within three to four days.

## ***What is the treatment for meningococcal disease?***

Antibiotics, such as penicillin or a cephalosporin such as ceftriaxone, are used to treat meningococcal disease.

## ***Should people who have been around a person infected with meningococcal disease receive treatment?***

When meningococcal disease occurs in one person, only the people who have had recent close contact with that person’s respiratory secretions are recommended to receive antibiotics. These include household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, day care center playmates, etc. Such people are usually advised to obtain a prescription for a specific antibiotic (rifampin, ciprofloxacin, ceftriaxone, or azithromycin) from their physician. The health department will contact the individuals who are recommended to receive antibiotics, and advise them of options to obtain antibiotics. Casual contacts including classmates, co-workers, or those in a factory setting are not at increased risk of disease when a single person has meningococcal illness. When clusters or outbreaks occur, the health department may expand the recommendations for which groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure to *Neisseria meningitidis*.

## ***Is there a vaccine to prevent meningococcal disease?***

Three types of meningococcal vaccines are available in the United States. They are effective against four of the five most common disease-causing types of meningococcal disease: A, C, Y, and W-135. An additional vaccine is now available that protects against serogroup B, but is currently only licensed for high-risk children over ten years of age. Consult with your healthcare provider or the local health department about receiving the vaccine.

For more information call or visit us on the web:

Phone: 405-271-4060 [Oklahoma State Department of Health](https://www.ok.gov/health)

Updated 8/1/2023

# NOTICE OF NONDISCRIMINATION

[Policy DAA](#) - revised 10/11/2021

The Ada Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

“Ada City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. See the contact information below for the person who has been designated to handle inquiries regarding the nondiscrimination policies:”

## Initial Process and Contact Information for Filing Complaints Alleging Discrimination and/or Title IX Issues:

Prior to the filing of a written complaint, the student, parent or guardian, employee or patron is encouraged to visit with the building principal or the District's Grievance and Title IX Coordinator, as applicable, and reasonable effort should be made by the District at this level to resolve the problem or complaint.

### **Ada City Schools Title IX Coordinator:**

Eddie Jacobs  
Assistant to the Superintendent  
324 W. 20th Street  
Ada, Oklahoma 74820  
(580) 310-7200

### **Ada City Schools Title IX Deputy Coordinator**

Christie Jennings  
Athletic Director  
324 W. 20th Street  
Ada, Oklahoma  
(580) 310-7200

## NOTIFICATION OF DESTRUCTION OF ANNUALLY COLLECTED EDUCATIONAL RECORDS

On the last school day of each year, it is the policy of Ada City Schools to dispose of the following annually collected educational records unless the parent/guardian, in writing, notifies the School that (s)he wants to obtain such records:

*School Handbook and policy information*  
*Authorization for Emergency Care for Minor*  
*Parental Authorization to Administer Non-Prescription Topical Medication*  
*ACS assumes No Financial Responsibility for Medical Cost Letter*  
*Code of Behavior for Bus Riders*  
*Title I Compact*  
*Permission for use of Multimedia/Internet Presentation*  
*Enrollment Form*

If the parent does not want the Ada City School District to dispose of the annually collected educational records of his/her child on the last day of school; then, the parent must notify the District in writing within two weeks of the last day of school that they want to obtain the child's records instead of having them destroyed.

## PARENTS' RIGHT-TO-KNOW (ESSA Sec. 1112)

In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information:

- If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived.
- The teachers baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications.

In addition to the above information, you will be notified if your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified.

If you wish to request information concerning your child's teacher(s) and/or paraprofessional(s) qualifications, please contact your site principal.

## PERSONAL ELECTRONIC DEVICES

[Policy FNG](#) - revised 7/21/2025

It is the policy of the Board of Education that a student may possess a personal electronic device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students.

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use refers to situations where immediate communication is necessary for safety and security. This includes, but is not limited to:
  - a. Medical Emergencies - Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure); or
  - b. Natural Disasters or Lockdowns - Communicating with law enforcement or family during events such as tornadoes, fires, lockdowns, or other emergencies affecting the school.
2. A personal electronic device may be used to monitor health issues as prescribed by a physician on a student's medical plan and or IEP.

“Bell to Bell” means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time.

“Personal electronic device” means a personal device capable of connecting to a smartphone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets,

and smart glasses. Personal electronic devices shall not include school-issued or school-approved devices that are specifically limited for in-class instruction.

Upon reasonable suspicion of illegal activity or content, the superintendent, principal, teacher, or security personnel shall have the authority to detain or authorize the search of, any student or property in the possession of the student for unauthorized personal electronic devices. The search of the actual personal electronic device shall be conducted by law enforcement in the presence of a parent or guardian.

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school. Any personal electronic device that is confiscated will be returned to the student at the end of the school day. Students violating this rule may be disallowed from carrying any personal electronic device following the incident unless the device is utilized to monitor a health condition

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy as found in each school's board-approved student handbook. Punishment for violation will be determined by the administration on a case-by-case basis.

## **PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS**

[Policy EGG](#) - revised 8/12/2024

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons,

training sessions, seminars, professional development, lectures, sessions, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- (A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- (B) Identify the dates the alleged discriminatory act occurred;
- (C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- (D) Include relevant information that would enable a public school to investigate the alleged violation; and
- (E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Eddie Jacobs as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at 580-310-7205 and via email to [jacobse@adapss.com](mailto:jacobse@adapss.com). This contact information shall also be accessible on the school district's website.

## **PROTECTION OF PUPIL RIGHTS NOTICE**

[Policy FL](#) - adopted 7/9/2018

[Policy FL-R](#) - revised 7/9/2018

The Protection of Pupil Rights Amendment (PPRA) requires Ada City Schools District to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

If the Ada City Schools District should ever participate in, or ask its students to participate in any survey, analysis, or evaluation that concerns one or more of the eight areas listed above, the Ada City Schools District will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities and be provided an opportunity to opt their child out, as well as an opportunity to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

## **STRONG READERS ACT** (previously known as Reading Sufficiency Act) [Policy EKBA](#) - revised 9/9/2024

As always, it is the desire of the Ada City School District to keep parents informed of important legislation that may affect students. The Oklahoma Legislature continuously modifies mandatory third-grade retention requirements. SB362 removed 3rd grade retention from Oklahoma's Early Literacy Law. Third grade retention will now be determined by District policies and not state requirements. Third grade will be handled just like the other grades.

The newly named Strong Reader's Act aims to strengthen literacy among Oklahoma's students by integrating reading proficiency into the criteria for grade progression, ensuring appropriate instructional support, and maintaining clear communication with families about student progress. 70 O.S. § 1210.508B(B)

Our goal is to identify students who have a reading deficiency including students with characteristics of dyslexia, every student enrolled in kindergarten, first, second, and third grades shall be assessed at the beginning, middle, and end of each school year using a screening instrument approved by the State Board of Education for reading skills including, but not limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension. Any student who is assessed and found not to be meeting level targets shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade level reading skills. The program of reading instruction required shall be based on scientific reading research and shall align with the subject matter standards adopted by the State Board of Education.

It is the District's desire to keep you informed of this requirement and of any new requirements that may arise. Rest assured that the Ada City School District will continue to develop and implement appropriate programs of remediation designed to enable students to acquire appropriate grade level reading skills. Student progress will be monitored throughout the school year, and parents will be informed of reading deficiencies when they occur.

For further information regarding the Strong Readers Act go to <https://sde.ok.gov/strong-readers-act>. Should you have additional questions about this legislation or the Ada City School District's program of reading instruction, please contact your child's principal.

### **REQUIRED RECORDS FOR CUMULATIVE FOLDERS**

Oklahoma State Law requires that certain records MUST be in your child's cumulative folders for them to continue to attend school.

All students' files must contain the following:

- A copy of the birth certificate issued by the State Department in the state where your child was born – not the certificate of birth issued by the hospital.
- Your child's Social Security Number.
- A current immunization record.
  - *Effective July 1, 2021: for school enrollment a parent or guardian shall provide one of the following: Current, up to date immunization records OR a completed and signed exemption form.*

Each office has the required forms to obtain the birth certificate issued by the Oklahoma State Department.

## RESIDENCY

[Policy FD](#) - revised 10/8/2018  
[Policy FD-P](#) - adopted 10/8/2018

The residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district. Proof of residency may be required.

**Residency Officer:** The school superintendent is designated as the residency officer. The residency officer may be contacted by calling the school district at 580-310-720 or by writing to the residency officer at the following address, or by personally visiting the residency officer at 324 West 20th, Ada, OK 74820.

If the school district denies admittance of a student who claims to be a resident of the district, you may request a review. The request must be in writing and be received by the residency officer within three school days of the denial of admittance. For more detailed information see policy FD in the ACS Policy & Procedures Manual found at [www.adacougars.net](http://www.adacougars.net).

**Homeless Students:** In accordance with the Federal McKinney Vento Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The District will eliminate existing barriers to their education that may exist in district policies or practices. No child or youth shall be discriminated against in this school district because of homelessness. [For more information click here.](#)

**Foster Students:** The District's Foster Care Liaison will coordinate activities relating to the provision of services to children placed in foster care, including transportation services. The District will collaborate with Child Welfare Agencies to determine the "Best Interest" determination of the appropriateness of the current educational setting and the proximity of placement as required by ESEA section 1111(g)(1)(E)(i). [For more information click here.](#)

## SCHOOL HEALTH SERVICES INFORMATION

### Head Lice Policy

The Head Lice Policy for Ada City Schools was developed according to guidelines from the Oklahoma State Department of Health. Ada City Schools will assist in managing head lice in the school system by screening students as needed. Screening may occur as a large group, small group, or individual. The parent/guardian of a student identified with head lice will be notified by phone and/or note. The student may be readmitted with a note from a physician or health department stating no live lice. We no longer have a **No Nit Policy**.

The School Nurse is available to answer questions. Confidentiality will be maintained.

### Medication Policy

The medication policy for Ada City Schools was developed according to Oklahoma School Health Law, and for the safety of your child. Only necessary medications should be given at school. Medications prescribed by a physician to be administered at school will require a completed "**Authorization to Administer Medication**" form signed by the physician and the parent/guardian. The medication consent form is available in the school office. If it is necessary for the student to take prescribed medication during school hours, the medication must be administered by the school nurse, principal or designated employee only. Medication must be in the original prescription container and match the Authorization to Administer Medication form, or the medication will not be administered.

Non-prescription medication will be administered when necessary and when a consent form has been completed by the parent/guardian. The medication **must be in the original container with written parent consent and the following information:** child's name, name of medication, dosage, time to administer, date, parent's signature, and contact number. Medication not meeting these requirements will not be given. Only recommended for age dosage of non-prescription or over the counter medication will be administered.

Any medication not picked up by the parent/guardian at the end of the school year will be destroyed.

## SCHOOL MESSENGER/SCHOOL STATUS SYSTEMS

Ada City Schools has elected to use the *School Messenger* and/or *School Status* system to notify you of school announcements. These include notifications regarding such things as unexcused absences, open house, parent teacher conferences, and picture day. These systems will also be used to notify you in case of an emergency or unexcused absences. Emergency notifications include, but are not limited to school closings, school lock-downs, etc.

As of October 1, 2024, Ada City Schools will begin using *School Status* to communicate with our parents, students, and staff. As we are transitioning from *School Messenger* to *School Status*, we will occasionally still utilize *School Messenger* until our transition is complete.

At enrollment, you will be asked to complete a short form indicating your preference for receiving messages or to opt out of receiving non-emergency notifications. However, please understand that you cannot opt out of receiving emergency notifications. If you choose not to complete the form, you will receive all notifications from our school district.

## SEARCHES

[Policy FNF](#) - adopted 12/12/2011

[Policy FNF-R](#) - revised 10/9/2023

[Policy FNFA](#) - adopted 5/13/2019

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion.

Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. No clothing except cold weather outer garments will be removed before or during a search.
7. Items that may be seized during a lawful search – in addition to those mentioned in paragraph 1 above – shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

**LOCKERS:** Students have no expectation of privacy concerning lockers, desks, or other school property. All student lockers, desks, and other school property are subject to periodic inspection. When such inspections are announced, each student shall open his or her locker and remain present during the inspection.

## **STUDENT DISCIPLINE**

[Policy FO](#) - revised 9/12/2011

The Ada Board of Education 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 teacher 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 teacher 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 or 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 teacher 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.**

For more detail please refer to policy FO in the ACS Policy & Procedures Manual found at [www.adacougars.net](http://www.adacougars.net).

## **STUDENT SUSPENSIONS**

[Policy FOD](#) - revised 9/11/2023

It is the policy of the Board of Education that the superintendent or designee may suspend a student for:

- Violations of policy or regulations
- Possession of an intoxicating beverage, low-point beer (See policy FNCE)
- Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
- Possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event (Uniform Controlled Dangerous Substances Act) (See policies FNCE and FNCGA)
- Possession of a firearm shall result in out-of-school suspension of not less than one year (See policy FNCGA)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
- Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

Before a student is suspended out-of-school, the principal shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension, such as placement in an alternative school setting, reassignment to another classroom, or in-school detention. A student suspended out-of-school shall be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting in accordance with a plan prescribed by the school administration that provides education in accordance with the supporting regulations. Parents or guardians will be provided a copy of the education plan and will bear the responsibility of monitoring the student's educational progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

No school board member, administrator, or teacher may be held civilly liable for any action taken in good faith, which is authorized by law under the provisions of this policy.

### 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.
  - 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.

## **TOBACCO USE PROHIBITED POLICY**

[Policy CKDA](#) - revised 8/12/2019

The use of a tobacco product or vapor product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product or vapor product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity.

1. "Educational facility" is defined as any property, building, permanent structure, facility, auditorium, stadium, arena or recreational facility owned, leased, or under the control of the school district.
2. "School Vehicle" is defined as any transportation equipment or auxiliary transportation equipment as defined in 70 O.S. § 9-104.
3. "Chewing tobacco" is defined as any Cavendish, twist, plug, scrap, and any other kinds and forms of tobacco suitable for chewing.
4. "Smoking tobacco" is defined as any granulated, plug cut, crimp cut, ready rubbed, and any other kinds and forms of tobacco suitable for smoking in a pipe or cigarette.
5. "Tobacco product" is defined as any bidis, cigars, cheroots, stogies, smoking tobacco and chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof.
6. "Vapor product" is defined as 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 product shall also 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 or electronic device. Vapor products do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetics Act.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited

Students are also prohibited from possessing tobacco on, in, or upon any school property. If students are found to be carrying cigarettes or other tobacco products, the tobacco product will be confiscated.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined.

## **TRANSFERS**

[Policy FE](#) - revised 8/12/2024

It is the policy of the Ada Board of Education that any application for open transfer will be reviewed by the board of education and considered on a first-come, first-served basis. Applications may be obtained from the superintendent and shall be filed with the office of the superintendent during regular business hours of the school district beginning January 1 and ending no later than May 31 in the school year preceding the school year for which the transfer is desired. Written application for any transfer shall be made by the parent(s) of the student and filed with the superintendent of the district.

The board of education shall vote to approve or deny the application for transfer not later than July 15. Transfer applications shall be reviewed by the board of education in executive session in order to protect the confidentiality of student records. However, the vote to approve or to deny the application for transfer shall take place in open session. The district shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Notwithstanding the provisions of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes. All transfer applications will be approved or denied subject to the following criteria:

1. Availability of Programs.

2. Staffing Availability.

If accepting the transfer will require the addition of personnel, the transfer application will be denied.

3. Space Limitations.

Transfer requests will be accepted until 80% of capacity is obtained.

4. Disciplinary Record.

Discipline records of students transferring to this school will be requested as part of the student's records. It shall be within the discretion of the board of education, based upon the student's records, as to whether a transfer will be approved or denied. As a general rule, students with poor discipline or attendance records or those deemed "not in good standing" at their former school will not be approved for transfer to this district.

5. Adjudication as a Juvenile Sex Offender.

Should the board of education determine that cancellation of a previously approved transfer is in the best interest of the district, the resident district and the parents/guardian of the student shall be notified of the cancellation. Such notice shall be made by July 15 prior to the school year for which the cancellation is applicable.

Beginning July 1, 2008, the transfer of a child with disabilities for three consecutive years creates an automatic and permanent transfer to this school district.

For more detail, see policy FE in the ACS Policy & Procedures manual found at [www.adacougars.net](http://www.adacougars.net).



REVISED 6/2025



**PONTOTOC TECHNOLOGY CENTER**

**MATH/SCIENCE COURSE INSTRUCTION AGREEMENT**

Purpose: To allow junior and senior high school students enrolled at Pontotoc Technology Centers to take the following courses:

Courses	OCAS Code	Academic Credit Notes	Teacher	Certificate No.
Algebra II	4412	OHLAP/ ACE College Prep/Work Ready Curriculum	Shellye Snowden	226127
*AP Biology	5035	OHLAP/ ACE College Prep/Work Ready Curriculum	Anna Turlington	443770
*AP Environmental Science	5121	OHLAP/ ACE College Prep/Work Ready Curriculum	Rayna Ellison	TBD
**Anatomy Adjunct	5333	OHLAP/ ACE College Prep/Work Ready Curriculum	Jeanna Munholland	429487
**Physiology Adjunct	5220	OHLAP/ ACE College Prep/Work Ready Curriculum	Jeanna Munholland	429487
*Survey of Biotechnology	8701	Counts as a science on ACE CORE curriculum only; counts as an elective on ACE College Prep/Work Ready Curriculum.	Anna Turlington	443770
*Biotechnology I	8702			
*Biotechnology II	8703			
*Advanced Biotechnology I	8704		Rayna Ellison	TBD
*Advanced Biotechnology II	8717			
*Biotechnology Capstone	8705			

taught by certified math and/or science instructors and transcribed for high school graduation and/or to meet the core curriculum requirements for admission to Oklahoma colleges and universities.

*\*These courses are taught to students enrolled in our Environmental Biotechnology STEM program.*

*\*\*These courses are taught to students enrolled in our Health Careers program, and Jeanna Munholland, RN, is an Adjunct for Anatomy and Physiology.*

**Signatures:**

\_\_\_\_\_  
Superintendent (Pontotoc Technology Center)

Date: 06/23/2025

\_\_\_\_\_  
Director of Instruction/Student Services (Pontotoc Technology Center)

Date: 06/23/2025

\_\_\_\_\_  
Superintendent (Ada City Schools) Pat Liticker

Date: 07/21/2025

\_\_\_\_\_  
Board President (Ada City Schools) Anne Nicole Flinn

Date: 07/21/2025

**ADA CITY SCHOOLS**  
**State and Federal Programs**  
**2025-2026**

- 311 Professional Development
- 312 National Board Certified Teachers
- 318 RedBud School Grant
- 319 Adult Education Matching
- 331 Education Flexible Benefit – All
- 332 Flex Benefit Allowance – Support
- 333 State Textbook
- 334 Education Flexible Allowance – Certified
- 335 Education Flexible Allowance – Support
- 361 ACE Technology
- 362 ACE Remediation - “Remediation Programs for Grades 7-9”
- 366 Advanced Placement Materials Grant
- 367 Reading Sufficiency Act - “Reading Programs for Grades 1-3”
- 369 Advanced Placement Incentive
- 376 School Resource Officer Program
- 385 Child Nutrition Program
- 386 Reading Proficiency Act
- 388 Alternative Education - “Alternative Education for Grades 7-12”
- 411 Comprehensive Secondary Programs
- 412 Vocational Programs - “Secondary Vocational Incentive Programs”
- 421 Carl Perkins - “Secondary Career/Technical Education Programs”
- 424 Carl Perkins - “Supplemental Grant”
- 456 Job Training Department of Rehabilitation & DHS
- 469 Lottery Grants
- 511 Title I Part A - “Improving the Academic Achievement of the Disadvantaged”
- 515 School Improvement Grants
- 541 Title II Part A - “Improving Teacher and Principal Quality”
- 552 Title IV, Part A - “Student Support & Academic”
- 561 Title VI Part A - “Indian Education”
- 563 JOM - “Indian Education”
- 571 Title III, Part A - Immigrant
- 572 Title III, Part A-English Learners
- 587 Title V Part B - “Rural and Low-Income School Programs”
- 591 Title VIII - “Impact Aid”
- 592 Title VIII - “Impact Aid Special Services”
- 613 Special Education Professional Development OSDE Sponsored
- 615 Special Education Professional Development District
- 618 Special Education Secondary Transition Services
- 621 IDEA Flow Through – Special Education
- 641 Pre-School, Ages 3-5, IDEA-B – Special Education

**ADA CITY SCHOOLS**  
**State and Federal Programs**  
**2025-2026**

- 725 Student Teacher Stipend Payment
- 731 Adult Education and Literacy
- 759 USDA-Supply Chain Assistance
- 760 P-EBT Local Admin Funds
- 762 CNP - Emergency Funding
- 763 Child Nutrition – Lunch
- 764 Child Nutrition – Breakfasts
- 775 Oklahoma Gear Up
- 782 AWARE Grant
- 791 Child Nutrition Fund Equipment Assistance
- 799 Prior Years' Reimbursement - Federal Programs

**ADA BOARD OF EDUCATION**

**DATE OF APPROVAL \_\_\_\_\_**

**Ada City Schools**  
**Activity Fund Recording Accounts**  
**2025-2026**

001 FIRST UNITED BANK  
002 PORTRAIT BANK  
003 VISION BANK

132 CAFETERIA LOCAL FUNDS  
801 FOOTBALL  
802 BASKETBALL  
805 BASEBALL  
806 SOFTBALL  
807 WRESTLING  
808 TENNIS  
810 SOCCER  
811 TRACK  
812 BOYS TENNIS  
813 GOLF  
819 ALL SPORTS  
820 OSSAA  
822 RADIO BROADCASTS  
824 COUGAR PORTRAIT  
825 CHANGE  
826 CONCESSION  
828 FOOTBALL BUILDING  
830 LETTERMEN'S CLUB  
831 SCHOOL STORE  
832 GAME DAY PROMOTIONS  
833 WINTER BASKETBALL LEAGUE  
850 FOOTBALL SUB-ACCOUNT  
851 BOYS BASKETBALL SUB-ACCOUNT  
852 GIRLS BASKETBALL SUB-ACCOUNT  
853 SOFTBALL SUB-ACCOUNT  
854 WRESTLING SUB-ACCOUNT  
860 BASEBALL SUB-ACCOUNT  
861 BOYS TENNIS SUB-ACCOUNT  
862 GIRLS TENNIS SUB-ACCOUNT  
863 BOYS SOCCER SUB-ACCOUNT  
864 GIRLS SOCCER SUB-ACCOUNT  
865 BOYS TRACK/CROSS COUNTRY SUB-ACCOUNT  
866 GIRLS TRACK/CROSS COUNTRY SUB-ACCOUNT  
867 BOYS GOLF SUB-ACCOUNT  
868 GIRLS GOLF SUB-ACCOUNT  
903 LIBRARY  
904 COUGAR CHASE  
906 CLUB C.S.I. (Forensic Science Club)  
907 PHILOSOPHY CLUB  
909 ENVIRONMENTAL SCIENCE CLUB

**Ada City Schools**  
**Activity Fund Recording Accounts**  
**2025-2026**

910 COUGAR ACTIVITY CENTER RENTAL  
912 GENERAL REFUND – LOST TEXTBOOKS  
913 ADULT ED/GED  
914 AHS PHILANTHROPY  
915 AHS CHANNEL ONE FUND  
916 OASC STUDENT COUNCIL STATE CONVENTION  
917 PURRISTA CAFE  
918 FESTIVAL DISNEY  
919 DECA  
920 RUFF RIDERS  
921 CURRENT EVENTS  
922 ROBOTICS  
923 FCCLA  
924 METEOROLOGY CLUB  
925 GARDEN GNOME COLLECTING CLUB  
926 MCKEEL PROJECT  
927 CAMP GODDARD PICTURES  
929 SPEECH/COMPETITIVE DRAMA  
930 CAREER KICKSTART PROGRAM  
931 CHESS CLUB  
932 SERVE  
934 PHYSICAL EDUCATION  
936 TEEN ANGEL  
937 HAYES T-SHIRTS  
938 VIDEO SALES/RECYCLE  
939 BUSINESS PROFESSIONALS OF AMERICA(BPA)  
940 FINE ARTS  
941 PERFORMING ARTS  
944 LANDSCAPING ACTIVITY CENTER  
945 STEM  
946 CHEERLEADERS – VARSITY  
949 COUGANNS  
950 CLASS OF 2028  
951 CLASS OF 2025  
952 CLASS OF 2026  
953 CLASS OF 2029  
954 CLASS OF 2027  
955 TRIPLE C – COOL COUGAR CHARACTER  
956 YEARBOOK  
957 COLOR GUARD/FLAGS  
958 JOURNALISM/COUGAR TALES  
959 WORLD TRAVELER CLUB  
960 LIFETIME ACTIVITIES COURSE  
961 CNN - COUGAR NETWORK NEWS  
962 CHOIR/VOCAL MUSIC

**Ada City Schools**  
**Activity Fund Recording Accounts**  
**2025-2026**

- 964 SPECIAL EDUCATION
- 966 VISION BANK INTEREST
- 967 SPANISH CLUB
- 968 BAND
- 969 NATIVE PRIDE
- 970 PROJECT IGNITION/LEADERSHIP
- 971 STUDENT COUNCIL
- 972 ILO
- 973 MATH CLUB
- 974 SCIENCE CLUB
- 976 ENGLISH
- 977 ECONOMICS
- 978 FOREIGN EXCHANGE
- 979 BOXTOPS FOR EDUCATION
- 980 ACADEMIC INCENTIVE/SCHOLASTIC
- 981 PICTURE FUND
- 983 VENDING
- 985 AP COALITION
- 986 SPECIAL OLYMPICS
- 987 HONOR SOCIETY
- 988 E-SPORTS
- 989 TECH ENGINEERING
- 990 ART CLUB
- 991 NESTLES/CANDY/COOKIES FUNDRAISERS
- 992 CAMP GODDARD
- 993 ID BADGE REPLACEMENT
- 994 ACADEMIC BOWL
- 995 GENERAL ACTIVITY
- 996 DEVICE SALES/SERVICE - HOTSPOTS
- 997 DEVICE INSURANCE/REPLACEMENT
- 998 LUNCH PROGRAM

**ADA BOARD OF EDUCATION**

**DATE OF APPROVAL \_\_\_\_\_**

SCHOOL	ACCOUNT	PROJ.#	FUND RAISER	REVENUE EXPENDED	SPONSOR
ALL DISTRICT	SPECIAL OLYMPICS	986	POLAR PLUNGE ACTIVITIES (POLAR BEARS, T-SHIRTS & SPONSORSHIPS), BAKE SALES, CHANGE FOR CHAMPIONS, TREAT SALES	EVENT ENTRY FEES, HOUSING, FOOD, SNACKS, BOWLING PRACTICE FEE, STUDENT SUPPLIES MATERIALS, STUDENT UNIFORMS FUEL COSTS	L DICKINSON - dickinsonl@adapss.com J NEAL - nealj@adapss.com

July 21, 2025

ACTIVITY FUND FUNDRAISERS FOR 2025-2026

SCHOOL	ACCOUNT	PROJ.#	FUND RAISER	REVENUE EXPENDED	SPONSOR
GRC - WILLARD	ILO	972	PENCILS POPCORN	FIELD TRIPS CLASSROOM MATERIALS TECH EQUIP	M. BRIGGS - briggsm@adapss.com

SCHOOL	ACCOUNT	PROJ.#	FUND RAISER	REVENUE EXPENDED	SPONSOR
AECC	LIBRARY	903	BOOKFAIR DONATIONS	BOOKS LIBRARY SUPPLIES	D COMPTON - comptond@adapss.com
AECC	YEARBOOK	956	YEARBOOKS DONATIONS	CURRICULUM CLASSROOM SUPPLIES PROF. DEVELOP. FIELD TRIPS	C. BRADY - bradyc@adapss.com
AECC	PICTURE FUND	981	INDIVIDUAL & CLASS PICTURES	CURRICULUM, CLASSROOM SUPPLIES PROF. DEVELOP. FIELD TRIPS	C. BRADY - bradyc@adapss.com
AECC	VENDING	983	VENDING RECEIPTS DONATIONS	CURRICULUM, CLASSROOM SUPPLIES PROF. DEVELOP. FIELD TRIPS TEACHER INCENTIVES	C. BRADY - bradyc@adapss.com
AECC	GENERAL	995	T-SHIRTS, FOOD SALES, GRANDPARENT'S CLUB T-SHIRTS, CHRISTMAS STORE RECEIPTS, MCTEACHER'S NIGHT AT MCDONALDS, SPRING CARNIVAL, ONLINE STORE DONATIONS, BIG KAHUNA, SNACK PACK SNOWCONES, TATTOOS SUPER KIDS DAY T-SHIRT'	CURRICULUM, CLASSROOM SUPPLIES, PROF. DEVELOPMENT, FIELD TRIPS PLAYGROUND/PE EQUIPMENT	C. BRADY - bradyc@adapss.com

SCHOOL	ACCOUNT	PROJ.#	FUND RAISER	REVENUE EXPENDED	SPONSOR
HAYES	LIBRARY	903	BOOK FAIR	LIBRARY & MEDIA CENTER EQUIP., SUPPLIES, BOOKS, SOFTWARE	K. HOOPER - kelly.hooper@adapss.com S. BEAN - beans@adapss.com
HAYES	T-SHIRTS	937	SPIRITWEAR & SPIRIT ITEMS	CLASSROOM SUPPLIES, & EQUIP, PLAYGROUND EQUIP, PROF. DEVELOPMENT,	S. BEAN - beans@adapss.com
HAYES	VIDEO SALES/ RECYCLE	938	DVD/VIDEO SALES OF MUSICAL PRODUCTIONS	MUSIC, PLAYS, EQUIP., COSTUMES, SUPPLIES TECHNOLOGY COMPUTERS	J. HUMPHREY - humphreyj@adapss.com
HAYES	NESTLES/ CANDY/ COOKIES	991	CANDY & CHOCOLATE SALES	SUPPLIES & EQUIP FOR CLASSROOMS, PLAYGROUND & STUDENTS, PROF. DEV.	S. BEAN - beans@adapss.com
HAYES	VENDING	995	STUDENT STORE- TOYS/ PENCILS, CANDY	TEACHER/CLASSROOM SUPPLIES	S. BEAN - beans@adapss.com

SCHOOL	ACCOUNT	PROJ.#	FUND RAISER	REVENUE EXPENDED	SPONSOR
AJH AHS	ACADEMIC INCENTIVE & BPA	980 939	CALENDAR FUNDRAISER LITTLE CAESAR PIZZA KITS, PHOTO/VIDEO SALES	TRANS, LODGING, COMPETITON/CONF FEES, SUPPLIES, MATERIALS, CONSUM- ABLES, CLOTHING, FOOD, STUDENT ACTIVITIES, RECRUITMENT, STUDENT AWARDS	P ROSS - rossp@adapss.com M PLETT - mckayla.plett@adapss.com E JACOBS - jacobse@adapss.com S TWEEDY - tweedys@adapss.com J MCCLURE - mcclurej@adapss.com J WESTON - westonj@adapss.com

SCHOOL	ACCOUNT	PROJ.#	FUND RAISER	REVENUE EXPENDED	SPONSOR
WASHINGTON	LIBRARY	903	BOOKS & NOVELTY ITEMS BOOK FAIR READ-A-THON	BOOKS, PAY FEES ASSOCIATED WITH LIBRARY, INCENTIVES STEM INTERGRATIONS LIBRARY UPKEEP	M. TAYLOR - taylorm@adapss.com
WASHINGTON	PE	934	T-SHIRTS	SUPPLIES FOR PE DEPT	D LEWIS - david.lewis@adapss.com
WASHINGTON	YEARBOOKS	956	YEARBOOKS DONATIONS	INK/TECHNOLOGY EQUIPMENT	M. GUILLEN - guillenm@adapss.com
WASHINGTON	CHOIR	962	T-SHIRTS, SNACKS, ART PROGRAMS SQUARE 1 ARTOME, ART PROGRAMS DONATIONS, FLOWERS, PASTA/NOODLES	MUSIC & EQUIPMENT, CIRCLE THE STATE EXPENSES, T-SHIRTS FOR HONOR CHOIR ART SUPPLIES INCENTIVES	K ALLEN - allenk@adapss.com
WASHINGTON	NESTLES/ CANDY/ COOKIES	991	CATALOG HOME & FOOD ITEMS, CHOCOLATE BARS, BEEF STICKS, ART DONATIONS	STUDENT SUPPLIES, TECHNOLOGY, LEARNING ACTIVITIES, CURRICULUM & MATERIALS, STUDENT INCENTIVES & AWARDS	B. LEWIS - brad.lewis@adapss.com
WASHINGTON	GENERAL	995	SCHOOL PICTURES T-SHIRTS, VARIOUS SNACKS, ART, GREETING CARDS, DONATIONS & TIPS	TEACHER/OFFICE/BLDG SUPPLIES, TEACHER INCENTIVES, BLDG IMPROVEMENTS, TEACHER MATERIALS, WORKSHOPS, TECHNOLOGY, PROF. DEVELOPMENT	B. LEWIS - brad.lewis@adapss.com

SCHOOL	ACCOUNT	PROJ.#	FUND RAISER	REVENUE EXPENDED	SPONSOR
WILLARD	LIBRARY	903	BOOKS & NOVELTY ITEMS, BOOK FAIR	LIBRARY EXPENSES	K. HARRIS - harrisk@adapss.com
WILLARD	WILLARD ATHLETICS	934	HOODIES, PULLOVERS, SWEATS, TSHIRTS PIGSKINS RIB MEALS	PE, BASKETBALL, TRACK EQUIPMENT BASKETBALL UNIFORMS	T TRUETT - truettt@adapss.com
WILLARD	PERFORMING ARTS	941	T-SHIRTS, TICKETS TO STUDENT PERFORMANCES	SHOW LICENSES, MATERIALS, MUSIC, PROPS, COSTUMES, SET & SUPPLIES	T JONES - jonest@adapss.com
WILLARD	VENDING	983	SNACKS, BOTTLED WATER RADA CUTLERY. POPPIN PACK POPCORN, COOKIE DOUGH, PRETZEL RODS, HOLIDAY GIFTS	EQUIPMENT, TEACHER & CLASSROOM SUPPLIES	T BURNS - burnst@adapss.com
WILLARD	CAMP GODDARD	992	DONATION LETTERS TO LOCAL BUSINESSES FACEBOOK SOLICI- TATIONS BY TEACHERS	SEND STUDENTS TO CAMP GODDARD	D. MCCARTNEY - mccartneyd@adapss.com
WILLARD	GENERAL	995	SCHOOL PICTURES	EQUIPMENT & CLASSROOM SUPPLIES	T BURNS - burnst@adapss.com

SCHOOL	ACCOUNT	PROJ.#	FUND RAISER	REVENUE EXPENDED	SPONSOR
AJH	LIBRARY	903	COUGAR APPAREL SCHOOL SUPPLIES, HEADPHONES, BOOKFAIR, FESTIVAL JEWELRY POPCORN CANDY, BEEF JERKEY	BOOKS, VIDEOS	S. MAXWELL- maxwells@adapss.com
AJH	FCCLA	923	BAKED GOODS MEAL SALES SNACKS T-SHIRTS/SWEATSHIRTS	FCCLA TRAVELS, FCCLA RED JACKETS, STAR EVENT FEES & CONFERENCE FEES ORGANIZATION REGISTRATION UNIFORMS/TRAVEL	S. COYLE - coyles@adapss.com
AJH	BPA	939	T-SHIRTS, HATS, MUGS PICTURES/POSTERS OF ATHLETES/STUDENTS PIZZA KITS, CANDY & SUCKERS, CANDLES, BAKED GOODS BLUE & GOLD	BPA STUDENT ACTIVITIES/TRAVEL CONF EXPENSES	L CLAY - lori.clay@adapss.com
AJH	PERFORMING ARTS	941	MUSICAL TICKET SALES, T-SHIRTS	AJHS ACTIVITIES	M. PALMER - palmerm@adapss.com T. JONES - jonest@adapss.com
AJH	SPECIAL ED	964	BAKED GOODS	LIFE SKILL ACTIVITIES	K LEWIS - krista.lewis@adapss.com
AJH	NATIVE PRIDE	969	GAMES, PRIZES, SNACKS/ CANDY	INDIAN EDUCATION EVENTS & FEES	C EAKENS - eakensc@adapss.com
AJH	STUDENT COUNCIL	971	DANCE TICKETS, REFRESHMENTS AT DANCE, FOOD SALES, BASKETBALL GAME TCKTS, RAFFLES FOR DONATED ITEMS, SWEATSHIRTS & T-SHIRTS, GUESSING JAR TICKETS, FOOD EATING CONTEST FEES/VOTES TALENT SHOW ENTRY FEES/VOTES, BEADS PARENTS NIGIHT OUT CAR WASH, DOG WASH	STUDENT COUNCIL ACTIVITIES & COMMUNITY BUILDING FRESHMAN MOVIE BUILDING UPDATES UNITY WEEK	T. HENRY - henryta@adapss.com
AJH	MATH CLUB	973	PIZZA, OBSTACLE COURSE TICKETS	MATH PROJECTS	LARGE - larged@adapss.com
AJH	SCIENCE CLUB	974	CONCESSION ITEMS AT FALL FESTIVAL T-SHIRTS	SCIENCE SUPPLIES	K. BLAINE - blainek@adapss.com
AJH	ACADEMIC TEAM	980	POPCORN IN BAGS, SPONSOR \$\$ FOR CALENDAR DAYS	SHIRTS, BUZZERS, CLOCK ENTRY FEES	LARGE - larged@adapss.com

SCHOOL	ACCOUNT	PROJ.#	FUND RAISER	REVENUE EXPENDED	SPONSOR
AJH	TSA	989	SNOW CONE BOOTH D-LITE LOLLIPOPS CALENDAR DAYS FUND- RAISER, BAKE SALES	LOCAL CHAPTER MEETING ITEMS TSA STATE CONF, REG FEES	S TWEEDY - tweedys@adapss.com
AJH	ART CLUB	990	STUDENT ART WORK & CRAFTS	FIELD TRIPS/TRAVEL	B HOLMAN - holmanb@adapss.com
AJH	GENERAL	995	CANDY, COOKIE DOUGH, PIZZA, FOOD, BAKE SALE, PIZZA KITS SALES, SNACKS, APPAREL & ACCESSORIES SALES, JEANS DAY, BUMPER STICKERS, FESTIVAL, AVID, OASIS APP	SUPPLIES, EQUIPMENT OASIS SUPPLIES, COLLEGE VISITS	M. PLETT - mckayla.plett@adapss.com

July 21, 2025

ACTIVITY FUND FUNDRAISERS FOR 2025-2026

SCHOOL	ACCOUNT	PROJ.#	FUND RAISER	REVENUE EXPENDED	SPONSOR
AJH/AHS	BAND	968	BROCHURE SALES, GIFTS, DECO, SNACKS YANKEE CANDLES CHEESECAKE SALES FANPLEDGE	BAND FEES UNIFORM CLEANING/T-SHIRTS	J. MALM - jack.malm@adapss.com

SCHOOL	ACCOUNT	PROJ.#	FUND RAISER	REVENUE EXPENDED	SPONSOR
AHS	LIBRARY	903	POPCORN, COTTON CANDY, DRINKS & SUCKERS	LIBRARY NEEDS	A. RHODES - rhodesa@adapss.com
AHS	RUSH/STUDENT COUNCIL	914	BAKE SALES, PIE-THE-TEACHER, DUCT TAPE THE TEACHER, KIDNAP THE TEACHER TSHIRT, FOOD BAR DANCE, GAME NIGHT RAFFLES, RUSHFEST, GUESS THE CANDY IN THE JAR, DONATIONS CELEBRATION FRIDAY (SWEET TEA/COTTON CANDY)	RUSH PHILANTHROPY RAFFLE ITEM RECIPIENTS	S. FREEMAN - freemans@adapss.com
AHS	CHANNEL ONE	915	HOMECOMING KING & QUEEN	SUPPLIES, STUDENT ACTIVITIES FACILITY IMPROVEMENTS EQUIPMENT/FURNITURE	S. FREEMAN - freemans@adapss.com
AHS	OASC STUDENT COUNCIL STATE CONVENTION	916	SPONSORSHIPS & DONATIONS	EXPESNES FOR HOSTING STATE STUDENT COUNCIL CONVENTION	S. FREEMAN - freemans@adapss.com
AHS	PURRISTA CAFE	917	COFFEE DRINKS	CLASSROOM SUPPLIES EXPENSES TO GO TOUR BUSINESSES	J MCCLURE - mcclurej@adapss.com
AHS	DECA	919	PIZZA, WATER, JUICES, SNACKS, TSHIRTS SONIC CARDS DONATIONS	DECA PROJECTS, TRIPS BLAZERS, STUDENT MEMBERSHIPS, COMPEITION FEES & TRAVEL	J. MCCLURE - mcclurej@adapss.com P. ROSS - rossp@adapss.com
AHS	RUFF RYDERS	920	VARIOUS SUNDRY ITEMS SPIRIT ITEMS: TATTOOS NECKLACES, POMS, DONATIONS, STUDENT DUES	SPIRIT ITEMS	S. FREEMAN - freemans@adapss.com
AHS	FCCLA	923	BAKE SALE/FOOD ITEMS, HOMECOMING MUMS, KNIFE SALE, ETCHED WOOD SPOONS, LETTERS TO SANTA KIT, T-SHIRTS, COOKIE DECORATING KITS, EILEENS COOKIES, COWBELLS, CANDY GRAMS, COOKBOOK BEANS & RICE, POTTERY BOWLS DUES	CHAPTER PROJECTS, PUBLIC SPEAKER FEES, THANK YOU GIFTS, CONF REGISTRATION & LODGING DISTRICT & STATE FEES, END OF YEAR RECEPTION, CHAPTER SUPPLIES, RED JACKETS, AND UNIFORMS, SUPPLIES FOR STAR EVENTS, BEGINNING OF YEAR FCCLA EXPENSES FCCLA NATIONALS HUNGER AWARENESS SERVICE PROJECT	C. BROWN - brownc@adapss.com

SCHOOL	ACCOUNT	PROJ.#	FUND RAISER	REVENUE EXPENDED	SPONSOR
AHS	GARDEN CLUB	925	STUDENT DUES, BAKE SALE, PLANT SALE, PRODUCE SALE, SHIRT SALES	MATERIALS FOR AHS GARDENING PROJECTS	M HAWLEY - hawleym@adapss.com S DUNCAN - duncans@adapss.com
AHS	SPEECH/COMP DRAMA	929	MORP, OSSAA STATE SPEECH TOURNAMENTS LOLLIPOPS, CROWD FUNDRAISING	COMPETITION ENTRY FEES HOTEL FEES STATE RINGS	M PALMER - palmerm@adapss.com
AHS	CAREER KICKSTART INTERNSHIP	930	DONATIONS BAKE/SNACK SALES ADA GEAR	CURRICULUM, BACKGROUND CHECKS, SUPPLIES, EQUIPMENT	R GURLEY - russ.gurley@adapss.com
AHS	CHESS CLUB	931	DUES/FEES	T-SHIRTS, CHESS SETS	N. TRENT - trentn@adapss.com
AHS	SERVE	932	DUES, SHORTS FOR CLUB MEMBERS, DONATIONS	COMMUNITY SERVICE PROJECTS	C. MEYER - meycerc@adapss.com
AHS	BPA	939	HURTS DONUTS, SHEETS HALLOW-STEAM CARNIVAL BAKED GOODS, DVDS OF PROGRAMS/PLAYS, PROMOTIONAL & PRINT ITEMS(POSTERS, PHOTOS, BANNERS, ETC.) PIZZA KITS LAZER ZONE FUNDRAISER APPLEBEE'S FLAPJACK FUNDRAISER, BPA SPONSORSHIPS PIZZA SLICES/BLUE & GOLD	COMPETITION FEES/EXPENSES CLUB ACTIVITIES, BLAZERS CONFERENCES	B. GRAHAM - breanna.graham@adapss.com J WESTON - westonj@adapss.com
AHS	FINE ARTS	940	ENTRY TICKETS COMPANY SPONSORSHIPS	FINE ARTS ACTIVITIES & EXPENSES	M PALMER - palmerm@adapss.com
AHS	PERFORMING ARTS	941	SHOW TICKET SALES, PROGRAM ADVERTISING SALES, ART SALES CONCESSIONS, PHOTOS, T-SHIRTS, CATALOG ITEMS, FACE PAINTING, HOURLY PLEDGES-24 HOUR MUSICAL, FINE ARTS FESTIVAL, ONE-ACT PLAY CONTEST, SHOW CHOIR FESTIVAL	SUPPLIES, PLAYS, COSTUMES, SET SUPPLIES	M PALMER - palmerm@adapss.com
AHS	VARSITY CHEER	946	CHEER CLINIC T-SHIRTS, KEEPSAKES OLD UNIFORMS TOE-TOUCH ALUMNI ORG.	UNIFORMS, POSTER SUPPLIES, TEAM TREATS	K GRIESE - griesek@adapss.com
AHS	COUGANNS	949	ADA THEMED SILICONE CUP COUGANN CLINIC	NATIONAL EXPENSES UNIFORMS, CAMP TRAVEL	B HOLMAN - holmanb@adapss.com

SCHOOL	ACCOUNT	PROJ.#	FUND RAISER	REVENUE EXPENDED	SPONSOR
AHS	CLASS OF 2028	950	SOPHMORE CLASS DUES	PROM	S. FREEMAN - freemans@adapss.com
AHS	CLASS OF 2025	951	PROM TICKETS, TICKETS FOR ROLLER DERBY/SR T-SHIRTS/CLASS DUES RAFFLES, SPORTS TOURNAMENTS (DODGEBALL KICKBALL, ETC)	PROM AND CLASS ACTIVITIES	S. FREEMAN - freemans@adapss.com
AHS	CLASS OF 2026	952	BAKED GOODS & SNACKS BOX LUNCHES TO TEACHERS & COMMUNITY PROM TICKETS	SENIOR PROM SR SHIRTS SR EVENTS	A RHODES - rhodesa@adapss.com S FREEMAN - freemans@adapss.com
AHS	CLASS OF 2024	953	STUDENT DUES, PROM T-SHIRTS, DODGEBALL TOURN., CALENDAR MARCH OF DIMES	PROM & SENIOR YEAR	S FREEMAN - freemans@adapss.com
AHS	CLASS OF 2027	954	CLASS DUES, RAFFLES, CLASS T-SHIRTS, DONATIONS TICKET SALES	SENIOR YEAR ACTIVITIES	S FREEMAN - freemans@adapss.com
AHS	YEARBOOK	956	BUSINESS & SERVICE ADS, PAST YEARBOOKS ON DVD, CD OF UNUSED PHOTOS, SCHOOL PICTURES, YEARBOOK SIGNING PARTY DONATIONS ORNAMENT SALES CANDY/SODA SALES BAKED POTATO LUNCH	YEARBOOK EXPENSES CONTEST ENTRY FEES	P ROSS - rossp@adapss.com
AHS	JOURNALISM/ COUGAR TALES	958	CANDY, BAKED POTATO SALE, ADVERTISING, CDS OF UNUSED PHOTOS, DVDS OF VIDEO BROADCASTS, LAZER ZONE FUNDRAISER, COMMUNICATIONS & YOUTH CAMP SALES, DONATIONS, WALKING TACO SALES, FOAM FINGERS FOR SPORT SEASONS, PHOTO/VIDEO SALES, CALENDAR FUNDRAISER, ORNAMENTS	WEBSITE & COMPETITION FEES EQUIPMENT TRAVEL EXPENSES	M. MCCREARY - mcrearym@adapss.com

SCHOOL	ACCOUNT	PROJ.#	FUND RAISER	REVENUE EXPENDED	SPONSOR
AHS	WORLD TRAVELER CLUB	959	STUDENT DUES, T-SHIRT SALES, KETTLE CORN, POPCORN, DONATIONS, APPLEBEE'S PANCAKES BREAKFAST TICKETS, CALENDAR MATCH DONATIONS, GENTLY USED SHOE COLLECTION DRIVE FOR FUNDS2ORG.	TRIPS	R. KEITH - keithr@adapss.com J. KEITH - keithj@adapss.com
AHS	CNN	961	FILM PROGRAMS AT OTHER ACS DVD'S FROM PLAYS	NEW COMPUTERS	P. ROSS - rossp@adapss.com
AHS	CHOIR	962	SPIRIT T'S, PLANTS ENVELOPE FUNDRAISER CONCERT TICKETS VALENTINE'S BANQUET TICKETS, TELETHON DONATIONS, CHRISTMAS CAROLING, RAFFLE TCKTS DIGITAL SINGING EGRAMS	CHOIR MUSIC & COMPETITION FEES SUPPLIES T-SHIRTS, UNIFORMS	M. GORDON - gordonm@adapss.com
AHS	LIFE SKILLS CLASS/SPEC ED	964	JEWELRY, CRAFTS, DRINKS, FOOD ITEMS HOLIDAY ITEMS	EQUIPMENT & SUPPLIES FOR LIFE SKILLS CLASS	S WRIGHT - wrights@adapss.com
AHS	NATIVE PRIDE	969	T-SHIRTS	INDIAN EDUCATION EVENTS THROUGHOUT THE YEAR	C. EAKENS - eakensc@adapss.com
AHS	STUDENT UNITED WAY SERVICE LEARNING	970	T-SHIRTS, FOOD SALES SPONSORSHIPS DONATIONS, PROMO ITEMS, ETC. RAFFLE TICKETS	UNITED WAY CAMPAIGN SUPPLIES MATERIALS (PARTNER W/UNITED WAY) COMMUNITY SUPPORT MERCY HEALTH FOUNDATION COMMUNITY APPRECIATION "PINK OUT JUST CURE IT" CAMPAIGN	S. FREEMAN - freemans@adapss.com
AHS	STUDENT COUNCIL	971	UNITY/SPIRT SHIRTS/MERCHANDISE, DONATIONS, DANCE, GAME NIGHT, BAKE SALE, SWEET TEA, STUCO DUES, PENNY WARS, COMPETITIONS TICKETS FOR HOME-COMING DANCE HOMECOMING SHIRTS STATE CONVENTION SHIRTS, PURAVIDA	RUSH CHILDREN MIRACLE FOUNDATION PENNIES FOR PATIENTS STUCO ACTIVITIES HOMECOMING DANCE & STUCO PROJECTS PHILANTHROPY PROJ.	S. FREEMAN - freemans@adapss.com

SCHOOL	ACCOUNT	PROJ.#	FUND RAISER	REVENUE EXPENDED	SPONSOR
			PRODUCTS, RESTAURANT NIGHTS, MOVIE NIGHT ON LAWN, AFTER HOME GAME EVENTS, TOURNAMENTS: POWDERPUFF, FLAG FOOTBALL DODGEBALL, WHIFFLEBALL ROLLERBALL, KICKBALL TICKETS TO WINTER FORMAL		
AHS	MATH CLUB	973	BAKE SALES, T-SHIRTS, STUDENT DUES	MATH CLUB SUPPLIES PI WEEK ACTIVITIES & SUPPLIES, PRIZES ANGEL TREE, TEACHER GIFTS	S. DUNCAN - duncans@adapss.com
AHS	SCIENCE CLUB	974	BOTTLED WATER PRE-PACKAGED SNACKS T-SHIRTS	SCIENCE DEPT MATERIALS, EQUIPMENT EARTH DAY MATERIALS	M. HAWLEY - hawleym@adapss.com
AHS	VENDING	983	VENDING MACHINE SALES & PEPSI SALES, CHIP/CANDY SALES	SUPPLIES, MATERIALS EQUIPMENT/FURNITURE FACILITY IMPROVEMENTS	KO HOWRY - howryko@adapss.com
AHS	AP COALITION	985	BAKED GOODS, CLOTHING ITEMS, TICKET SALES	AWARDS, GIFTS, SNACKS, SUPPLIES, AP BANQUET	S DUNCAN - duncans@adapss.com J KEITH - keithj@adapss.com
AHS	NAT'L HONOR SOCIETY	987	MEMBERSHIP DUES, DONATIONS	GRADUATION CORDS	M MOSIER - mosierm@adapss.com
AHS	E-SPORTS	988	GAMING TOURNAMENT	NEW GAMES/UPGRADES	J. Jordan - josh.jordan@adapss.com
AHS	TSA	989	BAKE SALE BLUE & GOLD SAUSAGE 3D PRINTED KEYCHAINS	TSA EXPENDITURES	C ECKLER - ecklerc@adapss.com
AHS	ART CLUB	990	ART EDUCATION TO ELEMENTARY SITES, PRODUCTS WILL BE DETERMINED BY CURRICULUM DIRECTED BY SITE PRINCIPALS ART WORKS	ART SITES, SPECIAL EVENTS FIELD TRIPS	M ROBERTS - robertsm@adapss.com

## **RESOLUTION**

WHEREAS, the Board of Education may direct by written resolution that any balance in excess of the amount needed to fulfill the function or purpose for which an activity account was established may be transferred to another activity account by the activity fund custodian (70 O.S. § 5-129); and

WHEREAS, the Board of Education finds that the listed activity accounts have an excess of the amount of money needed to fulfill the function or purpose for which the activity account was established;

BE IT THEREFORE RESOLVED that the Board of Education hereby directs by this written resolution that funds be transferred by the activity fund custodian as listed below.

- Transfer \$0.05 from Willard Project 935 (Willard's Clothing Closet) to Willard Project 983 (Vending)
- Transfer \$3,134.50 from AHS Project 951 (Class of 2025) to AHS Project 915 (AHS Channel One Fund)
- Transfer \$20.69 from AHS Project 928 (Cougar Victory Gardens) to AHS Project 925 (Garden Gnome Collecting Club)
- Transfer \$9.50 from AJH Project 921 (Current Events) to AJH General (995)
- Transfer \$288.69 from AJH Project 975 (Mock Trial) to AJH General (995)

Adopted this 21st day of July, 2025.

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Board President

ATTEST:

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Board Clerk

**EXHIBIT A**  
**TO TREATS CLEANING SOLUTIONS MAINTENANCE AGREEMENT**  
**Cleaning Schedule, Pricing Schedule**

**Cleaning Schedule**

Location(s) Where Services Will Be Performed:

Ada City Schools
Ada High School
Ada Junior High
Ada ECC

Named Areas:

A.	Classrooms, Library (ECC only) Hallways (Hayes)
B.	Restrooms
C.	
D.	

**Nightly Cleaning**

A. Classrooms, Library (ECC only), Hallways (Hayes)

1. Empty all trash receptacles, replace liners, as needed, and remove trash to a collection point. (Client to furnish trash receptacle liners)
2. Vacuum carpeting. Treats Cleaning will not be responsible for removal of staples from carpets
3. Dust mop hard surface floors with a treated dust mop.
4. Spot mop hard surface floors as needed.
5. Dustmop Hallways and use floor machine as needed.

B. Restrooms

1. Stock towels, tissue, and hand soap. (Client to furnish)
2. Empty sanitary napkin receptacles and wipe with a disinfectant.
3. Empty trash receptacles and wipe if needed.
4. Clean and polish mirrors.
5. Wipe towel cabinet covers.
6. Toilets and urinals to be cleaned and sanitized inside and outside. Polish bright work.
7. Toilet seats to be cleaned on both sides using a disinfectant.
8. Scour and sanitize all basins. Polish bright work.
9. Dust partitions, top of mirrors, and frames.
10. Remove splash marks from walls around basins.
11. Mop and rinse restroom floors with a disinfectant

**PRICING SCHEDULE**

The Service, as defined in the Agreement, will be performed for the monthly charge of:

ADA HIGH SCHOOL \$4134.00

ADA JUNIOR HIGH \$4134.00

ADA ECC \$2363.00

HAYES \$801.00

TOTAL MONTHLY INVOICE: \$11,432.00

	<u>07/21/2025</u>		<u>06/12/2025</u>
Client's Authorizing Signature	Date	<i>Stephanie Reynolds</i>	Date
Pat Liticker, Superintendent		Stephanie Reynolds	President
Print Name/Title		Print Name/Title	

LOCAL EDUCATION AGENCY (LEA) AGREEMENT  
Big Five Community Services, Inc. and Ada City Public Schools  
2025-2026

This agreement is to describe the responsibilities of each entity, outline areas of cooperation and provide guidance for local cooperation, and coordination between and among all aforementioned parties in implementation of the Individuals with Disabilities Act (IDEA) Amendments of 1997 (34 CFR300), Head Start program Performance Standards, and the Head Start Reauthorization Act of 1997 and 2008.

Each Head Start program must have a written agreement with the local education agency (LEA) to coordinate and collaborate to best meet the needs of children and their families.

Ada City Public Schools is the local education agency covering a designated area of Pontotoc County.

**I. LEA Responsibilities:**

- A. The LEA ensures that IDEA Part B section 619, (preschool) funds received for the provision of services to eligible children with disabilities ages three through five who are served in Head Start are expended in accordance with the requirements of Individuals with Disabilities Act (IDEA).
- B. Upon referral from Head Start, the LEA shall provide a multidisciplinary team evaluation, when appropriate, for determination of the need for special education and related services under IDEA.
- C. The LEA shall be responsible for the provision of procedural safeguards, including due process and mediation procedures for any child determined to be eligible under the IDEA and enrolled in the Head Start Program.
- D. The LEA shall provide, through prior written notice of meetings, that the appropriate Head Start Program representative be directly involved and receive appropriate documentation throughout the process of referral, evaluation, IEP development, and/or placement of children with disabilities enrolled in the Head Start Program.
- E. The LEA shall ensure the provision of appropriate special education and related service to those eligible children with disabilities under IDEA enrolled in the Head Start Program with those services documented on the IEP with the responsible person(s)/agency specified for the provision of each service.
- F. The LEA will maintain and submit to the OSDE/SES the annual child count of IDEA eligible children with disabilities served in the LEA and by the Head Start Program.

**II. Local Head Start Responsibilities:**

- A. Head Start shall provide screening and assessments for all children enrolled in the Head Start Program as required by Head Start Performance Standards (45 CFR 1308 and 1304), shall participate in Child Find activities under IDEA with the LEA and in coordination with the LEA shall provide parents with their rights under these programs.
- B. Head Start shall provide all Head Start services to any child enrolled in Head Start who meets eligibility requirements in accordance with the Head Start Program Performance Standards.

- C. A Head Start representative will participate in the LEA referral procedures, multidisciplinary evaluation process, IEP development, implementation of the portions of the IEP identified for the Head Start Program, and the IEP review as appropriate.
- D. Head Start will provide a support system for families and children with disabilities through training, information, dissemination, and involvement in the program as well as collaboration with the LEA and other community services.
- E. The Head Start Program Disabilities Specialist, or another program representative shall work with the LEA for assurance of collaboration and coordination of services to preschool children with disabilities.
- F. Head Start will provide the number of children receiving IEP services to the LEA for the Child Find Count Reports prior to October 1, annually.
- G. Head Start agrees to provide and participate with the LEA in joint training of staff and parents as appropriate.
- H. Head Start will schedule a meeting with the schools' representatives to complete a Service Coordination Work Plan which addresses the responsibilities of each entity in accomplishing the goal of providing services for children with disabilities.

The Service Coordination Work Plan will address the following four areas:

- III. **Coordination of Cost Sharing:**
- IV. **Coordination of Required Paperwork:**
- V. **Coordination of Screenings:**
- VI. **Coordination of IEP Review:**
- VII. **Coordination of In-service Training:**

The LEA and the Head Start Program will agree to coordinate in-service training **when feasible**. Considerations for top priority training include:

- 1. IDEA procedural safeguards training for both entities.
- 2. Overview of Head Start program requirements.
- 3. Overview of LEA Special Education Program and requirements.
- 4. Identified local training needs.
- 5. Individual child needs.

**VIII. Resolution of Dispute:**

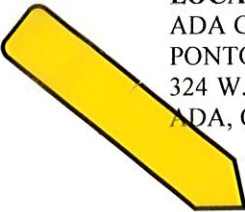
In the event of disputes between the Head Start Program and the LEA Special Education Program, the following process will be followed for resolution:

- A. The dispute will be brought to the attention of the LEA Special Education Director or LEA Superintendent and the Head Start Director and/or the Disabilities Specialist to seek resolution of the dispute.
- B. If the issue is not resolved, the matter will then be submitted in writing to the Head Start Director and the LEA Special Education Director or LEA Superintendent to facilitate resolution.
- C. If the issue is not resolved, as described in section VII-B, then the matter will be submitted in writing to OSDE/SES, for assistance in the resolution of any IDEA dispute between the Head Start and the LEA.
- D. If the issue is not resolved and is an issue under the Head Start Program Performance Standards (45 CFR 1308), the matter will be submitted in writing to the Office of Head Start Region VI office.

It is further agreed:

1. Strict confidentiality of all program information will be maintained.
2. Staff from both programs will confer when needed for exchange of information, updates, problem solving, etc.
3. This agreement will be reviewed yearly by the Superintendent and the Early Childhood Division Director or Designee for any corrections, additions, deletions, or changes.
4. Termination of this agreement will be preceded by at least 60 days' advance notice.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.



**LOCAL EDUCATION AGENCY:**  
ADA CITY PUBLIC SCHOOL DISTRICT  
PONTOTOC COUNTY, OKLAHOMA  
324 W. 20<sup>TH</sup> STREET  
ADA, OK 74820

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

\_\_\_\_\_  
Title

**HEAD START PROGRAM:**  
BIG FIVE COMMUNITY SERVICES, INC.  
1502 NORTH 1<sup>ST</sup> AVE., OKLAHOMA  
DURANT, OK 74702

\_\_\_\_\_  
Jim Girten

Head Start / Early Head Start Director  
Title

**AJHS Surplus  
As of 7/1/2025**

Item	Description	Quantity
Pearson Physical Science textbook	ISBN: 978-1-269-88418-1	92
Pearson Physical Science Workbook	ISBN: 978-0-13-362820-3	54
Art Textbook	ISBN: 0-02-662281	35
Art Textbook	ISBN: 0-02-662228-9	26
Art Textbook	ISBN: 0-02-662312-9	15
Art Textbook	ISBN: 0-87192-169-3	36
Storage Shed Contents	TV (old) Couch (old/broken) Printer (old) Water Fountain (broken) Cubby style desks (bad condition) Hot Plates (old) Triple Beam Balance (broken)	1 1 1 1 20 1 3
Basement Contents	Dry Erase Board (broken) Student desks (broke) Stools (broken) Cardboard stage decorations (warped and broken) Small Printers (broken)	1 10 22 1 2
Under Bleachers Storage Contents	Tricycle Desks (broken) Tables (broken) High Chair (very old)	1 2 2 1

**ADA CITY SCHOOLS  
WORKSHOP  
July 21, 2025**

<b>DATE</b>	<b>WORKSHOP/LOCATION</b>	<b>EMPLOYEES</b>	<b>EXPENSE</b>	<b>AMOUNT</b>	<b>PAID BY</b>
06/18-20	Multi-Tiered Systems of Support Midwest City	Teams from all sites (Stipends will be paid for attending during out of contract time)	LODG MEALS STIPENDS	\$10,395.00 \$5,300.00 \$9,800.00	775
07/20-23	Special Education Conference OKC	J. Neal	PARKING LODG	\$30.00 \$597.00	613
08/03-08/05	OK Summit for Career Tech Tulsa	C. Brown, J. Weston, J. McClure, P. Ross B. Graham, L. Clay C. Eckler, S. Tweedy	LODG MEALS REG PARKING	\$2,350.00 \$1,200.00 \$2,220.00 \$80.00	412
09/08-09/09	OK Adult Education & Literacy Conf/ OKC	S. Harmon, M. Clonch	REG LODG MEALS	\$150.00 \$175.00 \$200.00	MOU

APPROVED BY BOARD OF EDUCATION

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