



**Ada Public Schools
Regular Meeting Agenda
Ada High School Conference Room
1400 Stadium Drive
Ada, OK 74820
August 10, 2026 at 4:00 PM**

1. Call to Order and Recording of Members Present and Absent
2. Vote to Approve or Not to Approve Minutes of July 20, 2026, Regular Meeting
3. Vote to Approve or Not to Approve Minutes of July 23, 2026, Special Board Meeting
4. Conduct a walk-through and building assessment of Ada High School to evaluate the improvements completed during the FY2025–2026 school year, review the impact of the completed projects on the school's facilities, and identify any remaining maintenance or capital improvement needs.
5. Vote to reconvene the meeting at Willard Grade Center at 817 E. 9th
6. Conduct a walk-through and building assessment of Willard Grade Center to evaluate the improvements completed during the FY2025–2026 school year, review the impact of the completed projects on the school's facilities, and identify any remaining maintenance or capital improvement needs.
7. Vote to reconvene this meeting at the Board Office at 324 W. 20th
8. Vote to Approve or Not to Approve Encumbrance Orders:
 - a. General Fund: P.O. #187-307; #50387-50407 - totaling \$793,606.43
 - b. Building Fund: P.O. #59 - totaling \$1,352.00
 - c. Bond Fund 37: P.O. #4-6 - totaling \$1,738.60
 - d. Transportation Bonds: P.O. #1 - totaling \$106,605.00
 - e. Activity Fund: P.O. #34-99 - totaling \$50,401.45
 - f. Athletic Fund: P.O. #28-75 - totaling \$65,614.64
9. Financial Update of the District
10. New Business
11. Superintendent's Report
12. Discussion of Strategic Plan
13. Discussion and possible action to approve the revised Extra-Duty Assignment Stipends Schedule
14. Discussion and possible action to approve Ada City Schools' Mission, Vision and Values statement
15. Discussion and possible board action to approve entering into a contract with Lauren Mathis as Deaf and Hard of Hearing Specialist for Ada City Schools
16. Discussion and possible board action to enter into a Memorandum of Understanding with The Chickasaw Nation Early Childhood Program
17. Discussion and possible action to approve Contract for Secondary Career and Technology Education Programs at attached
18. Discussion and possible action to accept the lowest qualified bid for the purchase of one (1) 14-passenger bus

19. Discussion and possible board action to approve Site Information Guides
20. Discussion and possible board action to approve the adoption of the following OSSBA policies:
 - DABB-E *Affidavit of Good Standing*
 - DED-R2 *Bereavement Leave (Regulations)*
 - DEF - *Unused Sick Leave Retirement Program*
21. Discussion and possible action to revise the following Ada Board of Education policies:
 - AEA - *Mission Statement*
 - CKAH - *Use of Automatic External Defibrillator*
 - DABB - *Records Investigation*
 - DED-R3 - *Personal Business Leave (Regulations)*
 - DEC-R7 - *Maternity Leave (Regulations)*
 - DEE-R - *Travel and Expenses*
 - DHAC - *Staff Members and Electronic or Digital Communications*
 - EHDD - *Concurrent Enrollment Student*
 - EIA-R4 - *Student Retention (Regulation)*
 - EIAE - *Proficiency Based Promotion*
 - EKBA - *Strong Readers Act*
 - FE - *Student Transfers*
 - FFA - *Health: Students*
 - FFACC - *Diabetes Medical Management Plan*
 - FFG - *Reporting Suspected Child Abuse and/or Neglect*
22. Vote to Approve or Not to Approve the use of the hourly calendar to calculate instructional and professional time for the 2026-2027 school year
23. Discussion and possible action on Sanctioning Booster Clubs and Parent Teacher Organizations (PTOs) as shown on the attachment
24. Vote to Approve or Not to Approve 2026-2027 Home Football Official Contracts
25. Vote to Approve or Not to Approve Workshop Expenditures as listed on attachment
26. Review of Board Member Training Points
27. Comments by Board Members
28. Vote to Accept or Not to Accept the Following Funds:
 - a. County Funds - \$126,039.36
 - b. State Funds - \$118,571.21
 - c. Prior Year Reimbursements - \$74,520.59
 - d. FY2027 Gear UP Funding - \$101,049.60
29. Vote to convene or not to convene to Executive Session for the purpose of conducting confidential communications between the board and its attorneys concerning a pending claim from Oklahoma Teacher Retirement System regarding Melissa Hisle; the board having been advised by its attorneys that disclosures relating to this matter will seriously impair the ability of the board to proceed with the claim in the public interest, pursuant to Title 25, O.S. Section 307(B)(4) of the Oklahoma Statutes; to conduct the ongoing evaluation of the Superintendent; for discussion and possible action to hire one (1) AECC Principal; one (1) SpEd Teacher; two (2) AJHS teachers; two (2) AECC teacher assistants; one (1) Willard teacher assistant; one (1) Redbud paraprofessional; one (1) AHS SpEd paraprofessional; one (1) IT Assistant; one (1) bus driver; one (1) Redbud

custodian, and one (1) custodian & bus monitor; one (1) Director of Tennis Operations; one (1) HS boys tennis coach; and to accept resignations from Pamela Wright from paraprofessional position, Jayden Edwards, Emily Isern Davis, Loyal Frazier, Frank Lindsay, Lisa Cowans, Jasmine Cuzzort, Connie Hayes 25 O.S. Section 307(B)(1)

30. Acknowledge Return to Open Session

31. Statement of Executive Session Proceedings

32. Action Items:

a. Vote to hire personnel listed on attachment

b. Vote to accept resignations from the following: Pamela Wright from paraprofessional position; Jayden Edwards, Emily Isern Davis, Loyal Frazier, Frank Lindsay, Lisa Cowans, Jasmine Cuzzort, Connie Hayes

33. Vote to Adjourn

Posted this 7th day of August, 2026, at 12:00 pm at the main entrance of the Board Of Education Building, 324 West 20th, Ada, Oklahoma 74820

BY: _____, MINUTES CLERK, ADA BOARD OF EDUCATION

Ada City Schools would be happy to accommodate your ADA needs for this meeting; please contact: Lisa Fulton, Federal Programs Director at (580) 310-7200.

**Minutes of Special Meeting Agenda
Ada Board of Education
Thursday, July 23, 2026**

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. Discussion and possible action to approve Speech Language Therapy Service Order with Presence for the FY2027 school year

Action(s):

Motion was made to approve service order with Presence for speech language therapy for the FY2027 school year as presented. This motion, made by Anne Nicole Flinn 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. Motion, second, discussion and vote on motion to go into executive session for the purpose of conducting confidential communications between the board and its attorneys concerning a pending claim from Oklahoma Teacher Retirement System regarding Melissa Hisle; the board having been advised by its attorneys that disclosures relating to this matter will seriously impair the ability of the board to proceed with the claim in the public interest, pursuant to Title 25, Section 307(B)(4) of the Oklahoma Statutes.

Action(s):

Motion was made at 5:32pm to go into executive session for the purpose of conducting confidential communications between the board and its attorneys concerning a pending claim from Oklahoma Teacher Retirement System regarding Melissa Hisle; the board having been advised by its attorneys that disclosures relating to this matter will seriously impair the ability of the board to proceed with the claim in the public interest, pursuant to Title 25, Section 307(B)(4)

of the Oklahoma Statutes. This motion, made by Kiah Anderson and seconded by Anne Nicole Flinn, 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. Acknowledge Return to Open Session

Mrs. Melissa Rollins, President, acknowledged the board return to open session at 6:42 pm.

5. Statement of Executive Session Proceedings

Mrs. Rollins stated the board entered into executive session at 5:32pm for the purpose of conducting confidential communications between the board and its attorneys concerning a pending claim from Oklahoma Teacher Retirement System regarding Melissa Hisle; the board having been advised by its attorneys that disclosures relating to this matter will seriously impair the ability of the board to proceed with the claim in the public interest, pursuant to Title 25, Section 307(B)(4). Those present in executive session were: Melissa Rollins, President; Kiah Anderson, Vice President; Sarah Cody, Clerk; Kyle Stuart, Member; Anne Nicole Flinn, Member; Pat Liticker, Superintendent; Lisa Fulton, Federal Programs Director; and Kelly Howry, Minutes Clerk.

6. Motion, second, discussion, and vote to authorize and direct the school district's attorneys to take action on the Oklahoma Teachers' Retirement System claim consisting with the discussion in executive session.

Action(s):

Motion was made to authorize and direct the school district's attorneys to take action on the Oklahoma Teachers' Retirement System claim consisting with the discussion in executive session. 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

7. Vote to Adjourn

Action(s):

Motion was made to adjourn at 6:43pm. This motion, made by Anne Nicole Flinn 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

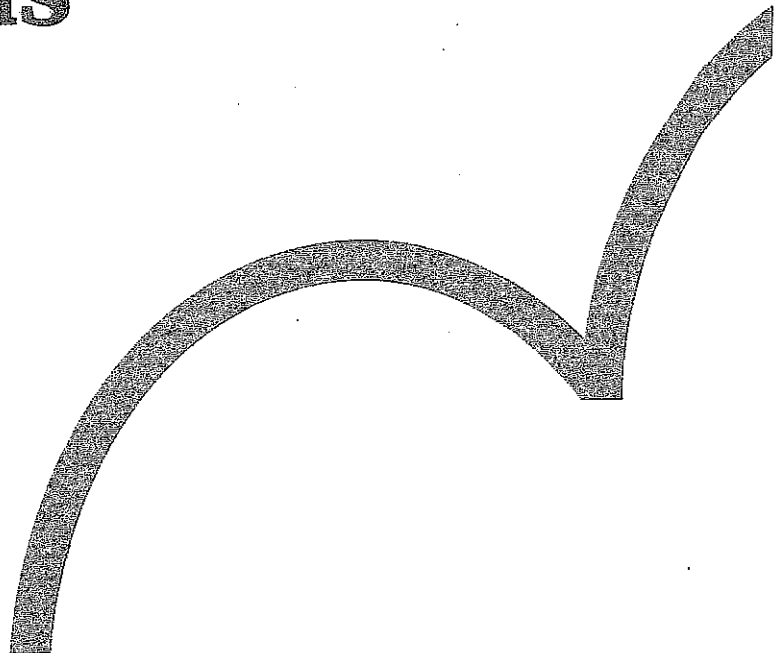
Minutes were approved as prepared by Kelly Howry, Minutes Clerk

Melissa Rollins, President



**Empowering all who
serve students with
diverse needs**

Presence.com



Solutions customized to meet student needs— backed by school-based experience and innovative technology



Services that help fill assessment and therapy gaps

- Evaluations are delivered remotely using the largest library of digital assessments from trusted publishers like Pearson®, Riverside Insights®, and Pro-Ed®*
- Customized teletherapy plans are based on your district's diverse student and staffing needs



Clinically-led teams, trusted by 11,000+ schools

- Our national network of 2,000+ licensed clinicians brings services that support unique needs—including bilingual, deaf, and hard-of-hearing specializations
- Every district and clinician is backed by a service delivery team with years of experience implementing teletherapy solutions and navigating PreK-12 school systems



Innovative technology, built specifically for special education

- Kanga, an award-winning, interactive assessment and teletherapy platform with access to engaging content from Hasbro®, Highlights®, and more*
- Education Modified, an online platform for special education management, collaboration, and compliance, designed to bring all student plans and supports into one place.
- Delivering data-driven insights, transparency and management tools for administrators to ensure compliance with IDEA
- HIPAA and FERPA compliant technology

**All product names and registered trademarks are the property of their respective owners.*



Service Order

PRESENTED TO

Jeanie Neal

Director of Special Needs

Ada Public Schools

ISSUE DATE

7/21/2026

BY

Amy Combs

School Partnership Director

amy.combs@presence.com

Service Order # Q-29707



Service Order Details

SERVICE ORDER TERM

8/1/2026 - 6/30/2027

Dedicated Services Summary

Clinical Services	Rate	Hours	Total
Speech-language therapy	\$85.00	34.00	\$2,890.00
Weekly total of Clinical Services		34.00	\$2,890.00
Weeks		36.00	

Estimated Dedicated Services Costs (annual)

\$104,040.00

--- Continued on next page ---

Rate Card

Speech-language therapy

Clinical Services	Dedicated Hourly Rate	Flexible Hourly Rate
Speech-language therapy	\$85.00	\$93.50
Supervision	\$102.00	\$112.50
Short-term Leave	\$111.00	\$122.50
Bilingual	\$102.00	\$112.50

Occupational therapy

Clinical Services	Dedicated Hourly Rate	Flexible Hourly Rate
Occupational therapy	\$85.00	\$93.50
Supervision	\$102.00	\$112.50
Short-term Leave	\$111.00	\$122.50
Bilingual	\$102.00	\$112.50

Behavioral and mental health counseling

Clinical Services	Dedicated Hourly Rate	Flexible Hourly Rate
Behavioral and mental health counseling	\$85.00	\$93.50
Bilingual	\$102.00	\$112.50
Short-term Leave	\$111.00	\$122.50

Student Interview by SLP	\$67.00
Results Meeting by SLP	\$133.00
Bilingual Evaluation: Special Considerations	\$35.00
Rating Scale Assessment by SLP	\$133.00
AAC Evaluation: Special Considerations	\$35.00
AAC: Device analysis	\$67.00
AAC: Device trial	\$35.00
AAC: Feature matching trials	\$35.00
Speech-Language Sample by SLP	\$133.00
Observation by SLP	\$101.00
Schoolwide Support by SLP	\$72.00
Goal Writing by SLP	\$57.00
Additional Bilingual Meeting by SLP	\$57.00
Additional Bilingual Paperwork by SLP	\$57.00
Additional Requested Meetings by SLP	\$57.00
Additional Requested Paperwork by SLP	\$57.00
Bilingual Parent Interview by SLP	\$57.00
Bilingual Results Meeting by SLP	\$113.00
Bilingual Student Interview by SLP	\$57.00

	Per Service
BMH Assessments Bundle	
Additional Assessment by MHP/Ed Diag	\$278.00
Additional Requested Paperwork by MHP/Ed Diag	\$72.00
Extended Coordination by MHP/Ed Diag	\$72.00
Results Meeting by MHP/Ed Diag	\$113.00
Bilingual Results Meeting by MHP	\$108.00
Bilingual Evaluation Coordination and Results Summary by MHP	\$283.00
Goal Writing by MHP	\$57.00
Schoolwide Support by MHP	\$71.00
Screening by MHP/Ed Diag	\$151.00
Review of Records by MHP/Ed Diag	\$247.00
Rating Scale Assessment by MHP/Ed Diag	\$202.00
Evaluation Coordination and Results Summary by MHP/Ed Diag	\$313.00
Additional Requested Meetings by MHP/Ed Diag	\$72.00
Functional Behavior Assessment by MHP/Ed Diag	\$366.00

	Per Service
Psychoeducational Assessment Bundle	
Review of Records by MHP/Ed Diag	\$280.00
Cognitive Select Subtests	\$200.00
Processing Select Subtests	\$185.00
Achievement Select Subtests	\$134.00
Rating Scale Assessment by MHP/Ed Diag	\$196.00
Achievement Standard Battery	\$300.00
Long Cognitive Battery	\$340.00
Additional Assessment by MHP/Ed Diag	\$278.00
Processing Standard Battery	\$340.00
Additional Requested Meetings by MHP/Ed Diag	\$72.00
Short Cognitive Battery	\$200.00
Spanish Select Subtests	\$196.00
Spanish Cognitive Battery	\$361.00
Screening by MHP/Ed Diag	\$172.00
Additional Requested Paperwork by MHP/Ed Diag	\$72.00
Functional Behavior Assessment by MHP/Ed Diag	\$377.00
Intervention Data Analysis by MHP/Ed Diag	\$78.00

Service Order Signature Page

Except as expressly set forth in this Service Order, the parties agree to be bound by the terms of the MSA.

The parties have executed this Service Order as of the date of the latter signature ("Service Order Effective Date").

PRESENCELEARNING, INC:	CUSTOMER:
By: Name: Title: Date:	By: Name: Title: Date:

expiration will be immediately due and payable, except for any such amounts being disputed in good faith by Customer in accordance with Section 2 and (b) Customer shall not be entitled to a refund for any annual Fees paid by Customer prior to the date of termination of the MSA or any Incorporated Document.

4. Services and Platform; Platform Specifications; Device Requirements and Security.

4.1. Services and Platform. Presence shall provide Customer with the Services and technical support set forth on each Service Order. All Services shall be delivered via Presence's proprietary web-based application (together with any components, software, or related documentation, the "Platform"). For purposes of this Agreement, "Authorized Users" means (i) Customer's students who are receiving Clinical Services, (ii) Customer's staff members who support the delivery of Clinical Services (including Primary Support Persons, administrators, and support staff involved in service coordination), and (iii) any additional Customer personnel for whom separate Platform licenses have been purchased as set forth in the Platform License Schedule. Clinical Services includes a limited, non-exclusive, revocable license for Authorized Users to access and use the Platform solely in connection with the delivery of Clinical Services during the applicable Service Order Term. Customer may purchase Platform licenses as set forth in the Platform License Schedule.

4.2. Platform Specifications and Support. As a web-based application, the Platform requires certain equipment for optimal performance, see the tech specifications and product recommendations at <https://presence.com/setup/>. Presence will provide technical support on weekdays between 8:00 AM and 8:00 PM (Eastern Time).

4.3. Platform Restrictions.

4.3.1. Customer shall not for itself or through a third party (and shall ensure that its authorized users and students do not): (i) translate, reverse engineer, decompile, or disassemble the Platform, or by any other method attempt to derive source code to the Platform; (ii) sublicense, rent, lease, loan, assign, transfer, share, or resell the Platform; (iii) make the Platform available to third parties; (iv) create derivative works based on the Platform, or use the Platform for any purpose other than as provided for in this Agreement (including, without limitation, altering any notices of intellectual property or other proprietary rights); or (v) make copies of documentation contained within the Platform.

4.3.2. If Customer breaches the terms of this Agreement or if Customer or any of its authorized users misuse the Platform or violate any laws with respect to the Platform, Presence may suspend or terminate Customer's and its authorized users' and students' access to the Platform and remove any material it deems offensive or in violation of this Section 4.3.2. Neither Customer nor its authorized users may:

4.3.2.1. Circumvent any access or use restrictions put into place to prevent certain uses of the Platform or areas of the Platform or attempt to disable, impair, or destroy the Platform by, among other things, uploading, transmitting, storing, or making available any materials that contain any viruses, malicious code, malware, or any components;

4.3.2.2. Engage in behavior that violates any copyright, moral rights, trademark, trade dress, patent, trade secret, unfair competition, right of privacy, right of publicity, or any other proprietary rights of any third party;

4.3.2.3. Upload to the Platform and/or share any material that is unlawful, harmful, threatening, obscene, violent, abusive, tortious, defamatory, libelous, vulgar, lewd, profane, hateful, or otherwise objectionable, as determined in the sole discretion of Presence, or share any of materials that sexualize minors or that is intended to, or could potentially, facilitate inappropriate interactions with minors, or other users;

4.3.2.4. Disrupt, interfere with, or inhibit any other user from using the Platform (such as stalking, intimidation, harassment, or incitement or promotion of violence or self-harm); or

definition “education records” under FERPA and not “protected health information” under HIPAA. Because student health information in education records is protected by FERPA, the HIPAA Privacy Rule excludes such information from its coverage. See the exception paragraph (2)(i) in the definition of “protected health information” in the HIPAA Privacy Rule at 45 CFR § 160.103. See, also, Joint Guidance on the Application of the Family Educational Rights and Privacy Act (“FERPA”) and the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”) to Student Health Records. Presence’s FERPA policy may be accessed at <https://www.presence.com/about/ferpa/>.

5.5 Subprocessors and Third-party Service Providers. Presence will ensure that all agreements with subprocessors and third-party service providers to whom or which Presence may disclose Student Data (as defined by FERPA) in connection with the provision of Services contain provisions that: (i) require compliance with FERPA, HIPAA, and applicable state student privacy laws; (ii) prohibit the use of Student Data for any purpose outside the scope of the contracted services; (iii) prohibit the sale, disclosure, or other use of Student Data for any independent commercial purpose; and (iv) specifically prohibit the use of unanonymized Student Data for the training, development, or improvement of automated, algorithmic, or similar processing systems. A current list of Presence’s subprocessors is available in Presence’s Trust Center at <https://trust.presence.com/>.

5.6. HIPAA. To the extent Presence has access to or receives any protected health information (as defined under HIPAA), Presence hereby represents that the Presence Platform complies with all applicable HIPAA regulations.

5.7. State Privacy Laws. Presence is, and shall remain, in material compliance with all applicable federal and state laws, rules, and regulations relating to privacy, data protection, and the collection and use of Personal Information collected, used, and held for use by Presence.

6. Advanced Platform Features.

6.1 Advanced Platform Features. The Platform may incorporate automated and algorithmic processing technologies (“Advanced Platform Features”) that utilize Student Data, Customer Class Schedules, and related information to facilitate the scheduling of Services, enhance Service delivery and documentation, and support the administrative functions of Presence and its clinicians. Prior to deployment, all Advanced Platform Features that process Student Data undergo a formal internal privacy and security review to assess data handling practices, access controls, and compliance with applicable law, including FERPA, HIPAA, and applicable state student privacy statutes. Presence maintains human oversight across all workflows in which Advanced Platform Features are utilized, and no automated output that affects a student’s clinical record, session documentation, or scheduling shall be finalized without review and confirmation by a qualified Presence clinician or authorized personnel. Presence will implement and maintain technical and organizational safeguards to ensure that Student Data processed through Advanced Platform Features receives the same level of protection and confidentiality as data processed through traditional means.

6.2 Future Platform Features. Presence is committed to developing new Platform features in a manner that prioritizes student privacy, educational integrity, and regulatory compliance. Where a new feature would materially affect the student experience or involve new categories of Student Data processing, Presence will provide Customer with advance written notice at least thirty (30) days prior to deployment. Customer acknowledges that it is solely responsible for determining whether any such new feature requires additional parental or guardian consent under FERPA, HIPAA, or applicable state law, and for obtaining any such consents before permitting student use of or exposure to the new feature. Presence will make reasonable efforts to provide Customer with relevant feature documentation.

7. Session Recordings. A student session may be recorded (each, a “Session Recording”) in order to enable (i) clinicians to review interactions with students after sessions have ended and (ii) Presence to assess and improve the Platform and Presence’s services. Customer is solely responsible for obtaining the necessary consents from the parents and/or guardians of the students for the Session Recordings. Customer retains ownership of all Session Recordings. Presence may use Session Recordings for clinical review and to assess and improve the Platform and Presence services, including internal training, and for no other purpose. Presence will maintain the confidentiality of

11.2. Conversion Fee. During any Service Order Term, and for a period of twelve months thereafter, Customer shall notify Presence of its intent to offer employment to any clinician not less than ten (10) calendar days prior to offering such employment (any clinician that accepts such offer of employment, a "Converted Clinician"). Upon the date a Converted Clinician commences employment with Customer (the "Conversion Effective Date"): (i) the Converted Clinician shall be allowed to continue to utilize the Platform (in the same manner and with the same functionality as the Converted Clinician utilized the Platform prior to the Conversion Effective Date) through the earlier of the expiration of the then-current school year or the Service Order Term pursuant to which the Converted Clinician was performing Services hereunder prior to becoming a Converted Clinician and (ii) Customer shall pay Presence a fee of \$20,000.

12. Indemnification.

12.1. Indemnification by Customer. Unless prohibited by law or school district regulations, Customer shall indemnify and hold Presence harmless against any and all claims, demands, damages, liabilities and costs (including reasonable attorney's fees) incurred by Presence or its Representatives arising, directly or indirectly, from any breach of this Agreement, the negligent act or omission or willful misconduct of Customer, its agents, or employees, pertaining to its activities and obligations under this Agreement, or Customer's or its Authorized Users' illegal behavior or conduct (collectively, "Presence Indemnifiable Claims"), including reasonable costs incurred in connection with preparing to defend against any Presence Indemnifiable Claims.

12.2. Indemnification by Presence. Presence shall indemnify and hold Customer and its Representatives, harmless against any and all claims, demands, damages, liabilities and costs (including reasonable attorney's fees) incurred by Customer arising, directly or indirectly, from any breach of this Agreement, the negligent act or omission or willful misconduct of Presence, its agents, or employees, pertaining to Presence's activities and obligations under this Agreement (collectively, "Customer Indemnifiable Claims"), including reasonable costs incurred in connection with preparing to defend against any Customer Indemnifiable Claims.

12.3. Conditions of Indemnification. The obligations set forth in Sections 12.1 and 12.2 are conditioned upon: (a) prompt written notice by the indemnified party to the indemnifying party of any claim, action or demand for which indemnity is claimed; (b) complete control of the defense and settlement thereof by the indemnifying party, provided that no settlement of an indemnified claim shall be made without the consent of the indemnified party, such consent not to be unreasonably withheld or delayed; and (c) reasonable cooperation by the indemnified party in the defense as the indemnifying party may request. The indemnified party shall have the right to participate in the defense against the indemnified claims with counsel of its choice at its own expense.

13. Limitation of Liability.

13.1. DAMAGE DISCLAIMER. IN NO EVENT SHALL EITHER PARTY BE LIABLE FOR ANY CONSEQUENTIAL, INDIRECT, INCIDENTAL, PUNITIVE, OR SPECIAL DAMAGES WHATSOEVER, INCLUDING WITHOUT LIMITATION, DAMAGES FOR LOSS OF BUSINESS PROFITS, BUSINESS INTERRUPTION, LOSS OF BUSINESS INFORMATION, AND THE LIKE, ARISING OUT OF THIS AGREEMENT, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

13.2. GENERAL DAMAGE CAP. IN NO EVENT SHALL PRESENCE BE LIABLE IN THE AGGREGATE FOR ANY DAMAGES OR LOSSES IN EXCESS OF THE AMOUNT CUSTOMER PAID FOR SERVICES DURING A THREE-MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO THE LIABILITY. THESE LIMITATIONS APPLY TO THE MAXIMUM EXTENT PERMITTED BY LAW EVEN IF (A) A REMEDY DOES NOT FULLY COMPENSATE CUSTOMER FOR ANY LOSSES OR (B) PRESENCE KNEW OR SHOULD HAVE KNOWN ABOUT THE POSSIBILITY OF DAMAGES.

14. Disclaimer of Warranties. Except as otherwise set forth herein, the Services and Platform are provided "as is" without any warranty and, except as provided herein, Presence expressly disclaims any and all warranties, express, implied, or statutory, including warranties of title, non-infringement, merchantability, and fitness for a particular purpose. Further, Presence disclaims any warranty that the Platform will meet Customer's requirements

16.10. Independent Contractors. The Parties are and shall remain independent contractors and nothing in this Agreement shall be deemed to create any agency, partnership, or joint venture relationship between the Parties. Neither Party shall be deemed to be an employee or legal representative of the other nor shall either Party have any right or authority to create any obligation on behalf of the other Party.

16.11. Arbitration. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association ("AAA") in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The arbitration proceedings shall be confidential and conducted in the English language before a single neutral arbitrator to be selected by AAA. The place of arbitration shall be mutually agreed upon by the Parties.

16.12. Entire Agreement. This Agreement, including any Incorporated Documents, constitutes the entire agreement between the Parties with respect to the subject matter and supersedes all other prior agreements and understandings, both written and oral, between the Parties.

16.13. Governing Law. This Agreement and all disputes or controversies arising out of or relating to this Agreement are governed by the law of the state the Customer is located.

16.14. Counterparts; Electronic Signatures. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which together shall constitute one and the same instrument and shall become effective when one or more counterparts have been signed by each of the Parties and delivered to the other Party. A facsimile, PDF, or other electronic signature of this Agreement shall be valid and have the same force and effect as a manually signed original.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

PRESENCELEARNING, INC:	CUSTOMER:
By:	By:
Name:	Name:
Title:	Title:
Date:	Date:

CLINICAL SERVICES SCHEDULE

This Clinical Services Schedule ("Clinical Services Schedule") is incorporated and made part of the Master Services Agreement ("MSA") between Presence and Customer and lists the terms and conditions for Clinical Services. Capitalized terms not defined in this Clinical Services Schedule shall have the meaning set forth in the MSA. In the event of a conflict between this Clinical Services Schedule and the MSA, unless specifically referenced herein, the MSA shall govern.

1. **Clinical Services.** This Clinical Services Schedule lists the services Customer may purchase, referenced by discipline type, which services may be purchased on an annual, weekly dedicated, or hourly basis (other fees may apply), and include direct clinical therapy, indirect clinical services, collaboration of IEP development, and attendance to meetings via the Platform (collectively, "Clinical Services").
2. **Platform Access and Use.** The Clinical Services are provided and delivered through the Platform. The Platform enables engagement between Customer's Authorized Users and Presence's clinical providers (each, a "Clinician", and, collectively, "Clinicians"). During the Service Order Term, Presence grants Customer and its Authorized Users a limited, non-exclusive, revocable, non-sublicensable, non-transferable, royalty-free, right and license to use and display the Platform.
3. **Fees and Payment Terms.** Customer shall pay all Fees as specified in the applicable Service Order. Fees for Clinical Services include the use of Platform for Authorized Users.
 - 3.1. **Annual Flat Fee.** The Service Order may provide for the payment of all, or a portion of, the Fees set forth in the applicable Service Order upon execution of the Agreement, if so, all such Fees shall be non-refundable.
 - 3.2. **Weekly Dedicated Hours.**
 - 3.2.1. **Dedicated Services Period; Available Clinicians.** The Service Order may provide for a specified number of hours per week (collectively, "Weekly Dedicated Hours") of dedicated Clinical Services (collectively, "Weekly Dedicated Services") for a specified number of weeks (the "Dedicated Services Period"). During the Dedicated Services Period, Customer will be charged for the Weekly Dedicated Hours for Clinicians qualified to provide the applicable Clinical Services within the Customer's state (each, an "Available Clinician"). Customer may reduce the number of weekly dedicated hours upon sixty (60) days' notice to Presence.
 - 3.2.2. **Additional Verifications and Credentialing.** If Customer requires an Available Clinician to obtain any additional verifications or credentials (such as district fingerprinting or Board of Education certifications) in addition to the background checks described in Section 4.1 below, (i) Customer must inform Presence and provide all necessary information or instructions with respect to such additional verifications or certifications to Presence in a timely manner, (ii) all such additional verifications and credentialing will be completed using Weekly Dedicated Hours, and (iii) any additional fees and expenses attributable to obtaining any requested additional verifications and credentialing shall be at Customer's sole cost and expense.
 - 3.2.3. **Initial Non-Psychoeducational Assessments.** Weekly Dedicated Services shall include initial Non-Psychoeducational Assessments (as defined in Section 3.5) for the applicable Weekly Dedicated Services and all such initial Non-Psychoeducational Assessments shall be conducted within the Weekly Dedicated Hours.
 - 3.2.4. **Speech-Language Pathology Therapy Specializations.** Speech-language pathology Weekly Dedicated Services shall include Services for students requiring Augmentative Alternative Communication (AAC), American Sign Language (ASL), Deaf and Hard of Hearing (DHH), and Visually Impaired (VI) assistance.
 - 3.2.5. **Additional Services.** Services provided in addition to, or in excess of, any Weekly Dedicated Hours shall be invoiced at the applicable hourly rate(s) set forth in the Service Order. Any assessments conducted outside of Weekly Dedicated Hours shall be invoiced at the applicable rates set forth in the Service Order.

Order.

3.7. Program Readiness. At the beginning of the Service Order Term, Presence will invoice Customer for technology onboarding, Clinician onboarding, training onsite support, developing procedures, and gathering data to create service handbooks. Customer will be invoiced for Program Readiness for each additional clinical discipline of Services purchased during the Service Order Term. Program Readiness is non-refundable.

3.8. Program Management. Beginning in the first month in which Services are provided, each monthly invoice will include Program Management for ongoing scheduling and referral management, support for school personnel, and district-level communication to Clinicians. Program Management is non-refundable.

3.9. Smart Start Onsite Implementation Services. The Service Order may provide for Smart Start Implementation Services, which shall be performed as described in the Smart Start Onsite Implementation Schedule which is incorporated and made part of this Clinical Services Schedule.

3.10. Additional Services. The Service Order may provide for additional services the applicable fees for which shall be set forth in the Service Order.

4. Background Checks; Primary Support Person; Supporting Documentation; District Equipment.

4.1. Background Checks. Presence conducts yearly background checks, which include criminal background checks and U.S. Registered Sex Offender registry checks on all its Clinicians. Clinicians providing Clinical Services in the State of California will undergo an additional California Department of Justice fingerprint background check and Clinicians providing Clinical Services in the State of Texas will obtain an additional Texas Department of Public Safety background clearance. Any additional background checks or clearances will be conducted at Customer's sole expense.

4.2. Primary Support Person. Customer agrees to provide an adult primary support person (a "PSP") wherever the services are being delivered, which shall provide student support and assistance, technological support, assist with sessions as directed by the Clinician, and ensure communication and coordination among the Clinician, teachers, and students with respect to scheduling of Services, absences, and related matters.

4.3. Supporting Documentation. Customer agrees to provide all pertinent school records in a timely manner to enable Presence to begin providing Clinical Services.

4.4. District Equipment. Customer is solely responsible in providing Customer's students with the necessary internet and equipment, including, but not limited to, computers, laptops, video cameras, document cameras, or headsets, needed to receive Clinical Services.

3. **Platform Fees.** The Annual Fee for use of the License shall be set forth in the Service Order and is non-refundable and payable within thirty (30) days of the signing of the Platform License Schedule.

4. **Service Options:**

Subscription Option	Description
Kanga Elite for Speech and Language Pathologists	• Unlimited access to private therapy room, activities, and games • Organizational and documentation tools • Administrator Dashboard for tracking account usage • Unlimited access to all assessments related to speech language pathology
Kanga Elite of Occupational Therapists	• Unlimited access to private therapy room, activities, and games • Organizational and documentation tools • Administrator Dashboard for tracking account usage • Unlimited access to all assessments related to occupational therapy
Kanga Elite for School Psychologists	• Unlimited access to private therapy room, activities, and games • Organizational and documentation tools • Administrator Dashboard for tracking account usage • Unlimited access to all assessments, including speech, cognitive ability, processing, and academic achievement assessments
Kanga Elite for Special Educators	• Unlimited access to private therapy room, activities, and games • Organizational and documentation tools • Administrator Dashboard for tracking account usage • Unlimited access to academic achievement assessments
Kanga for Therapy	• Unlimited access to private therapy room, activities, and games • Organizational and documentation tools • Administrator Dashboard for tracking account usage

Customer may designate alternate Authorized Users for any Kanga service option and, if applicable, all such Authorized Users will have access to assessments specific to their disciplines.

SMART START ONSITE IMPLEMENTATION SCHEDULE

This Smart Start Onsite Implementation Services Schedule ("Smart Start Schedule") is incorporated and made part of (i) the Master Services Agreement ("MSA") between Presence and Customer and (ii) the Clinical Services Schedule, which is incorporated into the MSA (the "Clinical Services Schedule"). Capitalized terms not defined in this Smart Start Schedule shall have the meaning set forth in the MSA or the Clinical Services Schedule, as applicable. In the event of a conflict between this Smart Start Schedule and the MSA, unless specifically referenced herein, the MSA shall govern.

1. **Smart Start Services.** Prior to the commencement of Clinical Services, Presence will conduct an initial on-premise assessment of Customer's facilities to ensure that (i) the physical space intended to be utilized for teletherapy services is optimally configured (e.g., camera placement, desk placement, removal of distracting elements, etc.) for the delivery of teletherapy services and (ii), if applicable, the Customer's employee(s) who will provide Primary Support Services is trained and prepared to provide such services, and (iii), if applicable, Presence has provided Customer's personnel with an orientation of the administrative functionality of the Platform (collectively, the "Smart Start Services").

2. **Performance of Smart Start Services.** The Smart Start Services shall include the services described on Exhibit A. All Smart Start Services will be performed by Presence staff who have received the training necessary to provide the Smart Start Services (each a "Presence Smart Start Specialist", and, collectively, the "Presence Smart Start Specialists"). Customer acknowledges and agrees that the Presence Smart Start Specialists are not licensed electricians or carpenters and, as such, the Smart Start Services will not include either the installation, maintenance, or repair of electrical power, communications, lighting, and control systems or the construction or repair of any furniture or fixtures located on or within Customer's premises.

3. **Smart Start Fees.** The Service Order shall specify the number of days necessary to complete the Smart Start Services. The Fees for the Smart Start Services shall be specified in the Service Order and shall be due and payable in full at the beginning of the Service Order Term and shall be nonrefundable.

4. **Add-on Services.**

4.1 **Add-on Services Fees.** The Service Order may provide for Optional Add-on Services, as described on Exhibit A, and the applicable Fees for any such Optional Add-on Services will be set forth in the Service Order. If Customer requires any additional or follow-up services, the Fees for any such additional or follow-up services shall be agreed upon by the Parties prior to the provision of any such services.

4.2 **Training Content.** Any training content provided by Presence in any format (the "Training Content") is the property of Presence. Customer acknowledges that it does not gain any ownership interest in the Training Content by using the Training Content. Presence may, in its sole discretion, provide Customer with copies of certain Training Content for Customer's internal use. In the event that any Training Services cannot be provided onsite for any reason, Presence reserves the right to provide such services in a remote, virtual environment. For virtual Training Services, Customer shall be responsible for ensuring participants have access to appropriate technology and internet connectivity.

5. **Presence Smart Start Specialists Verifications and Credentialing.** If Customer requires that Presence Smart Start Specialists obtain any school-specific trainings or verifications (such as district fingerprinting), (i) Customer must inform Presence and provide all necessary information or instructions with respect to such additional verifications to Presence in a timely manner, and (ii) any additional fees and expenses attributable to obtaining any requested additional verifications and trainings for Presence Smart Start Specialists shall be at Customer's sole cost and expense.

6. **Technical Resources; Facility Access and Resources.** During the scheduled appointment times, Customer agrees to provide Presence Smart Start Specialists with access to the Customer's facility, including necessary building access credentials, access to the designated room where therapy sessions will be conducted,

GENERAL FUND

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 187 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	187	07/24/2026	44974	OK ASSIST TECH AND EDUCATION ASSOC	621/ TRAINING FOR ONLINE DATA INPUT/SPED	691.38
11	188	07/24/2026	44974	OK ASSIST TECH AND EDUCATION ASSOC	621/ANNUAL LICENSE FOR ELECTRONIC DATA SYSTEM/SPED	450.00
11	189	08/04/2026	42299	TECHNOLOGY STUDENT ASSOCIATION	412/TSA REGISTRATION AND DUES/ECKLER/705	500.00
11	190	08/04/2026	43345	AIRCRAFT OWNERS PILOTS ASSOC	083/AOPA STEM SYMPOSIUM REGISTRATION/ECKLER/705	1,100.00
11	191	08/04/2026	839	OK DECA	412/PROGRAM AFFILIATION DUES/MCCLURE/705	400.00
11	192	08/04/2026	839	OK DECA	412/ADVISOR DUES/MCCLURE/705	30.00
11	193	08/04/2026	46319	DIAMOND BASEBALL PARENT LLC	412/ADVISOR TICKET/MCCLURE/705	35.00
11	194	08/04/2026	46319	DIAMOND BASEBALL PARENT LLC	412/ADVISER CAREER DAY REG/WESTON/705	25.00
11	195	08/04/2026	40723	BUSINESS PROFESSIONALS OF AMERICA	412/ADVISOR BPA DUES/WESTON/705	30.00
11	196	08/04/2026	40723	BUSINESS PROFESSIONALS OF AMERICA	412/PROGRAM AFFILIATION DUES/WESTON/705	800.00
11	197	08/04/2026	41225	AMAZON CAPITAL SERVICES	621/HAMMOCK/SpEd/T. Brewer	201.97
11	198	08/04/2026	46565	ABC OCCUPATIONAL SAFETY SERV, LLC	376/FIRE EXT SERVICE/FULTON/ALL SITES	6,697.00
11	199	08/04/2026	583	WALMART COMMUNITY/GECRB	775/GEAR UP EVENTS/FULTON/610-705	750.00
11	200	08/04/2026	40723	BUSINESS PROFESSIONALS OF AMERICA	412/ADVISOR DUES/CLAY/610	30.00
11	201	08/04/2026	46319	DIAMOND BASEBALL PARENT LLC	412/ BPA/DECA CAREER DAY/ OKC COMETS/ ROSS/ 705	35.00
11	202	08/05/2026	41225	AMAZON CAPITAL SERVICES	020/MedicalSupplies/Rhynes/105	2,000.00
11	203	08/05/2026	46332	COLE FIRE PROTECTION INC	376/100/RISER INSPECTION/FULTON/ALL SITES	1,400.00
11	204	08/05/2026	464	THOMPSON SCHOOL BOOK DEPOSITOR	333/ADDL RDG CURR/FULTON/BEAN-110	1,415.52
11	205	08/05/2026	464	THOMPSON SCHOOL BOOK DEPOSITOR	333/ADDL RDG MATERIALS/FULTON/125	6,750.00
11	206	08/05/2026	11018	PERMA BOUND	511/CRUCIBLE BOOKS ENG DEPT/FULTON/705	2,336.00
11	207	08/05/2026	46319	DIAMOND BASEBALL PARENT LLC	ADVISOR TICKET COMET CAREER DAY	40.00
11	208	08/05/2026	40096	OK BPA	412/ADVISOR FLC REGISTRATION/WESTON/705	50.00
11	209	08/05/2026	46319	DIAMOND BASEBALL PARENT LLC	412/COMETS CAREER DAY/CLAY/610	20.00
11	210	08/05/2026	40723	BUSINESS PROFESSIONALS OF AMERICA	412/PROGRAM AFFILIATION DUES/CLAY/610	800.00
11	211	08/05/2026	40723	BUSINESS PROFESSIONALS OF AMERICA	412/PROGRAM AFFILIATION	800.00

GENERAL FUND

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 187 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	212	08/05/2026	839	OK DECA	412/FLC ADVISOR REGISTRATION/ ROSS/ 705	45.00
11	213	08/05/2026	43070	TEACHERS PAY TEACHERS	412/SUPPLEMENTAL PROJECTS MATERIALS/WESTON/705	300.00
11	214	08/05/2026	41225	AMAZON CAPITAL SERVICES	412/PRINT SUPPLIES/WESTON/705	900.00
11	215	08/05/2026	44946	B&H PHOTO ELECTRONICS	412/PHOTOGRAPHY SUPPLIES/WESTON/412	1,500.00
11	216	08/05/2026	40096	OK BPA	412/BPAFLC/CLAY/610	50.00
11	217	08/05/2026	40723	BUSINESS PROFESSIONALS OF AMERICA	412/BPA ADVISOR DUES/GRAHAM	60.00
11	218	08/05/2026	40096	OK BPA	412/FALL CONF. ADVISOR REGISTRATION	60.00
11	219	08/05/2026	1417	NATIONAL DECA	412/ DECA STATE ADVISOR DUES ROSS/ 705	45.00
11	220	08/05/2026	1417	NATIONAL DECA	412/ DECA PROGRAM AFFILIATION DUES/ 705	400.00
11	221	08/05/2026	44253	SOUTHWEST AIRLINES	412/FLIGHT FOR ADOBE MAX/WESTON/705	600.00
11	222	08/05/2026	43070	TEACHERS PAY TEACHERS	412/SUPPLEMENTAL PROJECT MATERIALS/CLAY/610	400.00
11	223	08/05/2026	44253	SOUTHWEST AIRLINES	412/FLIGHT FOR ADOBE MAX/CLAY/610	600.00
11	224	08/05/2026	839	OK DECA	412/FALL CONF. ADVISOR REGISTRATION/MCCLURE/705	65.00
11	225	08/05/2026	1417	NATIONAL DECA	412/DECA+ SUBSCRIPTION/MCCLURE/705	295.00
11	226	08/05/2026	44921	STOCK-TRAK, INC	412/CURRICULUM/MCCLURE/70 5	600.00
11	227	08/05/2026	42741	OKC THUNDER	561/Native American Paycom Day/Eakens/Willard	50.00
11	228	08/05/2026	45791	OKLAHOMA LITERACY COALITION INC	100/MOU/ADULT EDUCATION CONF/YOUNG/GRC	170.00
11	229	08/05/2026	2095	EMBASSY SUITES	100/MOU/ADULT EDUCATION CONF HOTEL/YOUNG/GRC	351.28
11	230	08/05/2026	44253	SOUTHWEST AIRLINES	412/GRAHAM/FLIGHT ADOBE MAX CONF.	600.00
11	231	08/05/2026	41225	AMAZON CAPITAL SERVICES	412/PRINTING/CLASSROOM SUPPLIES/MCCLURE/705	300.00
11	232	08/05/2026	44253	SOUTHWEST AIRLINES	412/AIRFARE TO ADOBE MAX/MCCLURE/705	600.00
11	233	08/05/2026	44253	SOUTHWEST AIRLINES	412/ AIRFARE/ ADOBE MAX/ ROSS/ 705	600.00
11	234	08/05/2026	44946	B&H PHOTO ELECTRONICS	412/ TECH EQUIPMENT/ ROSS/ 705	500.00
11	235	08/05/2026	42341	MICHELLE RENEE CLONCH	100/MOU/ADULT EDUCATION CONF PER DIEM/YOUNG/GRC	150.00
11	236	08/05/2026	6123	SUE ANN YOUNG HARMON	100/MOU/ADULT EDUCATION CONF PER DIEM/YOUNG/GRC	150.00

GENERAL FUND

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 187 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	237	08/05/2026	41225	AMAZON CAPITAL SERVICES	412/FILAMENT FOR STEM/TWEEDY/610	50.00
11	238	08/05/2026	41225	AMAZON CAPITAL SERVICES	412/MICROPHONE/TWEEDY/610	55.00
11	239	08/05/2026	41225	AMAZON CAPITAL SERVICES	412/STEM SUPPLIES/TWEEDY/610	1,400.00
11	240	08/05/2026	42299	TECHNOLOGY STUDENT ASSOCIATION	412/TSA STUDENT CHAPTER DUES/TWEEDY/610	500.00
11	241	08/05/2026	41225	AMAZON CAPITAL SERVICES	412/DTF PRINTER SUPPLIES/ECKLER/705	500.00
11	242	08/05/2026	46281	YOUSCIENCE, LLC	775/CAREER DEV SOFTWARE/FULTON/610	2,450.00
11	243	08/05/2026	41224	CHAD CARGILL	775/ACT PREP/FULTON/AHS-705	4,000.00
11	244	08/05/2026	40000	ACT FINANCE	775/ACT FOR 9TH & 11TH/FULTON/610-705	12,316.00
11	245	08/05/2026	46160	BOARD OF CONTROL FOR SOUTH REG EDUC	775/CURR-INSTRU-REV & PD/FULTON/610-705	18,300.00
11	246	08/05/2026	45340	VILLAGE TOURS AND TRAVEL	775/7TH VISIT SEMINOLE/FULTON/610	6,300.00
11	247	08/05/2026	45340	VILLAGE TOURS AND TRAVEL	775/OSU-IT COLLEGE VISIT/FULTON/705	2,310.00
11	248	08/05/2026	45340	VILLAGE TOURS AND TRAVEL	775/UCO COLLEGE VISIT/FULTON/705	2,185.00
11	249	08/05/2026	1984	EAST CENTRAL UNIVERSITY	775/FALL CONCURRENT FEES/FULTON/705	26,000.00
11	250	08/05/2026	41225	AMAZON CAPITAL SERVICES	412/FCS LAB SUPPLIES/COYLE/610	1,500.00
11	251	08/05/2026	41225	AMAZON CAPITAL SERVICES	412/FCS LAB SUPPLIES/COYLE/610	58.77
11	252	08/05/2026	41225	AMAZON CAPITAL SERVICES	412/FCS LAB SUPPLIES/COYLE/610	119.80
11	253	08/05/2026	41225	AMAZON CAPITAL SERVICES	412/FCS LAB SUPPLIES/COYLE/610	167.76
11	254	08/05/2026	41225	AMAZON CAPITAL SERVICES	412/FCS LAB SUPPLIES/COYLE/610	41.94
11	255	08/05/2026	42693	OKLA EMPLOYMENT SECURITY COMMISSION	UNEMPLOYMENT/2ND QTR 2026	3,237.38
11	256	08/05/2026	42695	PROJECT LEAD THE WAY	412/PLTW GATEWAY CURRICULUM FEE/TWEEDY/610	950.00
11	257	08/05/2026	583	WALMART COMMUNITY/GECRB	412/LAB SUPPLIES/C BROWN/AHS	500.00
11	258	08/05/2026	40401	KINDRICK PRINTING	100/WARRANT CHECKS FOR GENERAL FUND	793.75
11	259	08/05/2026	3958	NIKKI LITKE KECK	621/VISION SERVICES/SPED	10,000.00
11	260	08/05/2026	44887	STAPLES BUSINESS CREDIT	621/TEACHERS SUPPLIES/SPED	10,000.00
11	261	08/05/2026	39781	APPLE COMP	096/MACBOOK AIR /SPED/S. LITICKER	1,399.00
11	262	08/05/2026	43070	TEACHERS PAY TEACHERS	SUPPLEMENTAL PROJECT CURR/GRAHAM/412	250.00
11	263	08/05/2026	41748	PRO HAB THERAPY	096/PT SERVICES/SPEC ED	19,500.00
11	264	08/05/2026	46591	ASHLYNN KENNEDY LARGE	100/FINGERPRINTS	15.00

GENERAL FUND

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 187 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	265	08/05/2026	46590	JALESA J JENKINS	100/FINGERPRINTS	15.00
11	266	08/05/2026	46589	CONNIE R HAYES	100/FINGERPRINTS	15.00
11	267	08/05/2026	46588	NOEL EILEEN MITCHELL-MADRUGA	100/FINGERPRINTS	15.00
11	268	08/05/2026	45367	BROOKS DIESEL SERVICE LLC	BUS AND TRUCK PARTS, BUS AND TRUCK REPAIR ECT.	2,000.00
11	269	08/05/2026	17291	KYLE BOHANNON	REIMBURSEMENT FOR CDL LICENSE AND FEES	118.00
11	270	08/05/2026	43213	BYTESPEED LLC	621/LAPTOP/SPED/L.DICKINSON	1,245.00
11	271	08/05/2026	1016	PITSCO EDUCATION	421/PITSCO DRONE ARENA/ECKLER/705	6,427.20
11	272	08/05/2026	41225	AMAZON CAPITAL SERVICES	421/DTF PRINTER/ECKLER/705	4,399.00
11	273	08/05/2026	43135	OKLAHOMA PUBLIC SCHOOL RESOURCE CEN	100/OPSRC MEMBERSHP 26-27	2,500.00
11	274	08/05/2026	46597	BRYNLY MAE PIERSON	100/FINGERPRINTS	15.00
11	275	08/05/2026	46598	DAVID JAMES WRIGHT	100/FINGERPRINTS	15.00
11	276	08/05/2026	46596	CHEROKEE DAWN WILLIAMS	100/FINGERPRINTS	15.00
11	277	08/05/2026	46600	ROBERT W THOMPSON	100/FINGERPRINTS	15.00
11	278	08/05/2026	46599	MICHAEL EARNEST WALK	100/FINGERPRINTS	15.00
11	279	08/05/2026	46208	OKLAHOMA OCCUPATIONAL THERAPY ASSOC	615/OT Conference/A. Sanders/V. Wood/M. Freeman	925.00
11	280	08/05/2026	46224	OKANA RESORT	615/ HOTEL STAY FOR OT CONF/SPED	676.00
11	281	08/05/2026	45788	ASHLYN RENE SANDERS	615/Per Diem/SpEd	100.00
11	282	08/05/2026	46174	VANESSA D WOOD	615/Per Diem for OT Conf/SpEd	100.00
11	283	08/05/2026	46170	MINDEE JILL FREEMAN	615/Per Diem for OT Conf/SpEd	100.00
11	284	08/05/2026	43070	TEACHERS PAY TEACHERS	412/CURRICULUM/CBROWN/AH S	220.00
11	285	08/05/2026	3157	UCO	775/MEAL COLL VISIT/FULTON/705	600.00
11	286	08/05/2026	45565	THE GARAGE	775/MEAL COLL VISIT/FULTON/705	300.00
11	287	08/05/2026	41225	AMAZON CAPITAL SERVICES	412/LAB SUPPLIES/C BROWN/AHS	550.00
11	288	08/05/2026	40032	FCCLA NATIONAL HEADQUARTERS	412/FCCLA AFFLIATION/C BROWN/AHS	1,090.00
11	289	08/05/2026	3232	HOBBY LOBBY	412/LAB SUPPLIES/C BROWN/AHS	300.00
11	290	08/05/2026	583	WALMART COMMUNITY/GECRB	412/FCS LAB SUPPLIES/COYLE/610	500.00
11	291	08/05/2026	45045	GREAT WESTERN DINING	775/MEALS FOR COL VISIT/FULTON/610	1,268.00
11	292	08/05/2026	1984	EAST CENTRAL UNIVERSITY	775/COLLEGE VISIT MEALS 8TH/FULTON/610	3,180.00
11	293	08/05/2026	9878	HIDEAWAY PIZZA	775/MEAL COLL VISIT/FULTON/705	600.00
11	294	08/05/2026	43794	UNIVERSITY OF OKLAHOMA	775/FALL CONCURRENT FEES/FULTON/705	2,000.00
11	295	08/05/2026	10300	MURRAY STATE COLLEGE	775/FALL CONCURRENT FEES/FULTON/705	2,000.00

GENERAL FUND

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 187 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	296	08/05/2026	43454	CERTIPORT	421/CURR & ASSM FOR CTE/FULTON/610-705	20,717.00
11	297	08/05/2026	10444	ADOBE	421/REGIS FOR ADOBE MAX/FUILTON/CTE-610-705	6,475.00
11	298	08/05/2026	39781	APPLE COMP	421/MACBOOK FOR FACS/FULTON/COYLE-610	2,568.98
11	299	08/05/2026	41225	AMAZON CAPITAL SERVICES	421/EMBROIDERY MACHINE/FULTON/COYLE-610	1,250.00
11	300	08/05/2026	41225	AMAZON CAPITAL SERVICES	421/EMBROIDERY MACHINE/FULTON/BROWN-705	1,250.00
11	301	08/05/2026	43162	TEXAS COMPUTER EDUCATION ASSOC	587/TCEA REGISTRATION/FULTON/COUG TECHS	4,086.00
11	302	08/05/2026	41225	AMAZON CAPITAL SERVICES	081/INK FOR BADGES/C. GALBREAITH	3,715.96
11	303	08/05/2026	44615	NOTABLE INC	412/KAMI APP EXTENSION/ECKLER/705	149.00
11	304	08/05/2026	41225	AMAZON CAPITAL SERVICES	412/ CURRICULUM FOR CLASSES/ ROSS/ 705	550.00
11	305	08/05/2026	44615	NOTABLE INC	412/KAMI ADD-ON/TWEEDY/610	149.00
11	306	08/05/2026	43493	EDUSKILLS LLC	572/100/Training for EL software/FULTON/ALL SITES	1,500.00
11	307	08/06/2026	583	WALMART COMMUNITY/GECRB	100/MICROWAVE FOR REDBUD & AJHS/SHANNA ALLISON	129.96
Non-Payroll Total:						\$235,536.65
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$235,536.65

GENERAL FUND

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 50387 - 59999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	50387	07/22/2026	43521	VIRGINIA D MUSE	PAYROLL	129.18
11	50388	07/27/2026	46403	JOHN WARREN DEATON	PAYROLL	1,545.64
11	50389	07/27/2026	11864	STANLEY G COMPTON	PAYROLL	1,151.32
11	50390	08/06/2026	46570	ETTIE E ELLIOTT	PAYROLL	22,110.57
11	50391	08/06/2026	46588	NOEL EILEEN MITCHELL-MADRUGA	PAYROLL	29,183.16
11	50392	08/06/2026	46590	JALESA J JENKINS	PAYROLL	26,913.66
11	50393	08/06/2026	46569	LAURA L CRAIN	PAYROLL	27,594.77
11	50394	08/06/2026	46591	ASHLYNN KENNEDY LARGE	PAYROLL	25,927.79
11	50395	08/06/2026	46574	KARLA SILVA	PAYROLL	27,751.66
11	50396	08/06/2026	46571	DESTINY J SODEN	PAYROLL	20,912.10
11	50397	08/06/2026	46572	YVONNE A STROUSE	PAYROLL	20,912.10
11	50398	08/06/2026	46573	ANGELIA B THOMPSON	PAYROLL	27,751.66
11	50399	08/06/2026	46597	BRYNLY MAE PIERSON	PAYROLL	20,912.10
11	50400	08/06/2026	46596	CHEROKEE DAWN WILLIAMS	PAYROLL	20,912.10
11	50401	08/06/2026	46598	DAVID JAMES WRIGHT	PAYROLL	22,448.27
11	50402	08/06/2026	46604	STEVIE L KILE	PAYROLL	91,946.17
11	50403	08/06/2026	46529	SAMUEL K TONEY	PAYROLL	68,566.13
11	50404	08/06/2026	46506	STEPHANIE D LEWIS	PAYROLL	22,197.10
11	50405	08/06/2026	46603	ANGELIQUE MARIE TURNBULL	PAYROLL	22,197.10
11	50406	08/06/2026	6919	MADLINE E WARD	PAYROLL	23,511.98
11	50407	08/06/2026	5703	KATHY EVANS	PAYROLL	33,495.22

Non-Payroll Total:	\$0.00
Payroll Total:	\$558,069.78
Balance Forward:	\$0.00
Report Total:	\$558,069.78

BUILDING FUND

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 59 - 49999, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	59	07/23/2026	45548	OKIE RENTS	100/RENTAL OF LIFT/M. CALHOUN	1,352.00

Non-Payroll Total: \$1,352.00**Payroll Total:** \$0.00**Balance Forward:** \$0.00**Report Total:** \$1,352.00

37 - 2021

Encumbrance Register

ELECTION - BLDG

BONDS

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 4 - 49999, Fund(s): 37 - 2021 ELECTION - BLDG BONDS

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
37	4	08/05/2026	583	WALMART COMMUNITY/GECRB	046/MONITORS & MOUNTS/C. GALBREATH	1,130.00
37	5	08/05/2026	41225	AMAZON CAPITAL SERVICES	046/WIRELESS TRANSMITTERS/C. GALBREATH	162.00
37	6	08/05/2026	473	TREAT'S SOLUTIONS, INC.	046/SOAP & TOWEL DISP, WASTE CANS/NEW WRESTLING	446.60
Non-Payroll Total:						\$1,738.60
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$1,738.60

38 -

Encumbrance Register

TRANSPORTATION

BONDS

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 1 - 49999, Fund(s): 38 -TRANSPORTATION BONDS

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
38	1	08/05/2026	11169	ROSS TRANSPORTATION, INC.	000/14-PASSENGER BUS/J. BOECK	106,605.00

Non-Payroll Total:	\$106,605.00
--------------------	--------------

Payroll Total:	\$0.00
----------------	--------

Balance Forward:	\$0.00
------------------	--------

Report Total:	\$106,605.00
---------------	--------------

62 - ACTIVITY

Encumbrance Register

FUND

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 34 - 49999, Fund(s): 62 - ACTIVITY FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
62	34	07/24/2026	793	AMERICAN BAND ACCESSORIES, LLC	968/Color Guard Flags/MALM/705	300.00
62	35	07/24/2026	289	MCCORMICK'S GROUP LLC	968/Color Guard Costumes/MALM/705	1,300.00
62	36	07/24/2026	46593	CRISTYN BOYD	968/Color Guard Choreography/MALM/705	1,500.00
62	37	07/27/2026	40493	SCHOOLMATE	991/STUDENT FOLDERS/BEAN/HAYES	1,785.00
62	38	07/27/2026	583	WALMART COMMUNITY/GECRB	995/REFRESHMENTS/CLASSROOM/OFFICE/BEAN/HAYES	1,000.00
62	39	07/27/2026	11927	DISTRICT SHIRT SHOP	937/T-SHIRTS FACULTY/BEAN/HAYES	1,000.00
62	40	07/31/2026	41225	AMAZON CAPITAL SERVICES	995/CLASSROOM & OFFICE SUPPLIES/STEM/ BEAN/HAYES	1,500.00
62	41	07/31/2026	41225	AMAZON CAPITAL SERVICES	991/TEACHER CLASSROOM NEEDS/TULEY/HAYES	4,000.00
62	42	08/04/2026	44887	STAPLES BUSINESS CREDIT	915/PRINTER/TCANNON/AHS	556.28
62	43	08/05/2026	46319	DIAMOND BASEBALL PARENT LLC	939/COMET CAREER DAY REGISTRATION/WESTON/705	1,000.00
62	44	08/05/2026	41225	AMAZON CAPITAL SERVICES	WILLARD J. KNIGHTEN BATTERIES, SUPPLIES AND CHIAR	500.00
62	45	08/05/2026	40096	OK BPA	939/STUDENT FLC REGISTRATION/WESTON/705	1,000.00
62	46	08/05/2026	41225	AMAZON CAPITAL SERVICES	991/BOOKS/SNELL/THOMPSON	529.94
62	47	08/05/2026	46602	SHOW DOTS	968/Annual Memento Necklace for Students/MALM/705	650.00
62	48	08/05/2026	46594	CHEERLEADING COMPANY, INC	968/Colorguard Uniforms/MALM/705	850.00
62	49	08/05/2026	839	OK DECA	919/DECA FLC STUDENT REG/MCCLURE/705	315.00
62	50	08/05/2026	46420	TREVI PAY-WALMART	917/COFFEE BAR SUPPLIES/MCCLURE/705	250.00
62	51	08/05/2026	45350	OKLAHOMA CITY DODGERS	456/ DODGER DAY IN OKC/ ROSS/ 705	400.00
62	52	08/05/2026	2302	BETTER TEACHING	956/ LINKEDIN LEARNING SUBSCRIPTION/ ROSS/ 705	300.00
62	53	08/05/2026	41225	AMAZON CAPITAL SERVICES	934/STORAGE CONTAINERS, GYM EQUIPMENT	1,300.94
62	54	08/05/2026	583	WALMART COMMUNITY/GECRB	WILLARD J. KNIGHTEN SUPPLIES	300.00
62	55	08/05/2026	3785	STAPLES 6035 5178 2011 1853	WILLARD/130/JAMI KNIGHTEN	200.00
62	56	08/05/2026	41225	AMAZON CAPITAL SERVICES	991/STEM LEARNING ACTIVITIES/AGOOD/THOMPSON	303.44
62	57	08/05/2026	41225	AMAZON CAPITAL SERVICES	991/STEM LEARNING ACTIVITIES/SULLIVAN/THOMPSON	129.01
62	58	08/05/2026	41225	AMAZON CAPITAL SERVICES	973/ DEPARTMENT SUPPLIES/ DUNCAN/ AHS	300.00
62	59	08/05/2026	41225	AMAZON CAPITAL SERVICES	968/Band Supplies/MALM/705	800.00

62 - ACTIVITY
FUND

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 34 - 49999, Fund(s): 62 - ACTIVITY FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
62	60	08/05/2026	1718	HOME DEPOT	968/Band and Colorguard Supplies/MALM/705	1,000.00
62	61	08/05/2026	40032	FCCLA NATIONAL HEADQUARTERS	923/STUDENT ADVISOR MEMBERSHIP/C BROWN	15.00
62	62	08/05/2026	41225	AMAZON CAPITAL SERVICES	925/ GARDEN SUPPLIES/ DUNCAN/ AHS	100.00
62	63	08/05/2026	1718	HOME DEPOT	925/ GARDEN SUPPLIES/ DUNCAN/ AHS	100.00
62	64	08/05/2026	41742	DEANAN GOURMET POPCORN	973/ FUNDRAISING/ DUNCAN/ AHS	200.00
62	65	08/05/2026	2145	SAM'S CLUB	619/SCHOOL BASED ENTERPRISE/MCCLURE/705	900.00
62	66	08/05/2026	41225	AMAZON CAPITAL SERVICES	919/SCHOOL BASED ENTERPRISE/MCCLURE/705	400.00
62	67	08/05/2026	43687	BREAKOUT EDU	972/BREAKOUT EDU SUBSCRIPTION/BRIGGS/130	379.00
62	68	08/05/2026	583	WALMART COMMUNITY/GECRB	972/SHEVLES AND SUPPLIES/BRIGGS/130	300.00
62	69	08/05/2026	43070	TEACHERS PAY TEACHERS	972/GATE CURRICULUM/BRIGGS/130	183.99
62	70	08/05/2026	41225	AMAZON CAPITAL SERVICES	972/GATE SUPPLIES/BRIGGS/130	400.00
62	71	08/05/2026	3857	SWEETWATER SOUND	941/SOUND EQUIPMENT/PALMER JONES/130	500.00
62	72	08/05/2026	1718	HOME DEPOT	941/SET CONSTRUCTION FOR TROLLS/PALMER JONES/130	1,000.00
62	73	08/05/2026	3232	HOBBY LOBBY	941/COSTUMES AND PROPS/PALMER JONES/130	1,000.00
62	74	08/05/2026	41225	AMAZON CAPITAL SERVICES	941/PROPS AND COSTUMES/PALMER JONES/130	1,000.00
62	75	08/05/2026	1718	HOME DEPOT	941/SET CONSTRUCTION/PALMER/705	3,000.00
62	76	08/05/2026	3633	MUSIC THEATRE INTERNATIONAL	941/PERFORMANCE RIGHTS FOR FROZEN/PALMER/705	2,455.00
62	77	08/05/2026	3633	MUSIC THEATRE INTERNATIONAL	941/RIGHTS FOR TROLL JR/PALMER JONES/130	1,235.00
62	78	08/05/2026	1696	COMMUNICAN & BAYLOR BRIEFS	929/DEBATE MATERIALS/PALMER/705	224.85
62	79	08/05/2026	41225	AMAZON CAPITAL SERVICES	974/SCIENCE LAB SUPPLIES/HAWLEY/AHS	100.00
62	80	08/05/2026	10850	BIO CORPORATION	974/DISSECTION SPECIMENS/HAWLEY/AHS	575.00
62	81	08/05/2026	41225	AMAZON CAPITAL SERVICES	974/ELODEA/HAWLEY/AHS	13.00
62	82	08/05/2026	1326	NATIONAL SPEECH AND DEBATE ASSOC	929/TEAM NSDA MEMBERSHIP/PALMER/705	350.00
62	83	08/05/2026	7780	SCHOOL MATE	995/Monday Folders/Brad Lewis	1,500.00
62	84	08/05/2026	41225	AMAZON CAPITAL SERVICES	941/HS PROPS AND COSTUMES/PALMER/705	1,500.00
62	85	08/05/2026	40358	OK ASSOC FCCLA	923/LEAD CONFERENCE/C BROWN/ HAYES	60.00

62 - ACTIVITY
FUND

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 34 - 49999, Fund(s): 62 - ACTIVITY FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
62	86	08/05/2026	11472	OkMEA	941/ENTRY FEES FOR OKMEA/PALMER JONES/130	720.00
62	87	08/05/2026	42541	NAT'L ASSOC FOR MUSIC EDUCATION	941/PROFESSIONAL MEMBERSHIP DUES/PALMER JONES/130	105.00
62	88	08/05/2026	359	PENDER'S MUSIC	941/MUSIC FOR OKMEA/PALMER JONES/130	432.00
62	89	08/05/2026	45308	BYRDSEED, LLC	972/CURRICULUM SUBSCRIPTION/BRIGGS/130	399.00
62	90	08/06/2026	332	OKLA ASSOC FOR GIFTED CREATIVE/TALE	972/GIFTED CONFERENCE/BRIGGS/130	150.00
62	91	08/06/2026	3857	SWEETWATER SOUND	941/SOUND EQUIPMENT/PALMER JONES/610	500.00
62	92	08/06/2026	1718	HOME DEPOT	941/SET CONSTRUCTION FOR JH PA/PALMER JONES/610	1,500.00
62	93	08/06/2026	3232	HOBBY LOBBY	941/COSTUMES AND PROPS FOR JH PA/PALMER JONES/610	1,500.00
62	94	08/06/2026	41225	AMAZON CAPITAL SERVICES	941/PROPS AND COSTUMES JH PA/PALMER JONES/610	1,500.00
62	95	08/06/2026	3633	MUSIC THEATRE INTERNATIONAL	941/PERFORMANCE RIGHTS FOR ADV PA/PALMER/610	740.00
62	96	08/06/2026	45024	CONCORD THEATRICALS	941/RIGHTS FOR BEG PA MUSICAL/PALMER JONES/610	1,170.00
62	97	08/06/2026	46319	DIAMOND BASEBALL PARENT LLC	939/DODGERS CAREER DAY/CLAY/610	600.00
62	98	08/06/2026	40096	OK BPA	939/FLC SSTUDENT FEE/CLAY/610	400.00
62	99	08/06/2026	583	WALMART COMMUNITY/GECRB	923/FCCLA/FUNDRAISING GOODS/COYLE/610	125.00

Non-Payroll Total:	\$50,401.45
Payroll Total:	\$0.00
Balance Forward:	\$0.00
Report Total:	\$50,401.45

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 28 - 75, Fund(s): 63 - ATHLETIC FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
63	28	07/23/2026	45340	VILLAGE TOURS AND TRAVEL	801/AHS FB CHARTER/705	7,530.00
63	29	07/23/2026	4063	MARIETTA PUBLIC SCHOOLS	811/CROSS COUNTRY TRACK ENTRY/705	200.00
63	30	07/23/2026	9044	MARLOW PUBLIC SCHOOLS	811/AHS CROSS COUNTRY TRACK ENTRY/705	180.00
63	31	07/23/2026	1984	EAST CENTRAL UNIVERSITY	811/AHS CROSS COUNTRY TRACK ENTRY/705	260.00
63	32	07/23/2026	45114	PRUETTS FOOD - CODE 1003	819/CONCESSION/HOSPITALITY SUPPLIES/705	500.00
63	33	07/23/2026	2145	SAM'S CLUB	826/CONCESSION SUPPLIES/705	1,000.00
63	34	07/23/2026	14	ADA COCA-COLA BOTTLING	826/CONCESSION SUPPLIES/705	5,000.00
63	35	07/23/2026	11129	GUDERIAN PRODUCE	826/CONCESSION SUPPLIES/705	1,000.00
63	36	07/23/2026	40804	INDIAN NATIONS WHOLESale	826/CONCESSION SUPPLIES/705	5,000.00
63	37	07/23/2026	583	WALMART COMMUNITY/GECRB	826/CONCESSION/HOSPITALITY SUPPLIES/705	300.00
63	38	07/23/2026	11987	STEVE OWENS	806/AJHS SOFTBALL OFFICIAL/610	840.00
63	39	07/24/2026	43934	ADA CITY SCHOOLS/DORCAS COMPTON	825/AHS FOOTBALL CHANGE/705	5,500.00
63	40	08/04/2026	42332	CHRISTIE ANN JENNINGS	819/REIMBURSE HOSPITALITY WR BLDG/705	59.57
63	41	08/04/2026	44887	STAPLES BUSINESS CREDIT	819/OFFICE SUPPLIES/705	1,000.00
63	42	08/04/2026	46595	HEALTHY ROSTER	819/SWAY SPORTS/705	918.00
63	43	08/04/2026	43740	VYPE-TRINITY MEDIA GROUP	819/WEBSITE UPDATE FEES/705	1,188.00
63	44	08/04/2026	45921	THE PIONEER MANUFACTURING COMPANY	819/ATHLETIC PAINT FOR ALL FIELDS/705	1,700.00
63	45	08/04/2026	9054	PIGSKINS	819/HOSPITALITY/705	500.00
63	46	08/04/2026	2333	MAZZIO'S CORPORATION	819/HOSPITALITY/CONCESSION/705	1,000.00
63	47	08/04/2026	45904	KAYLEE BYRD	819/COACHES CLINIC REIMBURSEMENT/610	54.67
63	48	08/04/2026	46303	ERIC WATSON	801/AHS FOOTBALL OFFICIAL/705	200.00
63	49	08/04/2026	46304	TIMOTHY CLARK JR	801/AHS FOOTBALL OFFICIAL/705	150.00
63	50	08/04/2026	46307	LEWIS MORELAND	801/AHS FOOTBALL OFFICIAL/705	150.00
63	51	08/04/2026	46305	DEANGELO IRVIN	801/AHS FOOTBALL OFFICIAL/705	150.00
63	52	08/04/2026	46306	NICHOLAS FOWLER	801/AHS FOOTBALL OFFICIAL/705	150.00
63	53	08/04/2026	42124	ALEX W BOYLES	801/COACHES CLINIC REIMBURSEMENT/705	263.78
63	54	08/04/2026	45914	CHAD ROARK	819/OCA COACHES CLINIC REIMBURSEMENT/705	177.45
63	55	08/04/2026	44202	BLAKE ALAN PETTIGREW	819/OCA COACHES CLINIC REIMBURSEMENT/610	213.20
63	56	08/04/2026	46277	CHAD ROBERTSON	819/OCA COACHES CLINIC REIMBURSEMENT/705	152.07

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 28 - 75, Fund(s): 63 - ATHLETIC FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
63	57	08/04/2026	46264	ANTHONY M WILLOUGHBY	819/COACHES CLINIC REIMBURSEMENT/610	50.00
63	58	08/04/2026	43560	ERIC T WORLEY	819/OCA COACHES CLINIC REIMBURSEMENT/130	128.21
63	59	08/04/2026	17185	ROBERT POWELL	819/OCA COACHES CLINIC REIMBURSEMENT/705	106.20
63	60	08/04/2026	45886	STEPHEN JUSTIN NAIL	819/OCA COACHES CLINIC REIMBURSEMENT/705	188.02
63	61	08/04/2026	42332	CHRISTIE ANN JENNINGS	819/OCA COACHES CLINIC REIMBURSEMENT/705	200.97
63	62	08/05/2026	43784	ARBO'S FLOOR SERVICES	802/CLEAN/FINISH GYM FLOORS/705/610	14,602.58
63	63	08/05/2026	10940	ALERT SERVICES	819/SAFETY SUPPLIES/705	3,209.23
63	64	08/05/2026	17291	KYLE BOHANNON	819/OCA COACHES CLINIC REIMBURSEMENT/705	300.00
63	65	08/05/2026	88	BSN SPORTS LLC	850/COACHS' GEAR/705	7,485.71
63	66	08/06/2026	2440	STEVE KESSINGER	806/AHS SOFTBALL OFFICIAL/705	600.00
63	67	08/06/2026	45829	JONATHAN WIDNER	806/AHS SOFTBALL OFFICIAL/705	600.00
63	68	08/06/2026	44938	BO OVERTON	806/AHS SOFTBALL OFFICIAL/705	750.00
63	69	08/06/2026	11837	GARY WALKER	806/AHS SOFTBALL OFFICIAL/705	450.00
63	70	08/06/2026	46591	ASHLYNN KENNEDY LARGE	819/REIMBURSE NFHS SAFETY COURSE/705	80.00
63	71	08/07/2026	394	ROFF SCHOOL DISTRICT I-37	806/AHS SOFTBALL TOURNEY ENTRY/705	400.00
63	72	08/07/2026	855	DURANT PUBLIC SCHOOLS	806/AHS SOFRBALL TOURNEY ENTRY/705	350.00
63	73	08/07/2026	8758	ATOKA PUBLIC SCHOOLS	806/AJHS SOFTBALL TOURNEY ENTRY/610	350.00
63	74	08/07/2026	41225	AMAZON CAPITAL SERVICES	819/ STAND FOR PRINTER/705	76.98
63	75	08/07/2026	1223	DAVIS PUBLIC SCHOOLS	806/AHS SOFRBALL TOURNEY ENTRY/705	350.00

Non-Payroll Total: \$65,614.64

Payroll Total: \$0.00

Balance Forward: \$0.00

Report Total: \$65,614.64

Revenue/Expenditure Summary

Options: Fund: 63, Date Range: 7/1/2026 - 7/31/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 FOOTBALL	\$0.00	\$1,400.00	\$22,858.70	\$0.00	\$24,258.70	\$24,258.70	\$0.00
802 BASKETBALL	\$0.00	\$0.00	\$19,364.21	\$0.00	\$19,364.21	\$0.00	\$19,364.21
805 BASEBALL	\$0.00	\$0.00	\$4,090.49	\$0.00	\$4,090.49	\$0.00	\$4,090.49
806 SOFTBALL	\$0.00	\$0.00	\$9,321.51	\$0.00	\$9,321.51	\$1,539.55	\$7,781.96
807 WRESTLING	\$0.00	\$0.00	\$3,954.48	\$0.00	\$3,954.48	\$0.00	\$3,954.48
808 TENNIS	\$0.00	\$600.00	\$8,191.61	\$0.00	\$8,791.61	\$0.00	\$8,791.61
810 SOCCER	\$0.00	\$0.00	\$5,656.80	\$0.00	\$5,656.80	\$0.00	\$5,656.80
811 TRACK	\$0.00	\$0.00	\$6,572.49	\$0.00	\$6,572.49	\$640.00	\$5,932.49
813 GOLF	\$0.00	\$0.00	\$4,635.00	\$0.00	\$4,635.00	\$0.00	\$4,635.00
819 ALL SPORTS	\$0.00	\$1,271.48	\$15,008.17	\$4,425.81	\$11,853.84	\$3,149.27	\$8,704.57
820 OSSAA	\$0.00	\$0.00	\$1,053.10	\$0.00	\$1,053.10	\$0.00	\$1,053.10
822 RADIO BROADCASTS	\$0.00	\$0.00	\$2,823.43	\$0.00	\$2,823.43	\$0.00	\$2,823.43
825 CHANGE	\$0.00	\$300.00	\$13,700.00	\$400.00	\$13,600.00	\$13,600.00	\$0.00
826 CONCESSION	\$0.00	\$0.00	\$23,487.59	\$0.00	\$23,487.59	\$12,000.00	\$11,487.59
830 LETTERMEN'S CLUB	\$0.00	\$3,450.00	\$3,590.95	\$40.95	\$7,000.00	\$7,000.00	\$0.00
831 SCHOOL STORE	\$0.00	\$0.00	\$3,523.00	\$0.00	\$3,523.00	\$0.00	\$3,523.00
832 GAME DAY PROMOTIONS	\$0.00	\$16,120.00	\$10,247.28	\$3,400.00	\$22,967.28	\$8,307.36	\$14,659.92
833 WINTER BASKETBALL LEAGUE	\$0.00	\$0.00	\$25,217.72	\$11,400.00	\$13,817.72	\$10,937.00	\$2,880.72
850 FOOTBALL SUB-ACCOUNT	\$0.00	\$0.00	\$26,697.19	\$3,100.00	\$23,597.19	\$4,081.80	\$19,515.39
851 BOYS BASKETBALL SUB-ACCOUNT	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00
852 GIRLS BASKETBALL SUB-ACCOUNT	\$0.00	\$300.00	\$3,819.03	\$2,337.08	\$1,781.95	\$0.00	\$1,781.95
853 SOFTBALL SUB-ACCOUNT	\$0.00	\$0.00	\$850.00	\$500.00	\$350.00	\$0.00	\$350.00
854 WRESTLING SUB-ACCOUNT	\$0.00	\$0.00	\$4,936.27	\$0.00	\$4,936.27	\$0.00	\$4,936.27
860 BASEBALL SUB-ACCOUNT	\$0.00	\$0.00	\$8,710.11	\$500.00	\$8,210.11	\$0.00	\$8,210.11
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	\$0.00	\$272.51	\$0.00	\$272.51	\$0.00	\$272.51
864 GIRLS SOCCER SUB-ACCOUNT	\$0.00	\$0.00	\$262.51	\$0.00	\$262.51	\$0.00	\$262.51
865 BOYS TRK/CROSS CTRY - SUBACCT	\$0.00	\$0.00	\$4,771.47	\$0.00	\$4,771.47	\$0.00	\$4,771.47
866 GIRLS TRK/CROSS CTRY - SUBACCT	\$0.00	\$0.00	\$4,785.68	\$0.00	\$4,785.68	\$0.00	\$4,785.68
868 GIRLS GOLF SUB-ACCOUNT	\$0.00	\$0.00	\$1,194.10	\$0.00	\$1,194.10	\$0.00	\$1,194.10
Total	\$0.00	\$23,441.48	\$240,125.40	\$26,603.84	\$236,963.04	\$85,513.68	\$151,449.36

Cash Balances

Options: Fiscal Years: 2027, Funds: 63, As Of Date: 7/31/2026, Account Types: All

Cash By Account and Fund

AC 0001	FIRST UNITED BANK		
2027	63	63 - ATHLETIC FUND	\$236,963.04
Total AC 0001			\$236,963.04
			\$236,963.04

Cash By Fund

2027	63	63 - ATHLETIC FUND	\$236,963.04
			\$236,963.04

ADA PUBLIC SCHOOL

Revenue/Expenditure Summary

Options: Fund: 62, Date Range: 7/1/2026 - 7/31/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
808 TENNIS	\$0.00	\$0.00	\$160.00	\$0.00	\$160.00	\$0.00	\$160.00
903 LIBRARY	\$0.00	\$0.00	\$25,883.51	\$0.00	\$25,883.51	\$0.00	\$25,883.51
904 COUGAR CHASE/GIFTS	\$0.00	\$0.00	\$1,474.95	\$66.80	\$1,408.15	\$133.20	\$1,274.95
906 CLUB C.S.I. (FORENSIC SCIENCE	\$0.00	\$0.00	\$64.76	\$0.00	\$64.76	\$0.00	\$64.76
907 PHILOSOPHY CLUB	\$0.00	\$0.00	\$390.00	\$0.00	\$390.00	\$0.00	\$390.00
909 ENVIRONMENTAL SCIENCE CLUB	\$0.00	\$0.00	\$60.00	\$0.00	\$60.00	\$0.00	\$60.00
910 ACTIVITY CENTER RENTAL	\$0.00	\$0.00	\$1,623.42	\$0.00	\$1,623.42	\$0.00	\$1,623.42
913 ADULT ED/GED	\$0.00	\$202.50	\$7,529.21	\$0.00	\$7,731.71	\$0.00	\$7,731.71
914 AHS PHILANTHROPY	\$0.00	\$0.00	\$5,263.42	\$0.00	\$5,263.42	\$0.00	\$5,263.42
915 AHS CHANNEL ONE FUND	\$0.00	\$0.00	\$53,803.86	\$0.00	\$53,803.86	\$179.99	\$53,623.87
916 OASC STUDENT COUNCIL STATE CONVENTION	\$0.00	\$0.00	\$8,187.61	\$0.00	\$8,187.61	\$0.00	\$8,187.61
917 PURRISTA CAFE	\$0.00	\$0.00	\$1,347.31	\$0.00	\$1,347.31	\$0.00	\$1,347.31
918 FESTIVAL DISNEY	\$0.00	\$0.00	\$0.89	\$0.00	\$0.89	\$0.00	\$0.89
919 DECA	\$0.00	\$0.00	\$4,335.39	\$0.00	\$4,335.39	\$0.00	\$4,335.39
920 RUFF RYDERS	\$0.00	\$0.00	\$560.46	\$0.00	\$560.46	\$0.00	\$560.46
922 ROBOTICS	\$0.00	\$0.00	\$770.07	\$0.00	\$770.07	\$0.00	\$770.07
923 FCCLA	\$0.00	\$0.00	\$463.35	\$0.00	\$463.35	\$0.00	\$463.35
924 METEOROLOGY CLUB	\$0.00	\$0.00	\$30.00	\$0.00	\$30.00	\$0.00	\$30.00
925 GARDEN GNOME COLLECTING CLUB	\$0.00	\$0.00	\$579.01	\$0.00	\$579.01	\$0.00	\$579.01
926 MCKEEL PROJECT	\$0.00	\$0.00	\$33.75	\$0.00	\$33.75	\$0.00	\$33.75
927 CAMP GODDARD PICTURES	\$0.00	\$0.00	\$2,037.46	\$0.00	\$2,037.46	\$0.00	\$2,037.46
929 SPEECH/COMPETITIVE DRAMA	\$0.00	\$0.00	\$1,190.47	\$0.00	\$1,190.47	\$0.00	\$1,190.47
930 CAREER KICKSTART PROGRAM	\$0.00	\$0.00	\$2,274.15	\$0.00	\$2,274.15	\$0.00	\$2,274.15
932 AHS SERVE	\$0.00	\$0.00	\$317.48	\$0.00	\$317.48	\$0.00	\$317.48
934 PHYSICAL EDUCATION	\$0.00	\$0.00	\$10,198.00	\$0.00	\$10,198.00	\$0.00	\$10,198.00
936 TEEN ANGEL	\$0.00	\$0.00	\$1,314.65	\$0.00	\$1,314.65	\$0.00	\$1,314.65
937 HAYES T-SHIRTS	\$0.00	\$0.00	\$2,156.92	\$0.00	\$2,156.92	\$0.00	\$2,156.92
938 VIDEO SALES/RECYCLE	\$0.00	\$0.00	\$2,296.14	\$0.00	\$2,296.14	\$0.00	\$2,296.14
939 BUSINESS PROFESSIONALS OF AMER	\$0.00	\$0.00	\$8,216.99	\$0.00	\$8,216.99	\$0.00	\$8,216.99
941 PERFORMING ARTS	\$0.00	\$0.00	\$34,039.03	\$0.00	\$34,039.03	\$0.00	\$34,039.03
945 STEM	\$0.00	\$0.00	\$1,036.01	\$0.00	\$1,036.01	\$0.00	\$1,036.01
946 VARSITY CHEERLEADERS	\$0.00	\$0.00	\$402.87	\$0.00	\$402.87	\$0.00	\$402.87
949 COUGANNS	\$0.00	\$0.00	\$740.35	\$0.00	\$740.35	\$0.00	\$740.35
950 CLASS OF 2028	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
952 CLASS OF 2026	\$0.00	\$0.00	\$1,082.51	\$0.00	\$1,082.51	\$0.00	\$1,082.51
954 CLASS OF 2027	\$0.00	\$0.00	\$6,162.41	\$0.00	\$6,162.41	\$0.00	\$6,162.41
955 TRIPLE C - COOL COUGAR CHARACT	\$0.00	\$0.00	\$849.67	\$0.00	\$849.67	\$0.00	\$849.67
956 YEARBOOK	\$0.00	\$0.00	\$38,188.03	\$0.00	\$38,188.03	\$0.00	\$38,188.03
957 COLOR GUARD/FLAGS	\$0.00	\$0.00	\$120.00	\$0.00	\$120.00	\$0.00	\$120.00
958 JOURNALISM/COUGAR TALES	\$0.00	\$0.00	\$1,013.21	\$0.00	\$1,013.21	\$0.00	\$1,013.21
959 WORLD TRAVELER CLUB	\$0.00	\$0.00	\$71.50	\$0.00	\$71.50	\$0.00	\$71.50
960 LIFETIME ACTIVITIES COURSE	\$0.00	\$0.00	\$445.19	\$0.00	\$445.19	\$0.00	\$445.19
961 CNN-COUGAR NEWS NETWORK	\$0.00	\$0.00	\$658.49	\$0.00	\$658.49	\$0.00	\$658.49
962 CHOIR/VOCAL MUSIC	\$0.00	\$0.00	\$12,017.81	\$0.00	\$12,017.81	\$2,250.00	\$9,767.81
964 SPECIAL EDUCATION	\$0.00	\$0.00	\$167.25	\$0.00	\$167.25	\$0.00	\$167.25
966 VISION BANK INTEREST - DO NOT USE	\$0.00	\$307.81	\$7,067.37	\$441.62	\$6,933.56	\$2,258.24	\$4,675.32
967 SPANISH CLUB	\$0.00	\$0.00	\$584.29	\$0.00	\$584.29	\$0.00	\$584.29
968 BAND	\$0.00	\$0.00	\$21,619.90	\$0.00	\$21,619.90	\$7,500.00	\$14,119.90
969 NATIVE PRIDE	\$0.00	\$0.00	\$75.00	\$0.00	\$75.00	\$0.00	\$75.00
970 PROJECT IGNITION/LEADERSHIP	\$0.00	\$0.00	\$5,470.23	\$0.00	\$5,470.23	\$0.00	\$5,470.23
971 STUDENT COUNCIL	\$0.00	\$0.00	\$10,109.92	\$0.00	\$10,109.92	\$0.00	\$10,109.92
972 ILO	\$0.00	\$0.00	\$5,304.33	\$0.00	\$5,304.33	\$0.00	\$5,304.33
973 MATH CLUB	\$0.00	\$0.00	\$1,357.95	\$0.00	\$1,357.95	\$0.00	\$1,357.95
974 SCIENCE CLUB	\$0.00	\$0.00	\$9,159.78	\$0.00	\$9,159.78	\$0.00	\$9,159.78
976 ENGLISH	\$0.00	\$0.00	\$10.82	\$0.00	\$10.82	\$0.00	\$10.82
977 ECONOMICS	\$0.00	\$0.00	\$57.00	\$0.00	\$57.00	\$0.00	\$57.00
979 BOXTOPS	\$0.00	\$0.00	\$154.30	\$0.00	\$154.30	\$0.00	\$154.30

ADA PUBLIC SCHOOL

Revenue/Expenditure Summary

Options: Fund: 62, Date Range: 7/1/2026 - 7/31/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
980 ACADEMIC INCENTIVE/SCHOLASTIC	\$0.00	\$0.00	\$1,745.28	\$0.00	\$1,745.28	\$0.00	\$1,745.28
981 PICTURE FUND	\$0.00	\$0.00	\$9,280.36	\$0.00	\$9,280.36	\$500.00	\$8,780.36
983 VENDING	\$0.00	\$0.00	\$1,259.70	\$0.00	\$1,259.70	\$0.00	\$1,259.70
985 AP COALITION	\$0.00	\$0.00	\$1,128.27	\$0.00	\$1,128.27	\$0.00	\$1,128.27
986 SPECIAL OLYMPICS	\$0.00	\$0.00	\$12,391.01	\$0.00	\$12,391.01	\$0.00	\$12,391.01
987 HONOR SOCIETY	\$0.00	\$0.00	\$2,331.37	\$0.00	\$2,331.37	\$0.00	\$2,331.37
989 TECH ENGINEERING	\$0.00	\$0.00	\$1,485.65	\$0.00	\$1,485.65	\$0.00	\$1,485.65
990 ART CLUB	\$0.00	\$0.00	\$79.62	\$0.00	\$79.62	\$0.00	\$79.62
991 NESTLES/CANDY/COOKIES	\$0.00	\$0.00	\$91,817.36	\$0.00	\$91,817.36	\$5,785.00	\$86,032.36
992 CAMP GODDARD	\$0.00	\$100.00	\$21,992.19	\$0.00	\$22,092.19	\$0.00	\$22,092.19
993 ID BADGE REPLACEMENT	\$0.00	\$0.00	\$1,242.78	\$0.00	\$1,242.78	\$0.00	\$1,242.78
994 ACADEMIC BOWL	\$0.00	\$0.00	\$409.24	\$0.00	\$409.24	\$0.00	\$409.24
995 GENERAL ACTIVITY	\$0.00	\$0.00	\$28,769.09	\$842.74	\$27,926.35	\$11,231.72	\$16,694.63
996 DEVICE SALES/SERVICE - HOTSPOTS	\$0.00	\$0.00	\$265.26	\$0.00	\$265.26	\$0.00	\$265.26
997 DEVICE INSURANCE/REPLACEMENT	\$0.00	\$1,816.62	\$51,481.41	\$0.00	\$53,298.03	\$5,000.00	\$48,298.03
998 LUNCH PROGRAM	\$0.00	\$335.20	\$0.00	\$225.19	\$110.01	\$739.81	(\$629.80)
Total	\$0.00	\$2,762.13	\$528,207.04	\$1,576.35	\$529,392.82	\$35,577.96	\$493,814.86

ADA PUBLIC SCHOOL

Cash Balances

Options: Fiscal Years: 2027, Funds: 62, As Of Date: 7/31/2026, Account Types: AC

Cash By Account and Fund

AC 0003 VISION BANK

2027 62 62 - ACTIVITY FUND

\$529,392.82

Total AC 0003

\$529,392.82

\$529,392.82

Cash By Fund

2027 62 62 - ACTIVITY FUND

\$529,392.82

\$529,392.82

Ada City Schools State Aid Allocation

	Factor Increase				\$4,484.00	
				139.45	\$679,089.43	
Foundation Aid	2024	2025	2026	2027	2028	2029
Weighted ADM	4,757.33	4,771.65	4,887.88	4869.77		
Foundation Factor	\$2,110.52	\$2,117.90	\$2,151.73	\$2,257.93		
ADM X Factor	\$10,040,440.11	\$10,105,877.54	\$10,517,398.03	\$10,995,599.78		
Adjusted Valuation plus increased millage	\$1,792,029.18	\$1,913,871.74	\$1,999,029.88	\$2,090,675.69		
Chargeables						
75% County 4 Mill	\$420,118.46	\$456,125.48	\$462,066.57	\$490,392.28		
School Land	\$381,039.85	\$441,115.35	\$468,034.39	\$499,396.37		
Gross Production	\$318,645.32	\$233,357.18	\$235,085.89	\$217,867.54		
Motor Vehicle Collections	\$1,075,329.32	\$1,116,681.31	\$1,083,331.27	\$1,128,430.85		
REA Tax	\$16,616.25	\$13,132.57	\$13,346.13	\$13,114.19		
Total Chargeables	\$4,003,778.38	\$4,174,283.63	\$4,260,894.13	\$4,439,876.92		
Foundation Aid Total	\$6,036,661.73	\$5,931,593.91	\$6,256,503.90	\$6,555,722.86		
Transportation						
ADH	1,969.08	1,917.45	1,853.62	1890.63		
ADH X Per Capita X Transp Factor	\$129,959.28	\$126,551.70	\$122,338.92	\$124,781.58		
Salary Incentive Aid						
Incentive Factor	102.47	104.11	106.06	111.32		
Weighted ADM	4,757.33	4,771.65	4,887.88	4869.77		
Factor X ADM	\$487,483.61	\$496,776.48	\$518,408.55	\$542,102.80		
Adjusted District Valuation/1000	\$116,365.53	\$124,277.39	\$129,807.14	\$135,758.16		
Factor/ADM minus Valuation/1000	\$371,118.08	\$372,499.09	\$388,601.41	\$406,344.64		
Salary Incentive Aid	\$7,422,361.50	\$7,449,981.83	\$7,772,028.26	\$8,126,892.73		
Total Basic State Aid	\$13,588,982.51	\$13,508,127.44	\$14,150,871.08	\$14,807,397.16		
Initial Increase from Previous Year	\$2,810,032.13	-\$80,855.08	\$642,743.64	\$656,526.09		
Mid Term Adjustment Inc	\$99,273.76	\$399,917.00	\$176,036.74			
Total after Adjustment	\$13,688,256.27	\$14,008,831.01	\$14,326,907.82			
Total Increase in Allocation from Prev Year	\$1,820,047.13	\$320,574.74	\$318,076.81			

Initial Allocation	\$14,810,513.78	Monthly Payment	
9.00%	August	\$1,332,946.24	
18.00%	Sept	\$1,332,946.24	\$2,665,892.48
27.00%	Oct	\$1,332,946.24	\$3,998,838.72
36.00%	Nov	\$1,332,946.24	\$5,331,784.96
45.00%	Dec	\$1,332,946.24	\$6,664,731.20
Mid Term Adjust			
New Allocation			
54.00%	Jan		
63.00%	Feb		
72.00%	Mar		
81.00%	April		
91.00%	May		
100.00%	June		

Updated 8/07/2026

Certified Personnel Salary Schedule Step	\$145,092.11	\$29,018.42	\$170,786.26
Support Staff New Scale Implementation	\$168,697.96	\$28,678.65	\$197,376.61
Total Personnel Salary Step Cost			\$368,162.87

Personnel Adds (New Positions)	\$47,383.68	\$9,476.74	\$56,860.42
Total New Postition Costs			\$56,860.42

Certified Teacher Pay Raise Cost (\$2000)	\$501,000.00	\$100,200.00	\$601,200.00
---	--------------	--------------	---------------------

Support Staff on Alternative Scale Steps	\$21,146.32	\$3,594.87	\$24,741.19
--	-------------	------------	--------------------

Total Existing Cost Increase to District			\$1,050,964.48
--	--	--	-----------------------

Savings to District through Attrition	\$705,113.76	\$141,022.75	\$846,136.51
Rehire Savings			\$43,897.42
Total Personnel Savings			\$890,033.93

Projected Additional Dollars into State Aid Formula	\$123	4869.77	\$598,981.71
---	-------	---------	---------------------

Total Personnel Savings plus added estimated revenue			\$1,489,015.64
--	--	--	-----------------------

Total Personnel Cost/Savings for 2026 2027			\$438,051.16
--	--	--	---------------------

\$67,338.47 currently in non hired support

General Fund (11)		July	
Source		2027	2026
1110	AD Valorem	\$0.00	\$0.00
1120	AD Valorem Pr Yrs	\$29,921.18	\$42,021.75
1130	In Lieu of Taxes	\$10,029.88	\$9,592.21
1190	Other Taxes	\$0.00	\$0.00
1311	Monthly Bank Interest	\$0.00	\$6,254.56
1350	Interest on taxes	\$56,564.76	\$0.00
1390	Other Investment earnings	\$0.00	\$0.00
1410	Rental of School Facilities	\$0.00	\$740.00
1440	Sales of Equip, Serv, & Material	\$0.00	\$0.00
1510	Insuranc Loss Recovery	\$0.00	\$0.00
1520	Life Insurance Premium Reimb	\$0.00	\$0.00
1530	Damages to property	\$0.00	\$0.00
1550	Workers Comp	\$0.00	\$0.00
1590	Misc Reimbursements	\$0.00	\$0.00
1610	Contributions/Donations - Priv	\$0.00	\$0.00
1630	Insurance Premiums	\$0.00	\$0.00
1650	District Contracts	\$0.00	\$650.00
1680	Refund Prior Yr Expenditures	\$9,174.00	\$80,621.61
1690	Misc. Revenue from District Source	\$0.00	\$1,365.79
Series 1000	Total	\$105,689.82	\$141,245.92
2100	County 4 Mill	\$5,831.35	\$3,838.29
2200	Mortgage Tax	\$8,768.55	\$7,135.52
2300	Resale of Property	\$0.00	\$0.00
Series 2000	Total	\$14,599.90	\$10,973.81
3110	Gross Production Tax	\$25,584.16	\$22,102.91
3120	Motor Vehicle Collections	\$35,340.48	\$25,187.78
3130	Rural Electric Coop Tax	\$866.96	\$985.48
3140	State School Land	\$46,771.53	\$39,101.92
3150	Vehicle Stamps	\$446.24	\$64.07
3210	Foundation and Salary	\$0.00	\$0.00
3250	Flex Benefit Allowance	\$0.00	\$0.00
3310	Alternative and High Challenge	\$0.00	\$0.00
3412	National Board Certified	\$0.00	\$0.00
3414	OK Student Teacher Stipends	\$0.00	\$0.00
3415	Strong Readers Total	\$0.00	\$0.00
3420	State Textbook Total	\$0.00	\$0.00
3430	Adult Education Matching	\$0.00	\$0.00
3436	School Resource Officer	\$0.00	\$0.00
3437	Maternity Leave	\$0.00	\$0.00
3438	OTEP	\$0.00	\$0.00

	3470 AP Incentives	\$0.00	\$0.00
	3610 Homestead Reimbursement	\$9,561.84	\$0.00
	3690 Misc Sources of State Revenue	\$0.00	\$0.00
	3811 Comp HS Voc Salary	\$0.00	\$0.00
	3812 Voc. Prog. Incentive Assistance	\$0.00	\$0.00
	3892 OK Education Lottery Fund	\$0.00	\$0.00
Series 3000	Total	\$118,571.21	\$87,442.16
	4120 FEMA		
	4130 Title VII Impact Aid	\$0.00	\$0.00
	4140 Title VI Indian Hawaiian Alaska	\$18,006.40	\$4,698.90
	4210 Title I Basic	\$0.00	\$0.00
	4271 Part A Supporting Effective Instruction	\$0.00	\$0.00
	4281 Title III Part A Eng Language	\$0.00	\$0.00
	4310 IDEA B	\$0.00	\$4,156.32
	4340 Preschool Ages 3-5 Idea B	\$0.00	\$0.00
	4350 State Personnel Dev Grant	\$0.00	\$0.00
	4441 Part A Safe, Drug Free School	\$0.00	\$0.00
	4442 Student Suppt Academic Enrichment	\$0.00	\$0.00
	4470 Title V Subpart 2	\$0.00	\$0.00
	4550 Johnson O'Malley	\$28,394.42	\$45,917.77
	4570 Oklahoma Aware Mental Health	\$0.00	\$0.00
	4611 Adult Basic Education	\$17,021.30	\$0.00
	4617 Rehabilitation Services	\$0.00	\$0.00
	4689 Other Misc. Sources Fed Rev	\$101,049.60	\$124,595.21
	4710 Lunches	\$0.00	\$0.00
	4720 Breakfast	\$0.00	\$0.00
	4821 Equalization Carl Perkins	\$0.00	\$0.00
Series 4000	Total	\$164,471.72	\$179,368.20
	5160 Activity Fund Reimbursement	\$0.00	\$0.00
	5190 Misc Revenue Transfer	\$0.00	\$0.00
	5600 Correcting Entry	\$0.00	\$57,417.50
Series 5000	Total	\$0.00	\$57,417.50
	6110 Cash Forward Surplus	\$0.00	\$0.00
	6130 Pr Yr Lapsed Appropriations	\$0.00	\$0.00
	6140 Estopped Warrants by Statute	\$0.00	\$0.00
Series 6110	Cash Forward Surplus	\$5,796,600.63	\$7,144,338.01
	Total	\$6,199,933.28	\$7,620,785.60
	Total minus Fund Balance	\$403,332.65	\$476,447.59
			-\$73,114.94

Expenditures				
Object Code				July
			26 27 Paid	25 26 Paid
100		Salaries		
	100	Personal Services - Salaries		
	110	Regular Certified Salaries	\$64,466.79	\$55,499.26
	115	Salary in lieu of other fringe	\$209.13	\$209.13
	116	TRS Offset for Cert	\$993.65	\$911.25
	120	Regular Non Cert Salaries	\$89,462.41	\$76,539.39
	125	Salary in lieu of other fringe	\$1,707.21	\$1,138.14
	131	Cert Sub's Salaries/Cert Staff	\$0.00	\$0.00
	133	Certified Sub's TR Comp	\$0.00	\$0.00
	139	Other Cert Temp Compensation	\$0.00	\$0.00
	141	Noncert Sub for Cert Staff	\$120.00	\$0.00
	142	Sub Salaries for Non Cert Staff	\$0.00	\$0.00
	143	Noncertified Subs TR CP	\$0.00	\$0.00
	150	Overtime Salaries Non Cert	\$3,358.42	\$3,562.46
	170	Stipends (Certified)	\$0.00	\$2,200.00
	171	Bonus for Certified Staff	\$0.00	\$0.00
	180	Stipends Non Certified	\$0.00	\$0.00
	192	Extra Duty Certified	\$15,133.33	\$20,808.33
	193	Extra Duty Non Certified	\$1,193.60	\$11,345.02
	196	Auto Allow, Cell Phone, Travel	\$750.00	\$750.00
	197	Professional Dues	\$0.00	\$0.00
		Total 100	\$177,394.54	\$172,962.98
200		Benefits		
	213	Health and Accident Ins Cert	\$4,949.00	\$4,242.00
	214	Life Insurance Certified	\$15.30	\$13.60
	215	Long Term Disability Ins Cert	\$52.20	\$46.40
	223	Heath and Accident Insurance	\$12,726.00	\$12,019.00
	224	Life Insurance Non Cert	\$41.65	\$38.25
	225	Long Term Disability Non Cert	\$145.00	\$133.40
	231	FICA Employers Contrib Cert	\$5,005.61	\$4,895.56
	232	Medicare Employers Contr Cert	\$1,170.67	\$1,144.95
	241	FICA Employers Contrib Non Cert	\$5,812.34	\$5,619.43
	242	Medicare Employers Contr Non Cert	\$1,359.37	\$1,314.24
	251	Retirement Dist PD Cert	\$5,056.04	\$5,055.68
	252	Retirment Fed Match Cert	\$232.24	\$565.13
	253	Retirment Employers Match Cert	\$8,210.30	\$8,097.94
	261	Retirement Dist PD Non Cert	\$6,697.81	\$6,384.45
	262	Retirement Fed Match Non Cert	\$0.00	\$14.32
	263	Retirement Employer Contrib Non Ce	\$9,537.16	\$9,230.25
	273	Workers Comp Certified Person	\$0.00	\$66,142.91

	283	Workers Comp Non Cert Person	\$0.00	\$85,799.09
	290	Workers Comp Adv Pd	\$119,580.00	\$0.00
		Total 200	\$180,590.69	\$210,756.60
300 - 500		Purchased Services		
	310	Official/Adm Servs	\$626.00	\$592.50
	320	Professional-Education Service	\$0.00	\$0.00
	331	Accounting Services	\$0.00	\$0.00
	336	Medical Services	\$38.45	\$57.15
	337	Other Professional Services	\$0.00	\$0.00
	346	Technology related technical Servs	\$0.00	\$0.00
	359	Professional Emp Training	\$24,000.00	\$0.00
	420	Cleaning Services	\$50.00	\$3,500.00
	432	Technology Services	\$0.00	\$22,181.00
	433	Cooling, Electrical and Heating Servi	\$0.00	\$0.00
	435	Vehicle Services	\$0.00	\$0.00
	436	Office Machines	\$19,502.00	\$6,372.00
	438	Building and Groundkeeping	\$0.00	\$0.00
	439	Other Equipment Services	\$0.00	\$0.00
	442	Equipment and Vehicle Services	\$0.00	\$0.00
	445	Uniform Services	\$0.00	\$0.00
	449	Other rentals or lease services	\$0.00	\$0.00
	511	Student Trans serv by another	\$0.00	\$0.00
	513	Student Trans serv by outside	\$0.00	\$0.00
	515	Student out of District Lodging	\$0.00	\$0.00
	523	Property Insurance	\$543,470.00	\$502,692.00
	525	Surety Bonds	\$4,406.00	\$4,406.00
	529	Other Insurance Services	\$0.00	\$0.00
	530	Communications Services	\$100,531.62	\$86,743.98
	540	Advertising	\$0.00	\$0.00
	550	Printing and Binding	\$0.00	\$783.75
	580	Staff Travel	\$1,765.00	\$1,293.54
	599	Other Purchased Services	\$0.00	\$0.00
		Total 300 - 500	\$694,389.07	\$628,621.92
600		Supplies/Fuel/Books		
	611	Paper and Copy Supplies	\$127.87	\$57.86
	612	Automotive and Bus Supplies	\$9,811.82	\$12,736.73
	614	Testing Supplies and Materials	\$0.00	\$0.00
	615	Films, Videos, Audio and AV	\$0.00	\$0.00
	616	Health, First Aid and Hygiene	\$0.00	\$0.00
	617	Kitchen Products and Supplies	\$0.00	\$0.00
	618	Cleaning Maintenance Gounds	\$0.00	\$0.00
	619	General Supplies	\$2,944.75	\$2,302.14
	623	Diesel	\$1,012.35	\$5,507.21

	624	Electricity	\$26,476.26	\$25,640.71
	641	Books	\$0.00	\$0.00
	642	Periodicals	\$0.00	\$0.00
	643	State Adop Textbooks/Wkbooks	\$0.00	\$0.00
	644	Supp Textbooks	\$0.00	\$0.00
	645	Workbooks	\$0.00	\$0.00
	647	Newspapers	\$0.00	\$0.00
	651	Appliances/Furniture/Fixtures	\$8,992.38	\$0.00
	652	Audiovisual	\$0.00	\$0.00
	653	Supplies-Technology related equip	\$4,825.75	\$35,093.32
	655	Instruments	\$0.00	\$0.00
	656	Machinery Machines	\$0.00	\$0.00
	657	Uniforms	\$0.00	\$0.00
	658	Adaptive Equipment/Supplies	\$0.00	\$0.00
	681	Cocurricular	\$0.00	\$27.00
	682	Awards, Gifts, Decor, Regalia	\$0.00	\$0.00
	683	Extracurricular Supplies	\$0.00	\$0.00
		600 Total	\$54,191.18	\$81,364.97
700		Property		
	731	Appliances/Furniture/Fixtures	\$0.00	\$0.00
	736	Machinery Machines	\$0.00	\$0.00
	739	Security Equipment	\$0.00	\$0.00
	761	Automobiles	\$0.00	\$0.00
		700 Total	\$0.00	\$0.00
800		Other Objects		
	810	Late Payments	\$0.00	\$0.00
	811	Memberships	\$57,505.37	\$25,153.24
	860	Staff Registration & Tuition	\$3,430.00	\$2,885.00
	870	County Assess/Revaluation Fee	\$0.00	\$0.00
	880	Student Aid Pymnt/Scholarship	\$0.00	\$0.00
		800 Total	\$60,935.37	\$28,038.24
900				
	930	Reimbursement	\$57,813.91	\$60,923.43
		900 Total	\$57,813.91	\$60,923.43
		Total Expenditures	\$1,225,314.76	\$1,182,668.14

Gateway First Bank
244 S Gateway Place
Jenks, OK 74037

000000



RETURN SERVICE REQUESTED

ADA CITY SCHOOLS
PO BOX 1359
ADA, OK 74821-1359

Contact Us

918-777-7143

TreasuryManagement@gatewayfirst.com

www.gatewayfirst.com



Account

ADA CITY SCHOOLS

Date

07/31/2026

Page

1 of 4

CDARS® Customer Statement

The following information is a summary of activity in your CDARS accounts and the list of FDIC-insured institutions that hold your deposits as of the date indicated. These deposits have been placed by us, as your agent and custodian, in deposit accounts through CDARS. Certain conditions must be satisfied for "pass-through" FDIC deposit insurance coverage to apply. To meet the conditions for pass-through FDIC deposit insurance, deposit accounts at FDIC-insured banks in IntraFi's network that hold deposits placed using an IntraFi service are titled, and deposit account records are maintained, in accordance with FDIC regulations for pass-through coverage.

Summary of Accounts

Account ID	Effective Date	Maturity Date	Interest Rate	Opening Balance	Ending Balance
1031803523	09/04/2025	09/03/2026	3.82606%	\$3,083,912.75	\$3,093,949.88
1031803396	09/04/2025	09/02/2027	3.82606%	1,031,945.20	1,035,303.82
TOTAL				\$4,115,857.95	\$4,129,253.70



**Ada City Schools
Board of Education Meeting
August 10, 2026
Superintendent's Report**

Back to school information

Monday, July 27 kicked off our New Teacher Academy week. **Rachel Keith, Lisa Fulton, and Shelly Lticker** did a fantastic job organizing the week for our new additions. **Kim Rolan** also did a great job in securing food and refreshments. All of our district personnel presented relevant topics and provided support to the new staff. Representative **Ronny Johns** was our tour guide as we went on a bus tour of Ada. Our advanced teachers gave all new teachers tutorials on their unique site procedures on Thursday, July 30.

Monday, August 3, through Friday, August 7, was our back to school week for our teachers. We welcomed all staff members into the ACAC for a celebration of our return to school. We recognized our returning teachers of the year, praised our "summer champions" and gave away door prizes from our gracious vendors and Love Theory. We also had wonderful performances by **Audrey Freeman** and **Ava Morris** from competitive drama. We closed the meeting out with the unveiling of our Mission, Vision, and Values.

All of this was followed by an all district lunch provided by Trinity. We are very thankful for a community that supports our educators. It was great to see such a tremendous turnout from our staff.

We continued the week with professional development in Professional Learning Communities and site collaborative team work. Our goal through the week of professional development was to establish strong collaborative teams at our sites and gain clarity around what we want students to learn. Our Lead Teachers who attended the PLC Conference in Tulsa last May presented sessions on what the PLC process looks like in our schools. They all did a phenomenal job!!!

Following Thursday, August 6, our teachers now have time to breathe, rest, and prepare their rooms. Meet and Greet was held on Monday, August 10. Tuesday is a day for teachers to have to do whatever is necessary to prepare for students. We look forward to welcoming our students Wednesday morning.

Enrollment Confirmation

Enrollment confirmation was a one day event this year. We were open from 7:30 to 7:00 to allow parents time to come enroll or confirm their students' enrollment. We had over 2000 come through for the day. Thank you to the PTA for keeping everyone fed and hydrated throughout the long day.

Extra Curricular Activities

Fall sports have begun. Softball and Football have been going strong in practice but being cautious with the heat. (Our new airconditioned bus has been a nice relief!) The band has also been hard at practice for about a month now. Competitive Drama also finished off a great week of camp for our younger students. HS STUCO has been busy getting the high school ready to have a strong student body oriented culture.

Bond Projects Facility Update

The wrestling facility is getting the final touches added and should be fully complete (minus the mats) soon. The old Washington site is gone. They are now removing the concrete and finishing the dirt work. On Thursday, August 13, contract bids for the new school will be opened. Once this is completed, we should receive a guaranteed maximum price in a few weeks.

Extras

We will begin this school year with four hundred and nineteen (419) employees. Two hundred and forty two (242) of them are full time certified employees. We have eleven (11) part time certified employees and one hundred and sixty six (166) support employees.

Willard has undergone quite a facelift over the summer. The outside has been cleaned and refreshed. The gym has new acoustic sound barriers and the kitchen has been completely redone. North facing classrooms have all new blinds for privacy and heat barriers. Willard also has a new intercom/communication system.

All of our first round of branding projects have been completed and the East Gym Airconditioning should be wrapping up.

AECC's entry way is also being outfitted with acoustic sound blockers.

Facility maintenance and cleanliness is non-negotiable.

Five Absolutes

I have stressed with our district leadership Five Absolutes (non-negotiables) for the school year:

1. Focus on Learning
2. Facility Maintenance and Cleanliness
3. Communication
4. Safety and Security
5. Accountability

For us to be the district we envision, these areas must be monitored and evaluated continually.

Ada City Schools Extra Duty Assignment Stipends for 2026 2027

Baseball	
Baseball Field Maintenance	\$1,500.00
Baseball HS Assistant (2)	\$3,500.00
Baseball HS Head	Flexible
Baseball JH	\$2,000.00
Baseball JH Head	\$2,500.00
Basketball	
Basketball 6th Grade Boys	\$1,000.00
Basketball 6th Grade Girls	\$1,000.00
Basketball 7th Grade Boys	\$2,000.00
Basketball 7th Grade Girls	\$2,000.00
Basketball Freshmen Boys	\$3,000.00
Basketball Freshmen Girls	\$3,000.00
Basketball HS Boys Assistant (2)	\$3,500.00
Basketball HS Boys Head Coach	Flexible
Basketball HS Girls Assistant (2)	\$3,500.00
Basketball HS Girls Head Coach	Flexible
Basketball JH 8th Grade Boys	\$2,000.00
Basketball JH 8th Grade Girls	\$2,000.00
Cheer	
Cheer Head	\$8,000.00
Cheer HS Assistant	\$4,000.00
Cheer JH	\$3,000.00
Cougann Assistant (2)	\$3,750.00
Cougann Head Coach	\$8,000.00
Football	
Football Freshmen	\$4,000.00
Football HS Assistant (4)	\$4,000.00
Football HS Defensive Coordinator	\$5,250.00
Football HS Head Coach	Flexible
Football HS Offensive Coordinator	\$5,250.00
Football JH 7th Grade	\$2,500.00
Football JH 8th Grade	\$2,500.00
Football JH Assistant (4)	\$2,000.00
Golf	
Golf HS Boys Head	Flexible
Golf HS Girls Head	Flexible
Golf JH Boys	\$1,500.00
Golf JH Girls	\$1,500.00
Soccer	
Soccer Girls Head	Flexible

Soccer HS Assistant Boys	\$1,500.00
Soccer HS Assistant Girls	\$1,500.00
Soccer HS Boys Head	Flexible
Softball	
Softball HS Fast Pitch Assistant (2)	\$3,500.00
Softball HS Fast Pitch Head	Flexible
Softball JH Fastpitch Assistant	\$2,000.00
Softball JH Fastpitch Head	\$2,500.00
Strength and Conditioning	
Strength and Conditioning Coordinator Asst	\$4,000.00
Strength and Conditioning Coordinator	\$12,000.00
Strength and Conditioning Coordinator Asst	\$2,500.00
Tennis	
Tennis Director of Tennis Operations	\$2,000.00
Tennis HS Boys Head	Flexible
Tennis HS Girls Head	Flexible
Tennis JH Girls	\$2,000.00
Tennis JH Boys	\$2,000.00
Track	
Track 6th Grade	\$750.00
Track Cross Country Assistant	\$1,500.00
Track Cross Country HS Head	\$3,000.00
Track HS Assistant (4)	\$3,000.00
Track HS Head Coach	Flexible
Track JH Head	\$1,500.00
Track JH Assistant (3)	\$1,000.00
Wrestling	
Wrestling Head JH	\$2,500.00
Wrestling HS Assistant (3)	\$3,000.00
Wrestling HS Girls Assistant	\$3,000.00
Wrestling HS Head	Flexible
Wrestling JH Assistant	\$2,000.00
Technology	
Coug Techs	
Coug Tech (6)	\$2,000.00
Academic Team	
Willard Academic Team Co Sponsor (2)	\$1,000.00
JH Academic Team Sponsor	\$1,625.00
HS Academic Team Sponsor (2)	\$1,625.00

National Honor Society	
National Honor Society High School	\$1,500.00
Yearbook	
Yearbook High School	\$2,000.00
Yearbook Jr High	\$1,050.00
Vocal Music	
Vocal Music HS/JH	\$5,000.00
Student Council	
Student Council Sponsor Jr High	\$1,500.00
Student Council Sponsor	\$2,500.00
Student Council Activities Director	\$8,000.00
Band	
Band Director	\$12,000.00
Band Assistant Director (2)	\$6,550.00
Performing Arts	
Performing Arts Assistant	\$3,000.00
HS Performing Arts Competitive Drama	\$8,000.00
JH/Willard Performing Arts	\$1,500.00
Public Relations	
Public Relations District	\$8,000.00
Department Heads	
HS Department Head (4)	\$500.00
JH Department Head (5)	\$500.00
ESports	
ESports Sponsor	\$1,500.00
Professional Development	
Professional Development Committee (6)	\$500.00
Professional Development Committee Chair	\$1,000.00
Robotics	
Robotics Team Co Sponsor	\$1,625.00
Counseling	
Counseling Elementary (4)	\$7,000.00

Counseling MTSS	\$10,000.00
Counseling Secondary (5)	\$7,000.00
Behavior Specialist (x2)	\$4,000.00
Career Tech	
Career Tech Teacher (9)	\$2,200.00
Chickasaw Language Proctor	\$3,000.00
Administration	
Administration Adult Education Director	\$4,000.00
Administration Alternative Education Asst	\$2,500.00
Administration Alternative Education Director	\$5,000.00
Administration Operations Student Services	\$38,000.00
Administration Jr High Administrative Intern	\$15,500.00
Administration Elementary Asst Principal	\$17,500.00
Administration Elementary Asst Principal	\$17,500.00
Administration Elementary Asst Principal	\$17,500.00
Administration Elementary Asst Principal	\$17,500.00
Administration Elementary Principal	\$24,200.00
Administration Elementary Principal	\$24,200.00
Administration Elementary Principal	\$24,200.00
Administration Elementary Principal	\$24,200.00
Administration Fed Programs, Curr, Assess	\$38,000.00
Administration Gifted and Talented Director	\$8,000.00
Administration High School Assistant Principal	\$21,300.00
Administration Jr High Assistant Principal	\$20,300.00
Administration Jr High Principal	\$27,200.00
Administration Safety and Security Director	\$15,000.00
Administration Special Education Coordinator	\$13,700.00
Administration Special Education Facilitator	\$7,000.00
Administration Special Education Director	\$20,200.00
Administration Technology Director	\$22,000.00
Administration High School Principal	\$28,000.00
Administration Indian Education Director	\$14,000.00
Administration Student Support Services	\$10,000.00
Administration Teaching and Learning	\$12,000.00
Administration Registered Nurse	\$15,000.00
Administration Fine Arts	\$8,000.00
Administration STEAM Director	\$19,000.00
Administration English Language Coordinator	\$5,000.00
Special Services	

Special Services School Psychologist (x3)	\$12,000.00
Special Services Speech Pathologist (x4)	\$16,000.00



WE ARE ADA

— ONE DISTRICT. ONE FAMILY. ONE FUTURE. —



MISSION

We are....

“empowering every student to achieve high levels of academic rigor through innovative learning and high expectations, and fostering a lifelong pursuit of excellence.”



VISION

We are....

a unified, future-focused district with a legacy of excellence, where strong relationships and shared accountability ensure every student is known, valued, challenged, and championed to achieve at high levels, develop strong character, and pursue pathways to lifelong learning, engaged citizenship, and future success.”



CORE VALUES

We value....

- 1 EXCELLENCE** – We maintain high expectations in everything we do.
- 2 INTEGRITY** – We act with honesty, character, and consistency.
- 3 RELATIONSHIPS** – Every person feels known, valued, and connected.
- 4 ACCOUNTABILITY** – We hold ourselves and one another accountable for student success.
- 5 UNITY** – We are united in our approach to empower every student with multiple opportunities.

STRONGER TOGETHER.  UNSTOPPABLE TOGETHER.

EVERY STUDENT KNOWN | EVERY STUDENT CHALLENGED | EVERY STUDENT CHAMPIONED

Lauren Mathis
304 E. Wynnewood Ave.
Sulphur, OK 73086
580-421-5880

The purpose of this contract is to provide Ada City Schools with the services of a Deaf/Hard of Hearing Specialist to support students who are deaf or hard of hearing. The specialist will collaborate with district personnel to develop and implement high-quality Individualized Education Programs, including the creation of meaningful goals and objectives, provide consultation regarding appropriate accommodations and services, and promote evidence-based practices that support student access, communication, and educational success.

Scope of work to be completed for Ada Public Schools during FY27:

- Collaborate with special education teachers at Ada Public Schools on IEPs/504 Plans for deaf and hard-of-hearing children.
- Attend IEP/504 Plan meetings for students who are deaf or hard of hearing. Attendance will be virtual or by phone, but on-site attendance can be requested as needed.
- On-site visits and consultations with special and general education teachers, as well as other professionals, as needed.

Additional Responsibilities:

- Will provide the office space, supplies, personnel, equipment, and all other resources necessary to perform the services required under this Agreement.
- Will provide Ada Public Schools with a written description of the services performed under this Agreement no less than once each calendar quarter during the period in which this Agreement is in effect. Each quarterly report shall summarize the services provided during the applicable reporting period.

The work performed is advisory, and the IEP/504 team will make all final decisions. The district is responsible for writing all IEPs/504 Plans, holding all required meetings, and providing all necessary notices for each student.

This contract will begin on August 13, 2026, and end on May 20, 2027.

Breakdown of contract:

- \$4000: base rate for 5-10 students
- \$500: travel reimbursement (to include at least 6 monthly in-person visits to Ada Public Schools)

\$4,500 payable in 9 monthly installments of \$500.00 each, with the first being due September 10th, 2026. Each monthly installment will be due on the 10th of the month, with the last being due on May 10, 2027.

All work to be completed by Lauren Mathis.

Superintendent

Date

Board of Education President

Date

Lauren Mathis

5/11/2026

Lauren Mathis, Consultant

Date

**MEMORANDUM OF UNDERSTANDING
OF AN INTERAGENCY AGREEMENT
BETWEEN
THE CHICKASAW NATION EARLY CHILDHOOD PROGRAM
AND
ADA CITY SCHOOLS**

This Memorandum of Understanding, herein "MOU", is entered into between the Chickasaw Nation Early Childhood Program, Division of Chickasaw Education, a division of the Chickasaw Nation, a sovereign Indian nation, 300 Rosedale Road, Ada, Oklahoma 74820, herein "Nation", and Ada City Schools, 324 W. 20th Street, Ada, Oklahoma 74820, herein "School District".

1. RECITALS AND PURPOSE:

- a. The state of Oklahoma requires the School District to timely identify children with suspected disabilities and provide services to those children pursuant to the Individuals with Disabilities Education Act.
- b. Pursuant to the terms of this MOU, and to the requirements of applicable law, the Nation and School District hereby agree to collaborate for special education services delivered to students residing in the School District's geographical boundaries through approved health standards. This collaboration will occur without creating additional financial obligations on the part of the Nation or School District. This MOU defines the specific conditions under which this collaboration shall occur and shall facilitate the smooth transition of students with suspected disabilities, as well as students with individual education plans, herein "IEPs", into and from the Nation and School District with documented parent consent that will be kept in the student file to allow access to the student to conduct screenings, observations, and evaluations in the Nation's facilities.

2. RESPONSIBILITIES OF THE PARTIES:

a. DUTIES OF THE NATION:

- i. The Nation's Early Childhood Preschool Early Intervention Manager (ECP Manager) will coordinate the screenings and referrals of students.
- ii. All referrals for further evaluations will involve the appropriate staff from each program, which will identify the areas of concern. This referral will require written parental consent to make the referral including parent contact information and student specific information.
- iii. The ECP Manager will gather existing information to assist the designated School District staff in implementing the appropriate procedures and forms to satisfy Oklahoma special education procedures and requirements.

- iv. The ECP Manager will coordinate meetings with the School District and Nation's staff and the student's parent or guardian at the mutual convenience of the parent/guardian, School District and Nation's staff.
- v. The ECP Manager will hand-deliver or electronically submit relevant documents or required information to the School District, to be added to the Review of Existing Data form on the state's EDPlan program, which is utilized to create and track special education documents regarding the student.
- vi. The School District will e-mail, or fax written directions for proceeding, to the ECP Manager. Upon receipt of the written directions for proceeding, and the parent or guardian's written consent, a mutual meeting will be held to further evaluate the student's needs.
- vii. The Nation shall inform each parent/guardian about parental rights during each scheduled meeting that occurs.
- viii. The ECP Manager shall coordinate all evaluation appointments made by the School District's special services director, herein "SSD", with the parent/guardian and appropriate Nation staff.
- ix. The Nation shall provide the School District copies of student screening documentation which includes sensory acuity or sensory concerns, as well as any behavioral difficulties.

b. DUTIES OF THE SCHOOL DISTRICT:

- i. To provide Child Find professional speech screenings to students enrolled with the Nation.
- ii. Within ten (10) school days of delivery, the School District will electronically acknowledge the relevant documentation from the Nation as a referral for further evaluation of a student with suspected disabilities and provide written directions to the ECP Manager to prepare for the School District's process in obtaining informed consent from the parent or guardian.
- iii. Upon receipt of the parent or guardian's consent to further evaluate for suspected disabilities, the School District's SSD will schedule the appropriate evaluations.
- iv. All evaluation and placement service meetings shall be conducted at the mutual convenience of the parent/guardian, the School District, and the Nation's staff. Electronic meeting notices to the ECP Manager are needed to assist with confirmation and documentation in the Nation's Early Childhood Program files.

- v. The School District shall provide information and informal training to parents or guardians and its staff to assist students who reside in the school district with active IEPs.
- vi. The School District is encouraged to offer community awareness activities on the Nation's campus through arrangements with the Nation's Early Childhood Program center supervisor.
- vii. The School District personnel may present information at the Nation's Early Childhood Program center's Monthly Parent Committee Meeting as a forum for public awareness and service training.

c. DUTIES OF BOTH PARTIES:

- i. Parent consent documentation will be obtained and exchanged to ensure proper access to specific students and file information for screenings, observations, and evaluations, and collaboration between the Nation and the School District will be continued for smooth transition efforts.
- ii. Students with IEPs, as well as their families, will be given the opportunity to tour the facilities of either the Nation or the School District before such students are delivered services at those facilities.
- ii. The Nation and School District shall include parents/guardians and staff at decision-making and transition meetings.
- iii. The service provisions of the IEPs shall identify the facility and describe each of the therapies to be administered, as well as the length of each of the sessions to be conducted.
- iv. The Nation and School District shall collaborate regarding the provisions of Child Find activities, which may be used to determine whether or not children have suspected disabilities.
- v. The Nation and School District shall mutually focus upon identifying children with suspected disabilities.
- vi. The Nation and the School District shall work together to establish meeting and evaluation space and make duplication options.
- vii. The Nation and the School District shall work together to ensure that the other party has access to relevant electronically stored special education documented resources.

- viii. The Nation and the School District agree to share, as soon as practicable, information relating to changes in parent or guardian contact information, as well as calendar changes.

3. TERM:

This MOU shall begin on the effective August 1, 2026, and shall terminate on July 31, 2027. This MOU may be terminated by either of the parties upon thirty (30) days written notice of termination, which shall be sent to the other party's address referenced on page one of this MOU.

4. WARRANTIES:

Neither party to this MOU makes any warranties, guarantees, or binding assurances to the other party or on behalf of the other party.

5. HOLD HARMLESS:

The Nation and School District agree to release from liability and hold each other harmless from any claims, demands, losses, cost, damages, or expenses arising directly or indirectly as a result of this MOU. The Nation's and the School District's employees, contractors, agents and assigns are hereby also released from any and all claims, damages and liabilities of any kind arising from this MOU.

6. CONFLICT OF INTEREST:

The Nation and School District, each individually, represent that neither party has employed any person to solicit or procure this MOU, and that neither party has made, nor will make, any payment or any agreement for the payment of any commission, percentage, brokerage, or contingent fee or other compensation in connection with this MOU.

7. NON-DISPARAGEMENT:

Nation and School District hereby stipulate and agree that each party may discuss non-confidential aspects of their experience with the other party. However, Nation and School District shall not in any shape, form or fashion whatsoever, make any disparaging remarks or otherwise communicate any disparaging information about the other party or that party's employees, officers or agents in their professional capacities herein, to any third party, including but not limited to statements on social or other media. Further, Nation and School District agree to take no action of any nature which is intended, or would reasonably be expected, to harm the other party or its reputation or which would reflect or reasonably lead to unfavorable publicity to the other party.

8. GOVERNING LAW:

Nothing contained in this MOU shall be construed to waive the sovereign rights of the Chickasaw Nation, its officers, employees, or agents. This MOU shall be performed within applicable guidelines, resolutions, ordinances, and laws of the Chickasaw Nation. State law shall not be applicable nor shall disputes be subject to any authority outside of the Chickasaw Nation.

9. DISPUTES:

Each party agrees to attempt in good faith to resolve disputes under this MOU. Both parties agree to attempt to resolve all disputes arising pursuant to this MOU in the best interest of the student. Nevertheless, nothing in this MOU creates any legally actionable rights or imposes any enforceable duties on either party. In the event of an irresolvable dispute, either party may elect to dissolve this MOU.

In witness of the foregoing, the parties signing below agree to the terms of this Memorandum of Understanding.

SCHOOL DISTRICT:

School District Representative
Authorized Signatory

Date

THE CHICKASAW NATION:

Krystal Ross, Executive Officer
Division of Chickasaw Education
Department of Education

Date

School Name: _____

Phone Number: _____

School Personnel for possible student access:

Superintendent: _____

Elementary Principal: _____

Special Education Director: _____

Special Education Teacher: _____

School Psychologist / Psychometrist: _____

Speech Pathologist: _____

Occupational Therapist: _____

Physical Therapist: _____

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
CONTRACT FOR SECONDARY CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2026-2027

It is understood and agreed that Oklahoma Career and Technology Education funds will be used to assist in the development and maintenance of a Career and Technology Education program that meets the standards, provisions, and requirements contained in the State Plan for Career and Technology Education, the CareerTech state rules and regulations, and policies pertaining to Career and Technology Education, state laws, and federal policies pertaining to Career and Technology Education. The aforementioned district will provide the funds necessary for quality programs and report such expenditures to the Oklahoma Department of Career and Technology Education (ODCTE). All programs supported under this contract have been coordinated with other training agencies and institutions in the area.

It is also understood and agreed that necessary records shall be kept, and all reports required by the State Board shall be submitted to the appropriate area of ODCTE by the established due date. The **Salary and Teaching Schedule due on September 30**, is one of these reports and is considered a part of this contract in addition to **CESI Enrollment due October 31** and the **Follow-up Reports due November 30**. Those programs delinquent in submitting accurate reports are subject to having reimbursement withheld or withdrawn by ODCTE.

The program(s) on the listed attachment shall have an established local advisory committee to assist in their development and/or direction.

The teacher(s) of the program(s) listed herein shall have a valid teaching certificate in the specific subject matter area. Other Career and Technology Education personnel involved in the delivery of the programs listed shall meet the minimum requirements for the duties and responsibilities for which funds are requested.

It is understood that program(s) provided for in this contract, as indicated on the list of programs included with this contract, and the Salary and Teaching Schedule, shall be operated for ten or twelve calendar months. Ag Education is a twelve (12) month program. All other CTE programs follow the school calendar. Should any program(s) not be operational for the entire period and led by a certified instructor(s) as indicated on this contract, it is understood that funding will be reduced proportionately.

Program assistance funds received from ODCTE shall be spent on CareerTech programs and will be coded to 412. Salary supplement received from ODCTE shall be coded to 411.

Furthermore, the aforementioned school district certifies that all such program(s) listed in this contract are open with respect to equal access to males and females and that disabled students who, under the direction of a planning committee, apply for admission, are provided Career and Technology Education as specified in the Individual Education Plan (IEP) as appropriate.

If you have any questions, contact Katha Cinnamon at Katha.Cinnamon@careertech.ok.gov or (405) 743-5195.

This signed contract should be returned to secondarycontracts@careertech.ok.gov no later than **September 30**.

Approved:



Brent Haken, State Director

7/28/2026

Date

President, Board of Education

Date

Superintendent of Schools

Date

Ada School System

District Name (please print)



2500 South Meridian • Oklahoma City, OK 73108-1744
Office: 405-681-6691 • Toll Free: 800-965-7677 • Fax: 405-681-6693

DISTRIBUTORS OF **BLUE BIRD** SCHOOL BUSES

Corporate Office
Ryan Ross, General Manager

Oklahoma Bus Sales
Ryan Ross, Sales Representative

Customer: Ada City Public Schools
ADDRESS: 324 W. 20th Street
CITY/STATE/ZIP: Ada, Oklahoma 74820

CONTACT: Mr. Jonathan Boeck Trans. Dir.
TELEPHONE: 580-310-7359
BID DUE DATE: Immediate

General Description:

2026 Model Year: Micro Bird by Girardin, Type-A Multi-function School Bus (MFSAB), Series: G5

Capacity: 14-Passenger in HSM High-back, STD School Bus Bench Seating

Make: Micro Bird by Girardin
Model: G5 Series, 139" Wheelbase (Dual Wheel), (14) Passenger Capacity w/ Wheel-wells, (4) Rows, 12,300lb GVWR

----- Body Specifications: -----

Air Conditioning:	Dash (Chevrolet/OEM) + 53K Rear AC System: 68K Total BTU A/C w/ Skirt Mounted Condenser and 2 nd Compressor
Back-Up Alarm:	112DBA, Safety Horn SAE-operates in reverse gear
Bumper:	Pressed Steel Channel (10" x 3/16") Flanged 2" Top/Bottom w/ 1" Square Tubing Reinforcement
Child Reminder:	Child Check System, Dome Lights Warning, Entrance Door Activated
Entrance Door:	<u>Double-Out Electric Entrance Door:</u> Clear Glass (Non-Tinted), 32" Wide (10 year, 200,000-cycle tested) Grey Head Pads above All Doors (2) Step Step-well with Ribbed Covered Steps (Gray) Driver's Step Below Driver's Door
Exit:	Rear Door Center Mounted with Upper/Lower Glass (tint 26% light transmittance) Retainer RR Emergency Door RR Door Latch/Slide Bar/ 3PT w/ Ajar Buzzer Vandalock: Interlock Rear Emergency Door
Emergency Exit:	Roof Hatch; Spheres Push-out Windows: 1 Per side -- 2 Per Body (Black Frame)
Floor Covering:	Grey Zenith (Ribbed Isle with White Nosing) (Smooth Under Seat) Plywood Flooring: 1/2" Treated Floor Steel-14ga
Gravel Shield:	Injection plastic, installed on lower FRT sections of each body side, 12"H, flanged 3 3/4" under body
Head Room:	76" @ Center Isle
Heaters:	FRT Heater & Defroster (Chevrolet/OEM) Rear Under Seat: 42,000 BTU Defroster Fan: RH mounted above windshield (2 Speed) Heater Valve Bleeder & Shut Off Valve Cable Under Body (Manual)
Insulation:	1 1/2" thick fiberglass in the headlining, Side, FRT and Rear walls (Includes roof bows)
Lights:	
	Back-up Lights: (2) White, Recessed 4" LED Clearance Lights/Marker: (2) Red Rear & (2) Amber FRT, Recessed LED, combination side marker/clearance lamps Directional Lights: FRT (Chevrolet/OEM) / Rear turn signals: (2) Recessed, 7" amber LED Directional Lights (Side): Amber LED w/ armor Dome Lights: (4) in Roof Skin Identification Lights: (3) Recessed, Red LED -Rear Cap / (3) Recessed, Amber LED - FRT Cap Step-well Light: Interior, LED Stop & tail: (2) Recessed 7" Red stop/tail LED / (2) Recessed, 4" Red stop/tail, LED Exterior Light: Entrance Door - LED License Plate Light: LED

Wiring System: STD G5 w/ Solenoid

Mirrors: **Exterior: Heated & Remote** Rearview- Rosco Accustyle w/ **EZ & Heated** Cross view -"Mini-Hawkeye"
Interior: 6x16 Flat Mirror, Padded edged, [REDACTED]

Mud Flaps: FRT & Rear Mud Flaps

Paint: **Exterior: Oxford White**
Note: Chassis was original OEM Yellow at GM, but painted white at Micro Bird.
Exterior Roof: White
Interior: White w/ Grey Trim

Radio: **AM/FM/MP3** (Chevrolet/OEM) w/ (4) Speakers

Reflective Tape: 2" Reflective tape: (White) Rear Perimeter & Sides Rear / Emergency Door: Decal+ Tape Push/Out, (White) 1"

Rub Rails: Floor, Seat, Skirt

Safety Equipment: 5lb fire extinguisher, First Aid Kit Oklahoma Spec, Body Fluid Clean-up Kit, (3) Triangle Warning Devices, Seat Belt Cutter

[REDACTED] - No Seat Belts Installed or Implied
(Review Floor Plan for Seat Size and Placement)

Barriers: DOT Approved Barriers 39" LH&RH Grey Fire block, High Back w/ RH Kick Panel and 1.25" LH Stainless Steel Grab Rail

Driver's Seat: Vinyl (Chevrolet/OEM) w/ Aisle Side Arm Rest and **Orange Seat Belt**

Static Roof Vent: Non-closing static roof vent

Switches: Rocker - Type, w/ Pilot light integrated into each switch, back lighted (includes Noise Suppression Switch)

Undercoating: MIL-C-62218-92 rev A Certified Rust Proofing and Salt resistant, Full Body Undercoating

Windows: Side: tint 26% light transmittance, w/ 2 Push-out windows (1) per side, Black framed
Rear: tint 26% light transmittance
More-view™ 551In² of unobstructed glass area (between A-Pillar and Entrance Door)

Windshield: (Chevrolet/OEM)

Windshield Wipers: Variable Speed, Intermittent (Chevrolet/OEM)

Windshield Washer: (Chevrolet/OEM)

Body Construction:

Main Structure: assembled with AVDEL fasteners & structural rivets. Only FRT and Rear structures may be welded.

Body Structure: One Piece roof bows, floor-to-floor, hat section type, 16-gauge galvanized steel w/ (2) 18-ga roll formed structural beams extended full length of bus

Side Impact Barriers: Reinforced side impact barriers, galvanized steel, riveted to sub-floor. 3/16" thick L-shaped reinforcement integrated into seat rail

Exterior Side Panels: 18-ga pre-primed aluminum **Exterior Rear Panels:** One-Piece Fiberglass reinforced composite panel w/ waterproof recessed lights

Roof Panels: One Piece 18-ga aluminum, drip rail incorporated immediately above side windows

FRT and Rear End Structure: steel square tubing, mechanically affixed to sub-floor and roof bows.

Exterior Rear Wheel Trim: Wheel trim on each side of bus over the rear wheels. 1/8" thick high-quality injection plastic

-Specifications subject to change without prior notice.

Chassis Specifications:

Make: Chevrolet

Model #: GR 1WT Model 3500

Alternator:

GVWR / Suspension:

Rear GAWR:

FRT GAWR:

Rear Axle Ratio:

Body Mounts:

Batteries:

Brake System:

Bumper (Front):

Chassis Prep:

Cruise / Speed Control:

Drive Line:

Engine:

Exhaust System:

Fuel Tank:

Gauges:

Headlights:

Horn:

Steering:

Tire and Wheels:

Wheels:

Transmission:

Tow Hooks:

Wheelbase:

Single 220amp (OEM Chevrolet)

12,300lb GVWR rating / Suspension: FRT: Independent / Rear: Multi-leaf

8600lbs

4300lbs

3.73

Chevrolet OEM Body Mount Cushions (Pucks)

Dual Isolated Batteries: Aux battery contained in box w/ Sliding Tray

4 Wheel Disc Type w/ ABS & Brake Warning Indicator

Chevrolet OEM Painted Black

School Bus Chassis Prep Package- Chevrolet (OEM)

Chevrolet (OEM) Provided

Guard FRT

6.6L Gasoline V8

Single horizontal pipe, aluminized steel, Relocated to the LH Side

32 gallon

Speedometer, Voltmeter, Oil pressure, Engine temp., Fuel gauge

(OEM) Chevrolet, Daytime Running Lamps

(OEM) Chevrolet Dual Electric

Tilt Steering, Driver's Air Bag w/ Power Steering

FRT and Rear: LT225/75R16-E Tubeless Radials, Highway Tread

16"x6 Steel Rims - Stainless Steel Wheel Liners Included

8 Speed Automatic HD

Rear

139"

Primary Warranty Terms and Conditions:

Chassis: Chevrolet Limited Warranty: Three (3) year/ 36,000 mile Basic & Five (5) year / 60,000 mile Power Train**

Micro Bird Body Warranty: Five (5) Year / 100,000 mile Limited Warranty: Body Structure, Seat Frame and Barrier Frames**
One (1) Year / 12,000 mile Limited Warranty: Body Parts, Accessories and Components, except those having their own separate warranty**

ACC Climate Control Warranty: Two (2) Year Unlimited / Three (3) year / 75, 000 mile Limited warranty**

**** Please review official factory warranty documentation for Terms and Conditions.**
**** Ross Transportation is not responsible for OEM factory (Micro Bird, Chevrolet & ACC Climate) changes and conditions in warranty policy.**
**** For Reference Purposes Only**

TOTAL UNIT COST, FOB: School_____

\$ 2,332.00 per unit

Note: One (1) unit left in stock. Bid subject to prior sale.

ESTIMATED DELIVERY TIME: _____

150 - 180 Days Upon PO

Note: Estimated Delivery date based on factory information as of 07/07/2026 and is subject to change without prior notice.

Optional Equipment for School Consideration: (Not Factored Into Above Bid Pricing):

Gatekeeper Digital w/ Three W/A Interior Lens: _____ **\$2,275.00 additional. per bus**

Ryan Ross_____
Ross Transportation, Inc.

Bid Accepted by School District Official

07/07/2026_____
Date of Bid:

Date of Acceptance:

Holt Truck Centers	
DH500 - 14P Non-CDL Activity Bus	
Total Cost: \$106,931.00 per unit	
Delivery: Approx. 60 days from receipt of purchase order	
QTY	DESCRIPTION
1	Graphics to match activity bus fleet
1	Gatekeeper camera system with three wide angle lenses
1	Spec, FMVSS "Multifunction School Activity Bus", meets all "School Bus" FMVSS except traffic control, >10,000# GVWR, driver plus 10 or more passengers (W/C counted as 4 pax), may be used to transport students between school and places other than home.
1	Core components, DRW high headroom model 5 section. Standard floor (with wheelwells), 76" interior headroom, 25"X78" entrance door, 96" overall width, all-galvanized-steel construction. Body fully insulated.
1	Chassis Ford-US/2026/DRW 158 E350/7.3Eco/12500/White/AC/Tilt/Cruise/Drivers Seat Standard/ALT. STD/OEM RADIO/Standard Differential/White Wheels/Black Bumper/Fast Idle/No Block Heater/No Spare Tire/No Speed Governor/Standard Battery
1	A/C 70K, dual compressor, 2 fan, skirt mount condenser, dash & in-wall evaporator, Ford 7.3G.
1	Battery tie-in for Ford gas units. 2 batteries held in a battery box. Adds second battery.
1	Bumper 10" x 3/16 galvanized steel channel DRW, wrap around extending forward at least 12" with protecting end caps, for use with exhaust pipe routed under the bumper or to the side.
1	Bumper Brace to attach to frame side, DH 400/500 and DE/DH 416 models, all Gas and Diesel exhaust systems.
1	Fuel system protection and preparation for Ford gas standard or elevated floor 138"/158"WB DRW
1	Tow eyes rear only, installed on chassis frame
1	Fuel sending unit access cover, black diamond tread plate recessed into rubber floor to provide inspection access to fuel sending unit.
1	Door, entrance, black aluminum frame with full-length tempered AS2 glass for SH/DH units
1	Door entrance control, electric mechanism above door header, for glass doors, driver control panel mounted in doghouse. No manual cable-release.
1	Rear egress door, RH (curbside) hinge, Steel construction, select glass rear door upper/lower separately.
1	Rear door hinge continuous stainless steel
1	Rear Door Latch single latch at center of door, with interior red handle and exterior web style non-hitching handle.
1	Backup-alarm 112dBA that is activated upon placing the bus in reverse gear, wired through the ignition.

1	Switch for heater & fan shutdown, quickly limits interior noise, includes AM/FM radio, heater, defroster, and A/C. Does not affect windshield wipers.
1	Child alert system. None.
1	Backup camera safety system with 7" Monitor in the rearview mirror. Rosco
1	Ford 500/516 exhaust under the rear bumper gasoline
1	Endcaps fiberglass front and rear exterior for use without warning lights on DH commercial/MFSAB units
1	Exterior steel rear corner skins left and right, driprail and below emergency exit rear door for DH units
1	Exterior aluminum left and right roof skins for DRW 500 (5section) units
1	Exterior steel left and right side skins, behind and above driver skins for DH 500 (5section) units
1	Skirts, steel below body panels for std floor DH500
1	Storage/Battery Box, steel skirt with additional steel compartment
1	Mud Flaps Rear DH
1	Entrance step drives side, Ford, bright aluminum diamond tread, includes flat mud flap on passenger side.
1	Flooring black rubber, 1/8" smooth rubber under seats, 3/16" ribbed center aisle rubber 15" wide.
1	Flooring step treads, DRW standard and elevated floor models, black ribbed tread with integral white ribbed nosing.
1	Plywood subfloor for DH/E500 units, 1/2" thick
1	Cover tops and sides of interior wheel well with black elastomer trim cover, fits dual rear wheel wheelwells
1	Heater 60K floor mount for Ford units placed IN RIGHT HAND REAR CORNER OF BUS, for gas engines, includes 2 shutoff valves, BLEEDER VALVE
1	Heater shut off valve, cable operated with cable operator located on the dash, use with Ford units only.
1	Interior panels below window, embossed aluminum, standard floor 500 units.
1	Interior Panels Rear Wall DRW with Exit Door, with AC cutout.
1	Interior panels upper, smooth aluminum painted white for DRW 500 units.
1	Grabrail 42" long 1 1/4 dia. stainless, mounted left of entry on RH barrier, designed to prevent entanglement (Passes NHSTA string and nut test)
1	Grabrail 30" long 1 1/4 dia. stainless, mounted right of entry, designed to prevent entanglement (Passes NHSTA string and nut test)
1	Mirror interior clear view back bonded glass, rounded corners and protected edges, 6 x 30 flat. Installed above drivers head on front bulkhead. Interior mirror providing the driver a clear view of interior and rear exit door.
1	Vandal lock for Ford E-S, permits manual lock of rear emergency door from inside while bus not in use, with buzzer and visual indicator on panel. Engine will not start until lock is disengaged, warning buzzer will activate to alert driver lock is engaged.

1	Brake/tail lights LED with separate LED license plate light, (2) 4" flush mount
1	brake/tail lights, 2- 7" LED type
1	Clearance lights LED type; row of three red lights on rear of bus and single reds on left & right rear, row of three amber lights on front of bus with single ambers on left and right front sides. Lights are low profile grommet mount.
1	Four domelights are powered through the ignition, will only function when ignition is turned on and dome light switch is on.
1	Drivers dome light tied to OEM drivers door open circuit, comes on when drivers door is open, will time itself out when door is shut.
1	Lamps, turn signal amber LED rear 7"
1	Lamps, backup white (2) 4" flush mount LED
1	Lights, stepwell lights are wired ignition hot and are illuminated whenever the DOD is opened.
1	Strobe light, roof mounted, low profile, dual flash, with switch. Power off ignition. Strobe located 1' from rear of bus.
1	Warning lamps, none
1	Electrical control panel for buses with no 4 or 8 light system.
1	Lights, turn signal, amber LED 2" below side bodyrail and behind entrance doors. Mount with armor.
1	Remote Heated Rearview and Crossview mirror system w/ black bracketry for Ford DRW buses. ROSCO AccuStyle 8"x15" dual Rearview mirror incl. 7"x9.5" flat and 7"x4" convex mirror glass, with Heated EyeMax LP Crossview mirrors.
1	Headknockers to comply with FMVSS 222; foam pads covered with gray fire block upholstery.
1	Paint body exterior white, Ford DH/DE buses.
1	Radio, OEM supplied, 4 speakers. Provides tie-in harness to main chassis.
1	Rubrails, floor level side rubrails , 4.6" tall X 16 ga steel.
1	Rubrails, seat level side rubrails that wrap around the rear of the bus to the emergency door, 4.6" tall X 16 ga steel.
1	Rubrails, window level side rubrails , 4.6" tall X 16 ga steel.-
1	Skirt level rubrails, for use with 500 models
4	Rubrails painted white color.
1	Triangle warning reflectors (set of three).
1	Fire extinguisher, 5 lb., 3A 40BC with 10" hose and nozzle,, may only be mounted near entrance door.
1	Seat belt cutter, loaded loose in driver compartment.
1	Body fluids kit for AL, AR, CO, CT, KS, MA, MN, MO, ND, PA, SD, WI, WY, WV
1	First aid kit 24 Unit for AK, AL, AR, AZ, CT, DE, FL, GA, IA, ID, IL, IN, KS, KY, LA, MA, ME, MI, MN, MO, MS, MT, NC, ND, NE, NH, NJ, NM, NV, ,OH, OK, PA, RI, SC, SD, TN, TX, UT, VT, WA, WV, WY
1	Barrier, 37" left hand high back with medium gray fire block upholstery, leg at 27" position, for 36" & 39" seat. IMMI

1	Barrier spacing LH to B-pillar, spacing provides energy absorption zone for 2 passengers per FMVSS222 with barrier placed behind B-pillar, must be selected when LH front seat accommodates 2 passengers.
1	Barrier, 37" right hand high back with medium gray fire block upholstery, no welting, leg at 27" position, for 36" & 39" seat. IMMI
1	Barrier spacing RH to stepwell, none.
3	Seat, 36" left hand, IMMI SABRE two passenger without lap belts, with medium gray fireblock upholstery, no welting. Leg at 27" position.
3	Seat spacing LH 28in hip/knee, maximum allowable to meet FMVSS 222 (school bus certification).
4	Seat, 36" right hand, IMMI SABRE two passenger without lap belts, with medium gray fireblock upholstery, no welting. Leg at 27" position.
4	Seat spacing RH 28in hip/knee, maximum allowable to meet FMVSS 222 (school bus certification).
7	Seat mounting hardware floor mount seats, required for each non-track-mount seat
1	Tape, reflective two inch white, outline sides/rear of DH/DE units
1	Signage, identification, "Collins"
1	Exterior decal 2" tall "EMERGENCY DOOR" in black/arrow in red. Interior decal 2" tall "EMERGENCY DOOR" in red/arrow in red.
1	Wheel covers stainless steel Ford DRW
1	No Stop Arm
1	Auxiliary fan two-speed, right side over windshield.
1	Roof vent, static with control grille.
1	Roof Hatch Transpec Low Profile Standard Safety Vent II Model 1975, 1" White Tape on Ext. Perimeter, Activate Buzzer when Opened w/ Ignition on, Emergency Exit Decals, Operating Instructions, Interior & Exterior Handles, Not Approved for Canada
1	Window Transition Ford glass, AS2 tempered clear glass
1	Windows Rear Body with Rubber Mounted AS3 Tempered 32% Tinted Glass
1	Window Rear Door Lower Rubber Mounted AS3 Tempered 32% Tinted Glass
1	Window Rear Door Upper Rubber Mounted AS3 Tempered 32% Tinted Glass
10	Window Split Sash 36" with AS3 Tempered 26% Tinted Glass, providing an unobstructed 12 x 28 opening when upper sash is lowered.
1	Window Split Sash 36" RH and LH Vertical Egress Hinge, Release Handle, Buzzer, Interior/Exterior Signage, and White Exterior Reflective Tape.
1	Core electrical items for Ford buses with minimal option content except Transit. Includes Elect. Board, switch panel, buzzer, domes, step lights, and main harness
1	Undercoat body components, chassis components such as driveline, brake lines, wiring, exhaust system are not undercoated.

1	Warranty, extended limited body, covers body shell, structure, seat structure for 5 YR/100K MI, manufacturer's components for 3 YR/36K MI, other components 3 YR/36K MI. Excludes corrosion due to road chemicals. See warranty policy for full details.
---	--



Ada Early Childhood
Center
Site Information

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

We Are. . .

“Empowering every student to achieve high levels of academic rigor through innovative learning and high expectations, and fostering a lifelong pursuit of excellence.”

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.

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

- Amira Administered in September, January and April
- 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 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. 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 7:50 a.m. and dismisses at 2:50 p.m.
- Students are tardy at 8:00. 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.

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

Due to AECC's reevaluation of our safety procedures, our campus will be closed in the mornings and afternoons.

- **Parents will be allowed to walk their child to the classroom for the first week of school. After that, students will be met at the door and escorted to their classroom.**
- The building opens at 7:30. Students who arrive before 7:45 will enter through the cafeteria entrance.
- The drive-through drop off is available from 7:30-7:45. 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 8:00.** 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.

- Drop-off will be at the main entrances.

Departure

- Buses will begin loading at 2:41

- Parent pick-up begins at 2:56 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 allowed to pick their child up from the classroom the first week of school. After the first week the following procedures will be in place:**

- Parents will be issued a placard with their child's name

- Pre-K parents will pick up students at the front entrance doors.

- Kindergarten parents will pick up students at the cafeteria doors

Children who are not picked up by 3:05 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.

Bus Transportation and Regulations

Please be aware that AECC busing is different from the other grade centers.

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.

The buses will begin leaving AECC at approximately 2:41-2:45. 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 depending on the number of students riding that day.

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) Any severe misbehavior on the bus will be reported to the principal and parents will be notified.

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. 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

- 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 7:50
- If your child plans on eating breakfast at school they should be there no later than 7:40 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.
- 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.

Latch Key

- Latch Key is not operated by Ada City Schools
- Students must be enrolled in Latch Key to attend.



ADA HIGH SCHOOL

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 information 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 information together. If you have questions that remain unanswered after reading the information, 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,

Kolby Howry
Principal, Ada High School

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.

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: Eddie Jacobs, Director of Student Services, 324 W. 20th, Ada, Oklahoma 74820, (580)-310-7205.



**ADA HIGH SCHOOL
BELL SCHEDULE
2026-2027 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
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 7:55-8:42

2nd Hour 8:46-9:32

3rd Hour 9:36-10:22

4th Hour 10:26-11:12

5th Hour 11:16-12:02

Assembly/Cougar Time 12:06-12:31

Lunch 12:31-1:25

6th Hour 1:30-2:25

7th Hour 2:29-3:14

FACULTY LIST

Bohannon, Kyle

Head Wrestling Coach
bohannonk@adapss.com

Boyles, Wade

Head Football Coach/Athletics
boylesa@adapss.com

Brown, Christy

FACS/FCCLA
brownc@adapss.com

Cannon, Terri

Registrar
brownnte@adapss.com

Carroll, Zac

Head Baseball
zac.carroll@adapss.com

Carter, Greg

Custodian

Caufield, Kyle

Head Boys Basketball
caufieldk@adapss.com

Coker, Scottie

Psychology/Athletics
scottie.coker@adapss.com

Daniels, Drake

Current Events/ISD
danielsd@adapss.com

Davis, Karla

SPED
karla/davis@adapss.com

Dickinson, Linda

Coordinator, Special Services
dickinsonl@adapss.com

Dugger, Daniel

Math
duggerd@adapss.com

Duncan, Stephanie

Math/Coug Tech
duncans@adapss.com

Eaker, Talina

English
eakert@adapss.com

Howry, Kolby

Principal
howryko@adapss.com

Jennings, Christie

Girls Basketball/Athletic Director
jenningsc@adapss.com

Keith, Jaron

World/US History
keithja@adapss.com

Keith, Jimmy

History
keithj@adapss.com

Keith, Josh

U.S. History
keithjo@adapss.com

Lawson, Ali

Dir. of Student Success
lawsona@adapss.com

Malm, Jack

Band Director
jack.malm@adapss.com

Manwell, Shari

Spanish, EL
manwells@adapss.com

Martin, Bambi

LPCr
martinb@adapss.com

Martin, Lane

Math/Athletics
lane.martin@adapss.com

McClure, Jinger

Marketing/DECA
mcclurej@adapss.com

McCreary, Matt

English
mccrearym@adapss.com

McDonald, Leah

Sophomore Counselor
mcdonaldle@adapss.com

Meyer, Carli

Spanish
meyerc@adapss.com

Rhynes, Melanie

School Nurse
melanie.rhynes@adapss.com

Roberson, Chad

Math/Athletics
chad.robertson@adapss.com

Roberts, Meredith

Art
robertsm@adapss.com

Roark, Chad

Weights/Athletics/Head Track
chad.roark@adapss.com

Ross, Paula

Business Communication/CNN/Yearbook
rossp@adapss.com

Sewell, Andrea

Biology
sewella@adapss.com

Sparks, Deeanna

English
sparksd@adapss.com

Summers, Angela

Junior Counselor
summers@adapss.com

Swopes, Terry

Assistant Principal
swopest@adapss.com

Tarron, Melissa

SPED
tarronm@adapss.com

Teel, Terry Don

Alt Ed Director
teelt@adapss.com

Weston, Jamie

BPA/Career Tech
westonj@adapss.com

WhiteEagle, Brandon

Chickasaw Language
brandon.whiteeagle@adapss.com

Eakens, Charity
Indian Education Director
eakenc@adapss.com

Eckler, Chris
Aviation/STEM Director
ecklerc@adapss.com

Garza, Richard
Special Ed
richard.garza@adapss.com

Gordon, Micah
Vocal Music
gordonm@adapss.com

Graham, Breanna
Business/BPA
breanna.graham@adapss.com

Griese, Karry
Cheer
griesek@adapss.com

Gurley, Russ
Internship
russgurley@adapss.com

Harris, Paul
English
harrisp@adapss.com

Hawley, Megan
Science
hawleym@adapss.com

Mosier, Megan
English
moiserm@adapss.com

Padilla, Jan
SPED
padillaj@adapss.com

Palmer, Merrie
Fine Arts Director
palmerm@adapss.com

Powell, Morganne
World History/Athletics

Rhodes, Alyssa
Library Media Specialist
rhodesa@adapss.com

Wilson, Patti
Chemistry
wilsonp@adapss.com

Wright, Sheri
L.I.F.E. Class
wrights@adapss.com

I. ANIMALS ON SCHOOL PROPERTY:

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.

II. ATTENDANCE POLICIES

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 of the **Ada City Schools District Handbook**, available online at www.adacougars.net or at the district office.

TRUANCY:

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

CHRONIC ABSENTEEISM:

A student is considered **chronically absent** if they miss **10% or more of the school year**.

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 if documented in 504 or IEP.

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.

ARRIVALS AND DEPARTURES:

School 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 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. Doors will be open at 7:00 A.M.

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 3:15 p.m. until 5:00 p.m. One day of GRACE equates to one absence in a class. 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 10 minutes late is counted absent for the period. If a student arrives after the tardy bell begins to ring, the Ada 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.

Unexcused Tardy Numbers - Disciplinary Action

3 tardies equals an absence in that class.

LUNCH:

Ada High School is a open campus.

III. TESTING POLICY

STATE TESTING POLICY:

Ada High School (AHS) 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.

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.

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

DETENTION

Lunch Detention: Served for the 1st twenty minutes of lunch.

ISD- IN SCHOOL DETENTION

In-school detention (ISD) is a disciplinary consequence that removes a student from their regular classes while keeping them at school in a supervised setting. The purpose is to address inappropriate behavior while allowing the student to continue academic work.

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.

DISCIPLINARY APPEAL PROCESS:

Suspension Appeal Procedures

1. Suspensions of 10 days or less:

Students or parents may appeal a suspension to the appeals committee within **10 calendar days** of the suspension. A **Suspension Appeals Committee** will hear the appeal within **10 days** of the request. The student

and/or parent may present information explaining why the suspension or its length is inappropriate. The committee may uphold, modify, or overturn the suspension. Written notification of the decision will be provided within **5 days**, and the decision is final.

2. Suspensions greater than 10 days:

Students or parents may first request a review by the Suspension Appeals Committee. If the suspension is not withdrawn, an appeal may be made to the **Board of Education** by notifying the Superintendent within **10 calendar days**. The Board (or a designated hearing officer) will hear the appeal within **10 days** of the request. The student and/or parent may present evidence regarding the suspension. The Board's decision is final.

To view the full Ada City Schools appeal process please view District Board Policy FOD-R.

DRUG FREE SCHOOL

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.

V. DISTRIBUTION OF MATERIALS ON CAMPUS:

Distribution of materials of any kind (other than those being distributed by the school) are not to disrupt the educational process in any way and must meet guidelines as established by the state and federal court systems. All posted items must be approved in advance by the building administration. Approved material will be placed on a distribution table where parents and students can elect to pick up. Any material distributed or provided for distribution does not necessarily reflect the opinions of Ada City Schools.

VI. DRESS CODE:

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.
- Midribs 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

- Bandanas and hoods 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.
- Blankets are not permitted.
- 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.

VII. ELIGIBILITY:

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. Eligibility runs on the last day of the week before a weekend as eligibility is Sunday-Sunday. The first time a student is ineligible in class they will be on probation and if on the following week a student is still failing a class they will be deemed ineligible for that week. 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.

ELIGIBILITY:

Students enrolled in athletics or any extra curricular activity, as a representative of our school, are expected to maintain eligibility at all times.

VIII. 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, wireless 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 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 and **must store them in their bags or locker**. The school district assumes NO LIABILITY for lost or stolen electronic devices.

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 student at the conclusion of the day. No device will be returned prior to the final bell at 3:14 pm.

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 3:14 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.

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.

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.

IX. ACADEMICS

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 2026-2027

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
-----------------------------	----

Required Mathematics Pathway	
Course	Suggested Grade Level
Algebra I	9
Geometry	10
Algebra II	11
Accelerated Mathematics Pathway (Option 1)	
Pre-APAlgebra I	8
Pre-AP Geometry	9
Pre-AP Algebra II	10
Pr-AP Trigonometry/College Algebra	11
Advanced Placement Calculus (AB)	12
Accelerated Mathematics Pathway (Option 2)	
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
Accelerated Mathematics Pathway (Option 3)	
Pre-AP Placement Algebra I	9
Pre-AP Placement Geometry	10
Pre-AP Placement Algebra II	11
Pre-AP Placement Trigonometry/College Algebra	12

Required Social Studies	
Course	Suggested Grade Level
Oklahoma History/Government	9
Geography/World History	11
U.S. History	11
Accelerated Social Studies Path Way	
Oklahoma History/Government	9
Geography/World History	10
AP U.S. History	11
AP Economics	12

Required Science Pathway	
Course	Suggested Grade Level
Physical Science	9
Biology	10
Environment Science, Forensic Science, Chemistry, Zoology/Botany,	11

Anatomy/Physiology or Bio Tech	
Accelerated Science Pathway (Option 1)	
Biology or Pre-AP Biology	9
Chemistry	10
AP Biology (See Prerequisites)	11
Accelerated Science Pathway (Option 2)	
Biology or Pre-AP Biology	9
Chemistry	10
Honors Anatomy/Physiology	11
AP Biology (See Prerequisites)	12
Accelerated Science Pathway (Option 3)	
Biology or Pre-AP Biology	9
Chemistry	10
College Preparatory Physics (See Prerequisites)	12
Accelerated Science Pathway (Option 4)	
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.

AP 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.

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.**

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.

SEMESTER TESTING/FINALS

Finals- a student will take a final exam in all classes at the end of each semester.

Semester Test- 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.

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.

Blended Classes

The virtual school will be for those students that live within the Ada area and take classes that are approved by administration for special circumstances such as being enrolled with PTC, medical reason, or other reason deemed necessary by administration. Students enrolled in a blended school will be required to take all of the state test, ACT, and meet other graduation requirements. Students who are failing a class will be required to attend tutoring and if class is failed for the semester, they can be advised to return to in person learning.

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

X. MEDICATION:

-
- Prescription medicines will be given to students by school personnel only when prescribed and ordered by a physician for that particular student.
 - Medication forms are located on adacougars.net.

XI. PETITIONS:

There will be no petitions allowed to be circulated on campus without the prior approval of the principal.

XII. SCHOOL VISITORS:

VISITORS:

Visitors on campus should go first to the AHS office. Any visitor to the AHS 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.**

HARASSMENT/BULLYING INCIDENT REPORT FORM

Date: _____ Time: _____ Room/Location: _____

Student(s) Initiating Bullying/Harassment:

_____	Grade: _____	Class: _____	Student(s) Affected:
_____	Grade: _____	Class: _____	
_____	Grade: _____	Class: _____	
_____	Grade: _____	Class: _____	

Type of Harassment Alleged: Racial__ Sexual__ Religious__ Other_____

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

_____ Name Calling	_____ Spitting
_____ Stalking	_____ Demeaning Comments
_____ Inappropriate Gesturing	_____ Stealing
_____ Staring/Leering	_____ Damaging Property
_____ Writing/Graffiti	_____ Shoving/Pushing
_____ Threatening	_____ Hitting/Kicking
_____ Taunting/Ridiculing	_____ Flashing a Weapon
_____ Inappropriate Touching	_____ Intimidation/Extortion
_____ Other_____	

Describe the incident:

Witness Present: _____

Physical evidence: Graffiti__ Notes__ E-mail__ Web sites__ Video/ audio tape__
Other _____

Staff Signature _____

Parent(s) contacted: Date _____ Time _____

Administrative response taken:

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 have their student badges on them when they are on campus. Students who have lost their ID can go to the library to purchase a new one.

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.

XIII. OTHER INFORMATION

DRIVING ON CAMPUS

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.

Transfer Students

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 under the “Student Transfer Information” tab.

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.

Site Information

Ada Redbud Elementary

16220 CR 1560

Ada, OK 74820

(580) 310-7303

Brad Lewis, Principal

Teresa Neeley, Vice Principal

Updated June 2026

SCHOOL HOURS

7:45 a.m.	Building opens for the day
8:15 a.m.	Instructional day begins (students arriving after 8:15 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

Ada Redbud Elementary 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.

Ada Redbud Elementary 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!

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.

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 to 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, science) are:

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

*****Social Studies is a pass or fail subject.

Parents may access student's grades through the Sylogist 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 Sylogist 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.

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 so they may 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 asked 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, Behavior Communication Form sent home, individual and group conferences, time- out in the classroom, Lunch detention, loss of privileges, telephone calls/emails to parents, parent conferences, in school detention (ISD) in an alternate location, or suspension. ISD is held during the regular school day. Suspension is an out of school consequence.

ISD - IN SCHOOL DETENTION

ISD is assigned to students as an office consequence. Parents /Guardians will be contacted for In School Detention referrals. Isd is held by the ISD teacher in the library or in the main office. 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, threats, 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 and fourth grade students are picked up on the West side of the building. 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.
2. 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 send a note to the OFFICE naming 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.

Bus Riders

1. Bus riders will be dismissed as their bus arrives at school.
2. Busses are picked up in front of the school starting at 3:30.
3. 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.

4. 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.

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

Chicksaw Nation 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 8:15 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 Ada Redbud Elementary, 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 flyer 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

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 Sylogist 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 (Ada

Redbud Elementary) 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 Ada Redbud Elementary Principal, Brad Lewis, 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.

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 website. 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 VISITOR POLICY

It is the policy of Ada Redbud Elementary 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.

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.

PLEASE NOTE: THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOST, STOLEN, OR DAMAGED CELL PHONES OR ELECTRONIC DEVICES.

DANGEROUS WEAPONS

Weapons of any type, including toy “look-a-likes” 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. 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. 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.

Beginning 2015-2016 school year, 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. 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
Ada Redbud Elementary (3rd/4th)	310-7303

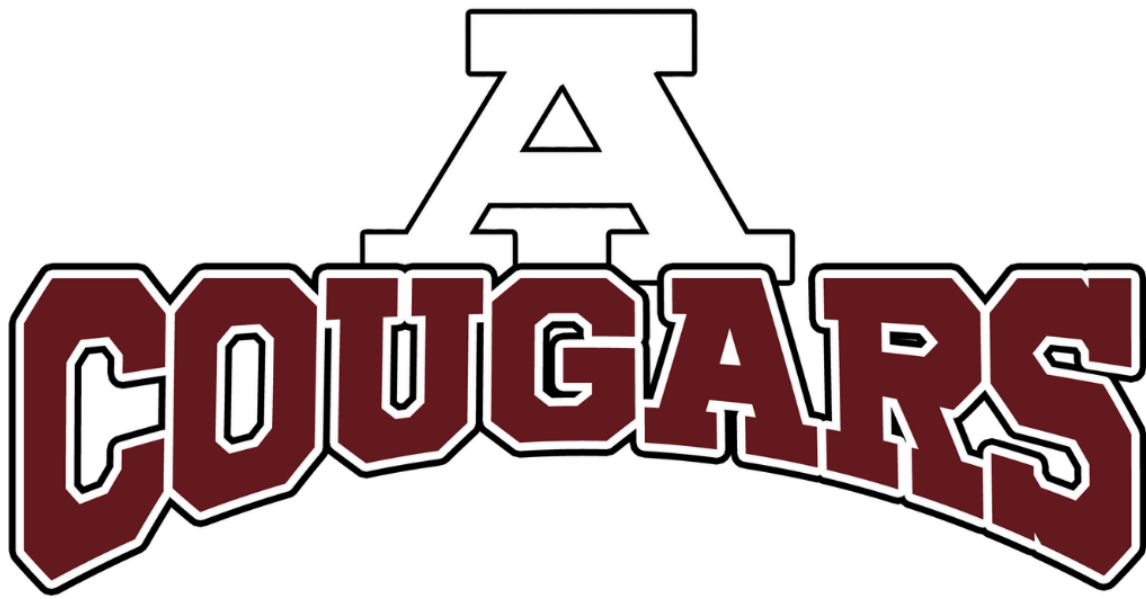
Willard Grade Center (5th/6th)	310-7250
Ada Junior High (7th/8th/9th)	310-7260
Ada High School (10th/11th/12th)	310-7220
GATES (Gifted and Talented Program)	310-7323
Food Service/ Student Lunch Information	310-7210
Transportation/ Bus Information	310-7359
Special Services	310-7242

“Ada City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in these 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:

Cougars are:

	<u>Responsible</u>	<u>Respectful</u>	<u>Caring</u>	<u>Safe</u>		
	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 o
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.



WILLARD GRADE CENTER

SITE INFORMATION

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 site information book manual contains procedures of Willard Grade Center. We feel that it is important for you and your child to read this manual 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

WILLARD CENTRAL OFFICE STAFF

Tara Burns	Principal	burnst@adapss.com
Laura Long	Asst. Principal	laura.long@adapss.com
Anne Gray	Counselor	graya@adapss.com
Jami Knighten	Admin. Asst.	knightenj@adapss.com
Kathleen Frazier	Admin Asst.	kathleen.frazier@adapss.com

ADA SCHOOLS MISSION STATEMENT

We are empowering every student to achieve high levels of academic rigor through innovative learning and high expectations and fostering a lifelong pursuit of excellence.

WILLARD SITE TIMES

The Willard Grade Center school day begins at 7:40 am and ends at 2:45 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 7:40 am.

DAILY SCHEDULE

7:15-7:40	Building Open/Breakfast
7:40-8:00	Morning Recess
8:10-9:04	First Period
9:08-10:02	Second Period
10:06-11:00	Third Period
11:00-11:40	Lunch/Recess (5th Grade)
11:00-11:58	4th Period (6th Grade)
11:58-12:38	Lunch/Recess (6th Grade)
11:44-12:38	4th Period (5th Grade)
12:42-1:36	5th Period
1:40-2:34	6th Period
2:34-2:40	Homeroom
2:45	Buses Run
2:55	Walkers & Riders Dismissed

ADA CITY SCHOOLS ADMINISTRATION

Mr. Pat Liticker	Superintendent
Mr. Eddie Jacobs	Director of Operations
Mrs. Sue Young-Harmon	Adult Education Director
Mrs. Lisa Fulton	Director of Assessment & Accountability Federal Programs Director
Mrs. Charity Eakens	Director of Indian Education
Mrs. Ali Lawson	Director of Student Support
Mrs. Bambi Martin	District LPC
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

TABLE OF CONTENTS

I.	<u>Attendance</u>	6
II.	<u>Articles Brought to School</u>	8
III.	<u>Backpacks</u>	8
IV.	<u>Bus Services</u>	8
V.	<u>Camp Goddard</u>	8
VI.	<u>Discipline</u>	9
VII.	<u>Dress Code</u>	11
VIII.	<u>Eligibility / Grading</u>	12
IX.	<u>Electronic Device</u>	14
X.	<u>Medication</u>	16
XI.	<u>School Visitors</u>	16
XII.	<u>Student Safety / Bullying</u>	17
XIII.	<u>Student Searches</u>	17
XIV.	<u>Textbooks/Chromebooks</u>	17
XV.	<u>Tobacco / Vapor</u>	17
XVI.	<u>Weapons</u>	18

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 the **Ada City Schools District Handbook**, available online at www.adacougars.net or at the district office.

Truancy

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

Chronic Absenteeism

A student is considered chronically absent if they miss 10% or more of the school year, not including absences for a documented significant medical condition.

Significant medical conditions (such as severe or ongoing illnesses, injuries, or emotional trauma) must be **documented by a doctor** each school year. These absences may be exempt from chronic absence calculations if approved by the district's medical exemption committee.

Tardies

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 -

This 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 - 1 day After School Detention

Tardy 5 - 2 days After School Detention

Tardy 6 - 1 day In School Detention

Tardy 7+ - 2 days In School Detention

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.

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.

Check out during the day - No student may leave campus during the school day unless checked out through the office by the parent/guardian. The parent/guardian must appear in person to check out the student unless otherwise deemed necessary by administration and/or school nurse.

Ada Schools require a valid form of identification for the student to be checked out to leave the campus. Any student who leaves campus without checking out in this way will be reported to the Ada Police Department.

In order for your child to receive his/her full day of education, we ask that you not pick your child up early unless it is absolutely necessary. Please make his/her appointments after 2:40 p.m. whenever possible.

After school, fifth grade students may be picked up on 10th Street between Center and Stonewall and sixth grade students may be picked up on the corner of 10th Street and Center. Students will not be dismissed through the front doors at the end of the day.

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.

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

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
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.

For the complete district policy, see the Ada City Schools District Handbook.

Notes concerning detentions

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 2:45-3:30

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 2:45 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.

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, Art, 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.

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 Friday 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 Monday - Friday of the next week.
- 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 Friday 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 2:45 p.m. until 3:30 p.m. One day of GRACE equates to one half day of absences. Once the

student has made up required time in GRACE, the office will update the student's attendance to reflect GRACE.

The GRACE program provides the opportunity for all students to pass regardless of their excessive absences, unless the absences exceed the number of days available in GRACE.

3. Impact of Ineligibility

Students on the Weekly Eligibility List are not permitted to:

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

4. Notification Process

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

5. Support and Interventions

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

- Assigned to academic support (e.g., tutoring, 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

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.

Students will be allowed to possess cell phones on school property in lockers or their backpack. However, these devices must be turned off from bell to bell.

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 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.

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

DEVICE MISUSE ACTIONS:

Devices that are confiscated for misuse will be secured in the Principal's Office or the office vault.

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 knows 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 student brings the device to the office for secure storage until the end of the day. The student must retrieve the device at 2:45 pm. No cell phones/devices will be returned prior to the final bell at 2:45 pm.
- **Second Violation:** The student brings the device to the office for secure storage until the end of the day. The student must retrieve the device at 2:45 pm. No cell phones/devices will be returned prior to the final bell at 2:45 pm. Students will also be assigned 1 day of ISD.
- **Third Violation:** The phone will **only** be returned to the parent/guardian. The student will be assigned 2 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.

- **Additional Violations:** Any violations past the third offense may result in a multi-day ISD or OSS, based on the severity of the offense.

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.

X. 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.

For more information on administering medication to students see the District Handbook.

XI. 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.

XII. STUDENT SAFETY

BULLYING & HARASSMENT:

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).

For the complete bullying and harassment policy to the Ada City Schools District Handbook, available at the district office or online at www.adacougars.net.

XIII. 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.

XIV. 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. Insurance is available to purchase.

XV. 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 for disposal)

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.

Please see district policy.

XVI. WEAPONS

In order to provide a safe environment for the students and staff, Ada Schools prohibit 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.

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.



Hayes Grade Center

Site Information

2026-2027

500 South Mississippi, Ada, OK 74820

580-310-7294

Building Hours: 7:45 a.m. – 4:00 p.m.

Academic Day: 8:15 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 will go either to the cafeteria for breakfast or go to the gym. Parents may walk their student(s) to the classroom for the first three days of school. Faculty and staff will be available to escort students to class.

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

Class time: Instruction begins each day at 8:15 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 8:25 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, 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.

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.

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 14th, south on Francis and west on 16th. Parents must remain in their car and drive through the circle drive on 16th Street. 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.

Second Grade: Parents may enter parent pick up by driving west on 15th. 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. **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 . 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 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. 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 numbers 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. An ambulance will be called when necessary.

Communication: Communication from Ada City Schools will be in various forms. District wide school messenger, social media and the district website adacougars.net will provide information to parents on district news. Teachers will communicate through the district approved digital platform School Status, Google Classroom, weekly folders, and weekly newsletters.

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, loss of privileges, in-school restriction, or out-of-school suspension.

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 weekly folder
- 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.

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.net 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.



ADA JUNIOR HIGH SCHOOL 2026-2027

SITE INFORMATION

Dear Students, Parents and Guardians:

Welcome to Ada Junior High School, Home of the Cougars!

We are eagerly anticipating the **2026–2027 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 information in this packet 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.

Rozalin Roark

AJHS Principal

IMPORTANT INFORMATION**ADA JUNIOR HIGH SCHOOL**223 W. 18TH STREET

ADA, OK 74820

PHONE: (580) 310-7260

FAX: (580) 310-7261

*WEB: WWW.ADACOUGARS.NET***AJHS CENTRAL OFFICE STAFF:**

Rozalin Roark 580.310.7267	Principal	rozalin.roark@adapss.com
Ben White 580.310.7262	Asst. Principal	whiteb@adapss.com
Dakota Blackwell 580.310.7264	Asst. Principal	dakota.blackwell@adapss.com
Lora Anderson 580.310.8133	Counselor/ Registrar	andersonlo@adapss.com
Marleigh Shirtum 580.310.7265	9th Counselor	marleigh.shirtum@adapss.com
Roxanna Auld 580.310.7217	8th Counselor Testing Coordinator	roxie.auld@adapss.com
Michelle Rutherford 580.310.7348	7th Counselor	michelle.rutherford@adapss.com
Karla Silva 580.310.7381	Admin. Asst.	karla.silva@adapss.com
McKenzie Griggs 580.310.8281	Admin Asst.	griggsm@adapss.com
Wade Evans	JH Ath. Coord.	wade.evans@adapss.com

The **Ada Junior High School Student Information Packet** contains policies and procedures of AJHS and that of the Ada City Schools District. Questions about this information may be directed to the building principal. Hard copies of this information 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. 20th Street, Ada, OK, 74820.

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

DOORS OPEN - KIDS ALLOWED TO LOCKERS: 8:00 AM

1st Period: BEGINS: 8:10 AM

Period 8: ENDS: 3:00 PM

Lunches:

10:40-11:05 - 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

BEFORE SCHOOL DETENTION: BEGINS: 7:30 AM ENDS: 8:05 AM

AFTER SCHOOL DETENTION: BEGINS: 3:05 PM ENDS: 3:40 PM

EARLY RELEASE DATES:

September 11, 2026

October 13, 2026

October 23, 2026

November 20, 2026

January 22, 2027

February 19, 2027

March 11, 2027

Early release dismissal will be at 12:45 p.m.

PARENT TEACHER CONFERENCE DATES:

October 13, 2026

March 11, 2027

See full academic calendar on the last page of this document.

ADA CITY SCHOOLS ADMINISTRATION

Pat Liticker	Superintendent
Eddie Jacobs	Director of Operations
Sue Young-Harmon	Adult Education Director
Lisa Fulton	Director of Assessment & Acct. & Federal Programs Director
Christie Jennings	Athletic Director
Charity Eakens	Director of First American Education
Ali Lawson	Director of Student Support
Chris Eckler	District STEAM Director
Merrie Palmer	Director of Fine Arts
Linda Dickinson	Coordinator of Special Services
Jeanie Neal	Director of Special Services
Celena Galbreath	Director of Technology
Jonathan Boeck	Transportation Director
Melanie Rhynes	School Nurse

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

TABLE OF CONTENTS

I.	<u>Animals On School Property</u>	8
II.	<u>Attendance Policies</u>	8
III.	<u>Testing Policy</u>	11
IV.	<u>Discipline</u>	12
V.	<u>Distribution Of Materials On Campus</u>	15
VI.	<u>Dress Code</u>	15
VII.	<u>Eligibility</u>	16
VIII.	<u>Electronic Device Policy</u>	16
IX.	<u>Family Educational Rights And Privacy Act</u>	17
X.	<u>Honor Roll</u>	18
XI.	<u>Medication</u>	19
XII.	<u>Parent Bill Of Rights</u>	19
XIII.	<u>Petitions</u>	19
XIV.	<u>School Visitors</u>	19
XV.	<u>Student Safety</u>	20
XVI.	<u>Verification Of Residence</u>	22

I. ANIMALS ON SCHOOL PROPERTY:

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.

II. ATTENDANCE POLICIES

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 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**.

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 in a student's IEP and/or 504** each school year. These absences may be **exempt from chronic absence calculations** if approved by the district's medical exemption committee.

ARRIVALS AND DEPARTURES:

School Day - All students are restricted to the school campus from time of arrival in the morning until scheduled time of departure for the school day. **STUDENTS WILL REPORT TO THEIR FIRST CLASS OR CAFETERIA UPON ARRIVAL. CAFETERIA DOORS WILL OPEN AT 7:30 AM AND SCHOOL BUILDING DOORS WILL OPEN AT 8:00 AM.** No student may leave campus during the school day unless checked out through the office by the parent/guardian. *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.

Unexcused Tardy Numbers - Disciplinary Action

One tardy in a day = 1 lunch detention

Two tardies in the same day = after school detention

Three or more tardies in the same day = in school detention (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 **9 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 a beginning of the year, middle of the year, and end of the year **Benchmark Test**.

Benchmark Testing Schedule:

- ★ **Beginning-of-Year Test August 27 & 28**
- ★ **Middle-of-Year Test January 21 & 22**
- ★ **End-of-Year Test April 1 & 2**
- ★ **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.

PreACT Assessments:

Grades 9: Students will participate in the PreACT 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 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:

Suspension Appeal Procedures

1. Suspensions of 10 days or less:

Students or parents may appeal a suspension by notifying the appeal committee within **10 calendar days** of the suspension. A **Suspension Appeals Committee** will hear the appeal within **10 days** of the request. The student and/or parent may present information explaining why the suspension or its length is inappropriate. The committee may uphold, modify, or overturn the suspension. Written notification of the decision will be provided within **5 days**, and the decision is final.

2. **Suspensions greater than 10 days:**

Students or parents may first request a review by the Suspension Appeals Committee. If the suspension is not withdrawn, an appeal may be made to the **Board of Education** by notifying the Superintendent within **10 calendar days**. The Board (or a designated hearing officer) will hear the appeal within **10 days** of the request. The student and/or parent may present evidence regarding the suspension. The Board's decision is final.

To view the full Ada City Schools appeal process please view District Board Policy FOD-R.

IV. DISTRIBUTION OF MATERIALS ON CAMPUS:

Distribution of materials of any kind (other than those being distributed by the school) are not to disrupt the educational process in any way and must meet guidelines as established by the state and federal court systems. All posted items must be approved in advance by the building administration. Approved material will be placed on a distribution table where parents and students can elect to pick up. Any material distributed or provided for distribution does not necessarily reflect the opinions of Ada City Schools.

V. DRESS CODE:

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 to mid thigh.
- 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.

VI. ELIGIBILITY:

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. Students who do not meet eligibility requirements will be placed on a one week probationary period. If students fault to meet eligibility requirements within the probationary week, they will be placed on the ineligible list.

VII. 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, wireless 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 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 and **must store them in their lockers** (cannot be with the student in classrooms). The school district assumes NO LIABILITY for lost or stolen electronic devices.

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. The student will use the office phone to contact their parent. 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 lunch 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.

IX. HONOR ROLL

- Superintendent's Honor Roll—Students must have all A's.
- Principal's Honor Roll—Students must have no grade below a B.

X. MEDICATION:

- Prescription medicines will be given to students by the school nurse only when prescribed and ordered by a physician for that particular student.
- The school nurse 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. PETITIONS:

There will be no petitions allowed to be circulated on campus without the prior approval of the principal.

XIII. SCHOOL VISITORS:

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. 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.

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 have their student badges when they are on campus. Students who have lost their ID can go to the office to purchase a new one. When a student does not have their ID they will be required to go to the back of the lunch line.

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.

ADA CITY SCHOOLS | 2026-2027 CALENDAR

3 - Independence Day
Holiday
4 - Independence Day

JULY '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	

JANUARY '27

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 - Christmas Break
4 - Teacher Work Day
18 - M.L. King Day/No School
22 - Early Release Day

3,4,5,6 - Professional Days
7,11 - Teacher Work Days
10 - Meet & Greet
12 - First Day of School

AUGUST '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					

FEBRUARY '27

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						

15 - Presidents' Day/No School
19 - Early Release Day

7 - Labor Day
11 - Early Release Day
18 - Professional Day
21 - No School

SEPTEMBER '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			

MARCH '27

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			

11 - Parent/Teacher
Conferences & Early
Release Day
12-19 - Spring Break
26 - Good Friday/No School
28 - Easter Sunday

13 - Parent/Teacher
Conferences & Early
Release Day
14,15,16 - Fall Break
23 - Early Release Day

OCTOBER '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						

APRIL '27

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	

9 - No School
23 - No School

20 - Early Release Day
23-27 - Thanksgiving Break

NOVEMBER '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					

MAY '27

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					

7 - No School
20 - Early Release Day/Last
Day of School
21 - Teacher Work
Day/Checkout
31 - Memorial Day

21 - 31 Christmas Break

DECEMBER '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		

JUNE '27

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			

18 - Juneteenth Holiday
19 - Juneteenth

AFFIDAVIT OF GOOD STANDING

STATE OF OKLAHOMA §
 §
COUNTY OF _____ §

I, _____, the undersigned person, being of lawful age, being first duly sworn, on oath, state that I am employed at (name of school district) as (position).

I affirm that (name) was employed as a full-time teacher by the school district in the five (5) years immediately preceding this affidavit and had obtained a national criminal history record check completed within that time frame.

I further affirm that the teacher left in good standing.

(must delete whichever of these paragraphs does not apply)

I hereby further attest that the teacher was not the subject of any allegation of inappropriate behavior with a student.

Or

I hereby further attest that there was an allegation of inappropriate behavior with a student which was investigated by the school district and was determined to be unsubstantiated with no finding of misconduct.

My contact information is: name, title, email address, telephone number and mailing address if you would like to address this matter further.

I acknowledge that willful misstatement in this affidavit, known by me to be false, is a misdemeanor punishable by imprisonment not to exceed one (1) year or a fine not to exceed five hundred dollars (\$500) or both such fine and imprisonment.

Affiant

Subscribed and sworn to me this _____ day of _____, _____.

Notary Public or officer administering oath

My commission expires:

(Seal)

AFFIDAVIT REGARDING EMPLOYMENT STATUS AND STUDENT SAFETY
INVESTIGATIONS

STATE OF _____)

) ss.

COUNTY OF _____)

I, _____, being first duly sworn upon oath, state as follows:

1. I am the _____ of _____ School District ("District") and am authorized to make this Affidavit on behalf of the District.
2. _____ ("Teacher") was employed by the District from _____ to _____ as a _____.
3. During the Teacher's employment with the District, the Teacher was in good standing at the time of separation from employment.
4. The District attests as follows regarding allegations of inappropriate behavior with a student:

☐ The Teacher was not the subject of any allegation of inappropriate behavior with a student during his/her employment with the District.

OR

☐ The Teacher was the subject of an allegation of inappropriate behavior with a student. The District investigated the allegation, and the allegation was:

☐ Substantiated

☐ Unsubstantiated

☐ Closed with no finding of misconduct

A brief description of the allegation and outcome (if permitted by law and District policy) is as follows:

5. At the time of the Teacher's separation from employment with the District, there was:

☐ No pending or ongoing investigation involving allegations of inappropriate behavior with a student.

OR

☐ A pending or ongoing investigation involving allegations of inappropriate behavior with a student, described as follows:

6. The contact information for the District is:

School District: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

Contact Person/Title: _____

7. The District authorizes the prospective employing school district to contact the above-listed representative to verify the information contained in this Affidavit.

FURTHER AFFIANT SAYETH NOT.

Affiant

Title

Subscribed and sworn to before me on this ____ day of _____, 20.

Notary Public

My Commission Expires: _____

Commission Number: _____

**BEREAVEMENT LEAVE
(REGULATIONS)**

The board of education will provide a teacher or support employee with ~~three (3)~~ five (5) days of paid bereavement leave following the death of the teacher's or employee's spouse or child, which shall include a miscarriage. Bereavement leave following a miscarriage shall be in addition to and not in place of sick leave due to miscarriage and recovery therefrom.

The board of education will provide up to **five (5)** days leave with pay for each bereavement in the immediate family of an employee. Such leave must be approved by the principal and the superintendent.

If the employee has to be absent for a funeral other than immediate family, the absence will be charged to emergency leave. If additional time is needed because of travel or other special considerations, a request may be submitted; and, if approved by the principal and superintendent, the time will be charged to sick leave.

Immediate family is defined as the employee's spouse, parent or guardian, child, brother, sister, grandparent, grandchild, or each similar relationship as established by marriage; or a person residing in the same household as the employee.

LEGAL REFERENCE: 70 O.S. Section 6-104.

UNUSED SICK LEAVE RETIREMENT PROGRAM

It is the policy of the Ada Board of Education to encourage and reward personnel who exercise particular care in the maintenance of their personal health and job attendance.

In accordance with Oklahoma Statutes, Title 70, Section 6-104, employees may accumulate sick leave days up to a maximum of 60 days as prescribed by local school board policy.

In accordance with Oklahoma Statutes, Title 70, Section 17-116.2 (G), for those members who joined the Teachers' Retirement System prior to July 1, 1992, the total creditable service of a member who retires or terminates employment and elects a vested benefit shall include not to exceed 120 days of unused sick leave accumulated subsequent to August 1, 1959, during the member's membership with the Teachers' Retirement System. Twenty days of unused sick leave shall equal one month of creditable service.

To clarify the difference between the two types of statutory sick leave days, the board has established a retirement sick leave bank for the purpose of accounting for unused sick leave days that may be used for retirement purposes subject to the approval of the Teachers' Retirement System of Oklahoma. The term "unused sick leave days" is defined as those sick leave days for which an employee does not receive credit after the maximum 60 days of sick leave have been accumulated. Unused sick leave days shall be deposited in the individual employee's retirement sick leave bank.

The board of education will maintain records for the purpose of assisting each employee to account for unused sick leave days for retirement purposes. The board of education will account for and certify unused sick leave days for each year for which an employee has exceeded 60 days of accumulated sick leave. This provision will apply to employees who have participated in the Teachers' Retirement System subsequent to August 1, 1959, and who have accumulated the maximum 60 days of sick leave.

Upon retirement, accumulated sick leave days and the unused sick leave days in the retirement sick leave bank may be certified to the Teachers' Retirement System of Oklahoma to add creditable service for retirement purposes at a rate of one month of credit for each 20 days of accumulated sick leave up to a total of 120 days. However, the school district shall not certify more than one day of unused sick leave in the retirement bank per each day of accumulated sick leave for the purpose of adding creditable service for retirement purposes.

The maximum 60 days of unused sick leave in the sick leave bank and 60 days of accumulated sick leave may be counted as an additional year of creditable service toward retirement by the Teachers' Retirement System of Oklahoma provided that the total number of sick leave days is acceptable to the Teachers' Retirement System.

Unused sick leave days may be used only to extend creditable service at retirement and for no other purpose. No employee may contribute unused retirement sick leave bank days to another employee.

Under Title 70, Section 6-104(A), payments for accumulated sick leave upon retirement or termination of employment can be made only for sick leave days accumulated in the district. Payment for unused accumulated sick leave shall not include the days in an employee's retirement sick leave bank.

An employee who elects to transfer accumulated sick leave to another school district or who elects to be reimbursed for accumulated sick leave as prescribed by local school board policy or negotiated agreement shall conclude all rights and privileges outlined under this policy.

UNUSED SICK LEAVE RETIREMENT PROGRAM (CONT.)

Employees retiring from the District through the Teacher Retirement System and with a minimum of five (5) years of service in the district shall be eligible to receive compensation for accumulated unused sick leave up to a maximum of sixty (60) days, at a rate of \$50 per day. The employee shall be given consideration of compensation when placement of official notification of retirement is received by the administration. Unused sick leave days used for the purpose of early retirement are not eligible for this compensation. Unused sick leave days may accumulate to a maximum of sixty (60) days.

MISSION STATEMENT

It is the mission of the Ada City Schools District to prepare all students to become engaged, high-performing citizens with the skills necessary to succeed in a global society.

Ada City Schools Mission

The mission of Ada City Schools is to empower every student to achieve high levels of academic achievement through rigorous, innovative learning, high expectations, and foster a lifelong pursuit of excellence.

Ada City Schools Vision

Ada City Schools is a unified, future-focused district with a legacy of excellence, where strong relationships and shared accountability ensure every student is known, valued, challenged, and championed to achieve at high levels, develop strong character, and pursue pathways to lifelong learning, engaged citizenship, and future success.

Ada City Schools Core Values

1. **Excellence** - We maintain high expectations in everything we do
2. **Integrity** - we act with honesty, character, and consistency
3. **Relationships** - every person feels known, valued, and connected.
4. **Accountability** - we hold ourselves and one another accountable for student success.
5. **Unity** - we are united in our approach to empower every student with multiple opportunities

USE OF AUTOMATIC EXTERNAL DEFIBRILLATOR

The Ada City Schools district will follow the American Heart Association guidelines for automatic external defibrillator (AED) use and storage. Responders' use of the AED should not replace the care provided by emergency medical services (EMS), but is meant to provide a lifesaving bridge during the first few critical minutes it takes for advanced life support providers to arrive.

The AEDs are to be located so that any victim may be reached in three minutes or less.

Roles and Responsibilities

The AED coordinator (school nurse) will serve as the primary liaison between the local EMS and the AED program. The coordinator will be responsible for purchasing equipment and supplies, organizing training programs, forwarding incident data to the local EMS, and holding post-event debriefing sessions for employees involved.

Certified district employees authorized to utilize the AED are specific employees trained and certified to use an AED in a sudden cardiac arrest emergency. These employees will attend a four-hour, American Heart Association AED training session, will have yearly refresher classes, and will be recertified every two years.

Procedure

When an apneic, pulseless victim is discovered, activate the sudden cardiac emergency response plan and by following the suggested guidelines set by the American Heart Association. This district will follow the American Heart Association AED treatment algorithm. The AED coordinator will notify the medical director's office of the use of the AED. An accident report form will be used to document an event and to document the practice drills.

Maintenance

The district will follow the manufacturer's suggested guidelines for maintenance of the AED. The AED coordinator will supervise the procedure.

The Cardiac Emergency Response Team (CERT) Coordinator will designate a CERT member to:

1. Daily check the status indicator, verifying alternating dark and hourglass shapes, which indicates readiness for use, and recording the status on the AED battery check sheet.
2. Notify the AED coordinator if AED maintenance is required.

Cardiac Emergency Response Plan (CERP)

Please see the addendum attached to this policy CKAH - *Use of Automatic External Defibrillator*. The Cardiac Emergency Response Plan (CERP) **was approved during the Special Board Meeting on August 26, 2024 is approved annually.**

A Cardiac Emergency Response Plan (CERP) has been created for each school site within the district. These plans contain information that is specific and appropriate for each individual school.

Copies of these plans can be accessed at the Ada Board of Education Building (located at 324 W. 20th) or at the Principal's Office of each school site.

LEGAL REFERENCE: 70 O.S. § 1210.200
70 O.S. § 24-1556

RECORDS INVESTIGATION

The Ada Board of Education believes that it has a responsibility to employ only those persons who are qualified in every respect. The board further believes that it should avail itself of means and methods provided by the legislature to assist in the selection of employees. Therefore, it is the policy of this board of education that a national criminal history record check shall be conducted of all prospective employees. The board of education is not required to obtain a new criminal history record check for an individual who has obtained certification from the Oklahoma State Department of Education within the previous twelve (12) months. A national criminal history record check is defined at 74 O.S. § 150.9 and requires a check of criminal history records entailing the fingerprinting of the individual and submission of the fingerprints to the United States Federal Bureau of Investigation (FBI) for the purpose of obtaining the national criminal history record of the person from the FBI.

Any teacher employed prior to May 19, 2020 who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation as well as a national criminal history record check as defined above on file with the school district shall complete the criminal history background checks upon the next renewal of his or her Standard Teaching Certificate. Any other employee employed by the district prior to May 19, 2020 who does not have an Oklahoma criminal history record check from the Oklahoma State Bureau of Investigation as well as a national criminal history record check as defined above on file with the school district shall have until July 1, 2022 to complete the criminal history background checks.

A written consent will be required from the prospective employee consenting to a felony records check to be conducted as authorized by Oklahoma law. The records check shall be initiated by the school district's written request, through the superintendent, to the State Department of Education. Effective November 1, 2012, the school district may contract with a third-party vendor who is a member in good standing with the National Association of Professional Background Screeners to perform any and all employment screenings, background checks, and credit checks.

Any person applying for employment as a substitute teacher shall only be required to have one such national criminal history records check for the school year. Upon request of the substitute teacher, that felony records search results may be sent to any other school district in which the substitute teacher is applying to teach. The board of education may choose whether to require a national criminal history record check from a prospective substitute teacher who has been employed by the school district in the last year.

Any person employed as a full-time teacher by a school district in Oklahoma in the five (5) years immediately preceding an application for employment as a substitute teacher may not be required to have a national criminal history record check, if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and an affidavit letter from the school district in which the teacher was last employed stating the teacher left in good standing. The affidavit shall attest and whether the teacher was the subject of any allegation of inappropriate behavior with a student and whether there was a pending or ongoing investigation of inappropriate behavior between the teacher and a student. If an allegation of inappropriate behavior was investigated by an employing school district, the affidavit shall state whether the allegation was substantiated, unsubstantiated or closed with no finding of misconduct. The affidavit shall include contact information for the prior employing school district, which the prospective employing school district shall contact to determine the validity of the submitted affidavit.

Any person who has been employed as a full-time teacher by a school district who applies for employment as a full-time teacher in another school district may not be required to have a national criminal history background check completed if the teacher produces a copy of a national criminal history record check completed within the preceding five (5) years and a letter from the school district in which the teacher was employed stating the teacher left in good standing and whether the teacher was the subject of any allegation of inappropriate behavior with a student.

RECORDS INVESTIGATION (Cont.)

Any person who has been employed as a substitute teacher by a school for a minimum of five (5) years preceding an application to be employed as a full-time teacher may not be required to have a national criminal history record check completed if the teacher can produce a copy of a national criminal history record check completed within the preceding five (5) years and an affidavit letter from the school district in which the teacher was employed as a substitute teacher stating that the teacher left in good standing. The affidavit shall attest as to whether the teacher was the subject of any allegation of inappropriate behavior with a student and whether there was a pending or ongoing investigation of inappropriate behavior between the teacher and a student. If an allegation of inappropriate behavior was investigated by an employing school district, the affidavit shall state whether the allegation was substantiated, unsubstantiated or closed with no finding of misconduct. The affidavit shall include contact information for the prior employing school district, which the prospective employing school district shall contact to determine the validity of the submitted affidavit.

Any person employed as a full-time teacher by a school district in Oklahoma for ten (10) or more consecutive years immediately preceding an application for employment as a substitute teacher in the same school district is not required to have a national criminal history record check for as long as that person remains employed for consecutive years by that school. If the substitute teacher wishes to work in another Oklahoma school district, a national criminal history background check will be required.

If the applicant for employment meets all other criteria for employment in this school district, the applicant may be employed on a temporary basis for a maximum of sixty (60) days pending receipt of the national criminal history record check results. The temporary employment of the prospective employee shall terminate after sixty (60) days unless the school district receives the results of the national criminal history records check. The sixty (60) day temporary employment period shall begin on the first day the prospective employee reports for duty at the employing school district. If the applicant is offered permanent employment following the review of the records search, the search fee will/will not be reimbursed in full.

TECHNOLOGY CENTER SCHOOLS ONLY:

The requirement for a national criminal history record check shall not apply to technology center employees hired on a part-time or temporary basis for the instruction of adult students only.

REFERENCE: 70 O.S. §5-142

PERSONAL BUSINESS LEAVE**(REGULATIONS)**

The board of education shall provide five days for personal business leave for teachers and support personnel ~~at cost of substitute employee~~. Such leave shall be limited to personal business matters that cannot be conducted before or after school hours or on weekends. ~~Unused p~~Personal business leave ~~is noncumulative may be accrued as sick leave~~.

Requests for personal business leave shall be made to the building principal or supervisor ~~one week~~ three (3) days prior to the date of absence.

REFERENCE: 70 O.S. §6-104

Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)

NOTE: Referenced statute requires each school district to provide a minimum of three days for personal leave to certified and support personnel. However, "a local board of education is authorized to adopt reasonable rules, regulations and policies defining activity which shall be deemed to constitute or qualify as 'personal business' leave. In adopting such a definition, the ordinary and every day commonly understood meaning of the phrase 'personal business' should be followed." Atty. Gen. Op. No. 77-217 (Aug. 19, 1977)

MATERNITY LEAVE (REGULATIONS)

The board of education shall provide maternity leave to all full-time employees of the school district who have been employed by the school district for at least one year and have worked for the school district for at least one thousand two hundred fifty (1,250) hours during the preceding twelve-month period. Eligible employees shall be entitled to six (6) weeks of paid maternity leave following the birth or adoption of the employee's child, provided that the child is under four (4) years of age. The six (6) weeks of maternity leave shall be immediately following the birth or adoption of the school district employee's child.

Employees who qualify for state paid-maternity leave are entitled to extend the duration of their maternity leave beyond the six (6) weeks provided by this policy if they have sufficient sick leave available to cover the extended duration. Such sick leave may be used for recovery from childbirth, bonding with a newborn or infant, or caring for a newborn or infant. Extended sick leave shall not exceed six (6) weeks unless a licensed medical professional provides written certification recommending additional leave for medical necessity related to the employee's recovery from childbirth or for the care of the newborn to achieve a combined twelve (12) weeks of leave as addressed in the Family Medical Leave Act (FMLA). FMLA leave shall run concurrently with maternity leave and the paid sick leave extended duration.

Any employee who intends to utilize available sick leave to extend the duration of maternity leave must notify the administration of the school district.

REFERENCE: 70 O.S. §6-104.8

TRAVEL AND EXPENSES

Employees requesting to attend professional/job-related meetings outside the school district must be approved by the Superintendent with sufficient time for board approval.

Job-related expenses incurred by employees for meals (including gratuities at no more than 15%), lodging, airfare, registration, tolls, and parking may be reimbursed with original, itemized receipts.

Meals will be reimbursed that are connected to an overnight stay, which are a qualified business expense and exempt from tax. Reimbursement will be made through accounts payable. Reimbursement for any meal requires that the District Travel Reimbursement Request form be completed and submitted with supervisor approval within 10 days of return from trip. This regulation is applicable to all funding sources.

The per diem rate is as follows:

1. In-State Overnight Rate - \$50 per day
2. Out-of-State Overnight Rate: \$60 per day

District-led professional development expenses, including group meals and lodging, will be paid using the school-issued credit card in accordance with district travel and purchasing policies.

Expenses for registration, parking, toll charges, and similar expenses will be reimbursed when documented by receipts or notarized affidavits.

Use of personal vehicles will be reimbursed at the current IRS approved rate per mile (not to exceed the cost of air travel). Mileage should be calculated using **the district's approved mileage chart using a recognized map application**. Employees must use school vehicles when available. Any employee requesting mileage for use of their personal vehicle will not be reimbursed for mileage if a school vehicle was available at the time of the travel.

Actual cost of lodging will be reimbursed upon submission of the original, itemized receipt. When at all possible, employees should use school purchase orders for payment of lodging.

Registrations paid by employees may be claimed upon submission of actual receipt.

REFERENCE: [70](#) O.S. §5-117

STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS SOCIAL NETWORKING SITES

The Superintendent and the School Principals will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. Employees must conduct themselves in ways that do not distract from or disrupt the educational process. The orientation and reminders will give special emphasis to the following prohibited behaviors:

1. Improper fraternization with students using electronic or digital communication.
 - a. Teachers may not list current students as “friends” on networking sites.
 - b. All e-contacts with students should be through the district’s school-approved platform
 - c. Improper contact via electronic or digital communication e-mail or phone is prohibited.
2. Inappropriateness of posting items with sexual content
3. Inappropriateness of posting items exhibiting or advocating use of drugs and alcohol
4. Monitoring and penalties for improper use of district computers and technology

As per state law, employees are discouraged from sharing content or comments containing the following when directed at a citizen of the State of Oklahoma:

- 1) Obscene sexual content or links to obscene sexual content;
- 2) Abusive behavior and bullying language or tone;
- 3) Conduct or encouragement of illegal activity; and
- 4) Disclosure of any information required to be maintained as confidential by law, regulation, or internal policy.

"Electronic or digital communication" includes, but is not limited to, emails, text messages, instant messages, direct messages, social media messages, messages sent through software applications, and any other electronic or digital means of communication.

"Social networking or “social media” means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or phone sharing and social bookmarking; and

"Comment” means a response to an article or social media content submitted by a commenter.

The Superintendent or designees will periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principals and Superintendent will download the offensive material and promptly bring that misconduct to the attention of the school district’s legal counsel for review.

The board of education shall designate school-approved platforms. The administration shall publish school-approved platforms on the district’s website and in student or staff handbooks.

STAFF MEMBERS AND ELECTRONIC OR DIGITAL COMMUNICATIONS (CON'T)

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 as determined by the board of education, 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.

School employees reported to who are the subject of a corroborated report of having engaged in electronic or digital communications that would violate this policy and state law shall be placed on administrative leave while the school district investigates the incident. If the investigation finds that no misconduct occurred, the school employee shall be reinstated, and the incident shall not be noted in the personnel file. If the employee was placed on administrative leave during the investigation of the incident but the investigation finds that no misconduct occurred, the employee shall be reinstated, and the personnel file shall include a note of the finding of no misconduct.

Employees who engage in any of the above-referenced prohibited behaviors are subject to the possibility of penalties, including termination of employment, ~~for failure to exercise good judgment~~. Incidents will be reported in compliance with district policy FFG and state law.

REFERENCE: 74 O.S. § 840-8.1
 70 O.S. § 6-401.

***A copy of this policy shall be distributed to each affected employee by email.**

CONCURRENT ENROLLMENT STUDENT

The Ada Board of Education believes that students should be encouraged to prepare themselves for study beyond high school when possible. This includes preparation to seek post-secondary options in both college and career pathways. Concurrent enrollment is authorized for students who are at least thirteen years of age but not twenty-one years of age or older.

Students who wish to participate in concurrent enrollment courses must meet requirements set by the State Regents for Higher Education, Oklahoma law and the Standards for Accreditation. In order for a high school student to enroll in a concurrent enrollment course, the minor student must have a signed statement from the high school principal or counselor stating that they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year. Minor students must also provide written permission from a parent or legal guardian prior to enrolling in concurrent enrollment courses.

A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester credit hours. For purposes of calculating workload, one-half high school unit is equivalent to three semester credit hours of college work.

Concurrent students may not enroll in remedial (zero-level) course work offered by colleges and universities designed to remove high school deficiencies, including co-requisite support courses.

When a student earns college credit through concurrent enrollment, the school district will be required to provide academic credit for any concurrently enrolled higher education courses that are correlated with the academic credit awarded by the institution of higher education. The district cannot transcript the academic credit as "elective credit" unless there is no correlation between the concurrent enrollment higher education course and a course provided by the school district.

REFERENCE: 70 O.S. §628.13

Department of Education, Administrator's Handbook

STUDENT RETENTION (REGULATION)

In accordance with the policy of the board of education, the following criteria for the selection of students to be retained in their current grade, or denied course credit, will be used in this school district.

Students shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Students in grades one through eight must achieve a grade average of 60% or higher in at least three major courses of study to be promoted to the next higher grade. The major courses of study are math, language arts, science, reading, and social studies.

Beginning with the 2027-2028 school year, third-grade students shall demonstrate sufficient reading skills for promotion to fourth grade. Students shall be provided the following options to demonstrate sufficient reading skills for promotion to fourth grade:

- a. scoring above the below basic level on the third-grade statewide English Language Arts assessment, or
- b. earning an acceptable score on an alternative standardized reading assessment as recommended by the Commission for Educational Quality and Accountability and approved by the State Board of Education.

If a third-grade student cannot demonstrate sufficient reading skills on one of the two options described in paragraph 1 of this subsection and does not qualify for a good-cause exemption, the student shall be retained in the third grade for the next school year. Screening instruments described in this section shall not be used for promotion purposes.

The board of education may only exempt students from mandatory third-grade retention for good cause. A student who is promoted to fourth grade with a good-cause exemption, except for students who meet the definition of a student with the most significant cognitive disabilities, shall continue to receive reading intervention services that includes specific reading strategies prescribed in the student's individual reading intervention plan until the deficiency is remedied. Good-cause exemptions shall be limited to the following:

- 1. Students with disabilities whose individualized education program (IEP) indicates that participation in the statewide student assessment system is not appropriate, consistent with state law;
- 2. Students identified as English language learners who have had less than two (2) consecutive school years of instruction in an English-learner program;
- 3. Students with disabilities who participate in the statewide English Language Arts assessment and who have an IEP that reflects that the student has received reading intervention for more than two (2) school years but still demonstrates a reading deficiency, or who was previously retained for one (1) year in kindergarten, first, second, or third grade; and
- 4. Students who have received reading intervention services for two (2) or more years but still demonstrate a reading deficiency, and who were previously retained in kindergarten, first, second, or third grade for a total of two (2) years. No student shall be retained twice in third grade.

STUDENT RETENTION (CON'T)

Requests to exempt students from the mandatory third-grade retention requirement, using one of the good-cause exemptions shall be made consistent with the following:

1. Documentation shall be submitted from the student's teacher to the principal indicating that the promotion of the student is appropriate. Such documentation shall consist only of the good-cause exemption being requested and the existing reading intervention plan or IEP;
2. The principal shall review and discuss the recommendation for exemption with the student's teacher. If the principal determines that the student meets one of the good-cause exemptions based on the discussion and documentation provided, the principal shall make such recommendation in writing to the superintendent. The superintendent shall accept or reject the school principal's recommendation in writing; and
3. The parents or legal guardians of a third-grade student eligible for a good-cause exemption may choose that the student be retained for one (1) year even if the superintendent accepts a recommendation for a good-cause exemption pursuant to this subsection.

The school district shall provide written notification to the parent or legal guardian of any student who is retained. Such notification shall state that his or her child has not met the reading level required for promotion to the fourth grade, the reasons the child is not eligible for a good-cause exemption, and that his or her child will be retained in third grade. The notification shall include a description of the proposed reading intervention services and the intensity of instruction that will be provided to the child to remedy the identified areas of reading deficiency in the retained year.

Students that are withdrawn from public school to bypass third-grade retention requirements shall be subject to screening upon return to the public school system to determine appropriate grade level upon re-entry.

If a third-grade student subject to retention transfers to the district the requirements to retain the student in third grade shall remain in effect for the placement of the student.

Beginning with the 2027-2028 school year, students retained shall be provided Tier 2 or Tier 3 reading interventions to remedy the student's specific reading deficiency. The reading intervention services shall include effective instructional strategies to accelerate student progress. Each school district shall conduct a review of student reading intervention plans for all students retained in third grade. The review shall address additional supports and services needed to remedy the identified areas of reading deficiency and ensure the following are provided to retained students:

1. A teacher with appropriate training and demonstrated competency in evidence-based reading intervention. School districts with only one third-grade teacher are exempt from the requirements of this paragraph;
2. Tier 2 or Tier 3 reading intervention services and supports to correct the identified areas of reading deficiency;
3. One of the following intervention supports:
 - a. before-, during-, or after-school supplemental research-based reading intervention delivered by a teacher or tutor with specialized reading training, or

STUDENT RETENTION (CON'T)

b. summer academy programs designed to ensure that participating students successfully complete grade-level competencies in reading to enhance next-grade readiness; and

4. A "Read at Home" plan as created by the Office of Educational Quality and Accountability shall be outlined in a parental or legal guardian notification, including participation in parent or legal guardian training workshops or regular parent-guided or legal guardian-guided home reading activities which are aligned to scientifically based reading research.

Whenever a teacher or a placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

**REFERENCE: 70 O.S. §24-114.1
70 O.S. §1210.508C**

PROFICIENCY BASED PROMOTION

1. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
 - A. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require students to perform relevant laboratory techniques.
 - B. Students shall have the opportunity to demonstrate proficiency in the core areas twice each year: once before the beginning of the school term and at the end of the school term as identified in 70 O.S. §11-103.6:
 1. Social Studies
 2. Language Arts
 3. The Arts
 4. Languages
 5. Mathematics
 6. Science
 - C. Proficiency for advancing to the next level of student will be demonstrated by a score of 90% or comparable performance on an assessment of demonstration. Students may obtain credit by examination in lieu of Carnegie Units for courses, but subject to compliance with the Oklahoma School Testing Program.
 1. Courses not tested under the Oklahoma School Testing Program.

The school district will make available assessment tools to determine proficiency for credit by examination for courses without corresponding Oklahoma School Testing Program assessments. The assessment tools will be aligned to the school district's curriculum and will accurately measure the student's demonstration of sets of competencies in standards adopted by the State Board of Education.
 2. Courses tested under the Oklahoma School Testing Program.

If a student seeks to "test out" of a course under the Oklahoma School Testing Program, a student must obtain a score of at least "Proficient" on the Oklahoma School Testing Program assessment corresponding to the course.
- D. Qualifying students are those who are legally enrolled in the local school district.
- E. The district will not require registration for the proficiency assessment more than one month in advance of the assessment date.
- F. Students will be allowed to take proficiency assessments in multiple subject areas.

PROFICIENCY BASED PROMOTION (Cont.)

- G. Students not demonstrating proficiency will be allowed to try again during the next assessment period. Failure to demonstrate proficiency will NOT be noted on the student transcript.
- H. Exceptions to standard assessment may be approved for those students with disabling conditions.
2. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.
- A. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social, emotional, and intellectual needs of the student will be used in the consideration of the promotion/acceleration decision and mental growth should be considered
- B. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. The statement shall be included in the permanent record of the student.
- C. Failure to demonstrate proficiency will not be noted on the transcript.
- D. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
- E. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirement for the high school diploma.
- F. Units earned through proficiency assessment will be transferable with students among school districts within the state of Oklahoma.
3. Proficiency assessment will measure mastery of the priority academic student skills Oklahoma Academic Standards in the same way that curriculum and instruction are focused on the priority academic student skills Oklahoma Academic Standards. In other words, assessment will be aligned with curriculum and instruction.
4. Options for accommodating student needs for advancement after demonstrating proficiency may include, but are not limited to, the following:

PROFICIENCY BASED PROMOTION (Cont.)

- A. Individualized instruction;
 - B. Correspondence courses;
 - C. Independent study;
 - D. Concurrent enrollment;
 - E. Cross-grade grouping;
 - F. Cluster grouping;
 - G. Grade/course advancement;
 - H. Individualized education programs.
5. Each year the school district will disseminate materials explaining the opportunities of proficiency based promotion to students and parents in the district. Priority Academic Student Skills Oklahoma Academic Standards and type of assessment or evaluation for each core curriculum area will be made available upon request.

Appropriate notation will be made for elementary, middle level or high school level students satisfactorily completing a 9-12 high school curriculum area. Completion will be noted with "P" for passing. This until will count toward meeting the requirements for the high school diploma.

STRONG READERS ACT

To identify students who have a reading deficiency ~~or 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 monitoring of progress and for measurement of 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. A program of reading instruction shall also include, but not be limited to:

1. Sufficient additional in-school instructional time for the acquisition of phonological awareness, decoding, fluency, vocabulary, and comprehension;
2. If necessary, and if funding is available, tutorial instruction after regular school hours, on Saturdays, and during the summer; however, such instruction may not be counted toward the 180 day or 1080 hour school year required by law;
3. Assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of reading skills including, but not limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension, as identified in the student's program of reading instruction.
4. High- quality instructional materials grounded in scientifically based reading research, and
5. A means of providing every family of a student in prekindergarten, kindergarten, first, second and third grade access to free online evidence-based literacy instruction resources to support the student's literacy development at home.

A student enrolled in kindergarten, first, second, or third grade who exhibits a deficiency in reading at any time based upon the screening instrument shall receive an individual reading intervention plan no later than thirty (30) days after the identification of the deficiency in reading. The reading intervention services shall not occur during math instruction. The reading intervention plan shall be provided in addition to core reading instruction that is provided to all students. The reading intervention plan shall:

1. Describe the ~~research-based~~ reading intervention services, and the needed intensity of instruction the student will receive to remedy the ~~deficiency in reading~~ deficiency.
2. Provide explicit and systematic instruction in phonological awareness, decoding, fluency, vocabulary, and comprehension as applicable,
3. Monitor the reading progress of each student's reading skills throughout the school year and adjust instruction according to the student's needs; and
4. Continue until the student is determined to be meeting grade-level targets in reading based on the screening instruments or assessments.

STRONG READERS ACT (Cont.)

The district strong readers plan shall be adopted and annually updated, with input from school administrators, teachers, and parents and legal guardians, and if possible a reading specialist, and which shall be submitted to and approved by the State Board of Education. This plan shall include a plan for each site that includes an analysis of the data provided by the Oklahoma School Testing Program and other reading assessments utilized which outlines how each school site shall comply with the provision of the Strong Readers Act.

~~Beginning with the 2022-2023 school year, a~~ Any student enrolled in first, second, or third grade who is assessed through the Strong Readers Act and is not meeting grade level targets in reading after the beginning of the year assessment shall be screened for dyslexia. Screening may also be requested for a student by his or her parent or guardian, teacher, counselor, speech-language pathologist or school psychologist.

REFERENCE: 70 O.S. §1210.508A, et seq.

NOTE: Referenced statute requires each school district to adopt and annually update a district plan that includes a plan for each site and which outlines how each school site will comply with the provisions of the Reading Sufficiency Act.

STUDENT TRANSFERS**Previous Transfers (prior to January 1st, 2022)**

Open Transfers previously granted by the school board will remain in effect unless the board of education takes action to deny a future year's attendance based upon discipline; or attendance as addressed within this policy.

Transfer Application Overview & Timeline

The school district will 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. The school district will begin accepting applications for the next school year starting on July 1st. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to disciplinary action or attendance issues. The district will not require parents resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;
2. The transferring student has not been disciplined for:
 - a. violation of a school regulation,
 - b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or 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, or
 - c. 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, as defined in the Uniform Controlled Dangerous Substances Act.

TRANSFER POLICY (Cont.)

3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

A student who has attended school as a resident student for at least three years prior to moving out of the school district may be allowed to transfer into the district regardless of capacity. Such student's application will be reviewed utilizing only disciplinary records and attendance in the determination of the transfer request.

By the first day of January, April, July and October, the board of education shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

Capacity Determination

The district has a capacity of ~~150~~ 160 in Grade Pre-Kindergarten at the Ada Early Childhood Center.

The district has a capacity of 200 in Grade Kindergarten at the Ada Early Childhood Center.

The district has a capacity of 210 in 1st Grade at Hayes Grade Center.

The district has a capacity of 200 in 2nd Grade at Hayes Grade Center.

The district has a capacity of 195 in 3rd Grade at Washington Grade Center.

The district has a capacity of 200 in 4th Grade at Washington Grade Center.

The district has a capacity of 185 in 5th Grade at Willard Grade Center.

The district has a capacity of 185 in 6th Grade at Willard Grade Center.

The district has a capacity of 205 in 7th Grade at Ada Junior High School.

The district has a capacity of 205 in 8th Grade at Ada Junior High School.

The district has a capacity of 205 in 9th Grade at Ada Junior High School.

The district has a capacity of 200 in 10th Grade at Ada High School.

The district has a capacity of 200 in 11th Grade at Ada High School.

The district has a capacity of 200 in 12th Grade at Ada High School.

Transfer Capacity Review

The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceed the capacity of the district, the district shall select transfer students in the order in which the district received the application.

TRANSFER POLICY (Cont.)**Transfer of Teachers' Children**

A student **shall may** be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a pursuant to Ada Board of Education Policy FEF.

Transfer for Special Education Students

A Special Education student may request a transfer pursuant to the Education Open Transfer Act and Ada Board of Education Policy FEH.

Uniformed Military Services – Dependent Children

Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and
2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

Transfer Acceptance

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. If the transfer application is accepted, the district shall notify the parents of the acceptance. The parent shall provide the district with written notification that the student will be enrolling within ten (10) days of notification of acceptance. Failure to notify the school district within ten (10) days of acceptance shall result in the cancellation of the transfer. The district will provide a written notice of the cancellation to the parent of the student immediately upon cancellation. If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to disciplinary reasons or a history of absences. Written notice of the intention to deny continued transfer of the student shall be given to a parent of a student no later than July 15. The parent may appeal the denial of a continued transfer.

Transfer Denial & Appeal

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for determining the number of transfer students the school district has the capacity to accept;
3. A copy of 210:10-1-18.1 from the Administrative Code; and
4. The date upon which the appeal will be due.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. If notification was hand-delivered, the appeal

TRANSFER POLICY (Cont.)

period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. The board of education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive actual notice of the notification denying the transfer request, and the appeal was submitted within ten (10) days after the parent of the student actually received notice.

The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and
4. The name, address and telephone number of the legal representative, if applicable

During the appeal, the board will review the action of the administration and the appeal paperwork submitted by the parent of the student to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall return to open session to vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;
3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of 210:10-1-18.1 which identifies the Accreditation standard for appealing the denial of a student transfer.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days

TRANSFER POLICY (Cont.)

prior to the date at which the State Board of Education is scheduled to consider the appeal the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

Athletics

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.

REFERENCE: 70 O.S. §1-114
70 O.S. §1-113
70 O.S. §5-117.1
70 O.S. §8-101, et seq.
70 O.S. §24-101, et seq.; §24-102
Family Education Rights and Privacy Act
Atty. Gen. Op. No. 87-134, April 1, 1988

LEGAL NOTE: Senate Bill 783 repealed 70 O.S. § 8-104 effective March 31, 2021. Oklahoma law no longer allows emergency transfer of students. Oklahoma law regarding transfers will change again on January 1, 2022. A new sample policy has been created which addresses those changes that are effective with regard to student transfers on January 1, 2022.

THIS POLICY REQUIRED BY LAW.

**HEALTH:
STUDENTS**

The Ada Board of Education believes that the goals of education should include training that helps our children to grow into productive and responsible adults.

While the general health and physical maintenance of a child is the responsibility of the parent, the board believes that teachers and administrators should encourage students to become aware of the value of a healthy mind and body.

If a teacher or an administrator becomes aware of a health problem involving a student, the parents or legal guardian of the student shall be notified and a conference with the parents be scheduled. If efforts to resolve the problem through consultation with the parents are not successful, the administrator shall consider referring the matter to the Department of Human Services.

Health education shall, whenever possible, be incorporated into the subject matter of all courses of instruction. ~~There shall also be established definite time allocations for the teaching of health education.~~

Any child who is determined to be afflicted with a contagious disease, as currently defined by the Oklahoma Department of Health, shall be prohibited from attending school until a health officer has determined that the child is free of the contagious disease or that the disease is no longer contagious.

The school district will allow a child with head lice to attend classes in accordance with guidelines set by the American Academy of Pediatrics and the National Association of School Nurses.

**REFERENCE: 70 O.S. §5-117, §10-105, §11-103, §1210.194
63 O.S. §1-507**

DIABETES MEDICAL MANAGEMENT PLAN

This plan was created by the personal health care team of Ada City Schools. This document sets out the health services that may be needed by the student at school.

The student shall be permitted to attend to the management and care of the diabetes of the student as follows:

1. Performing blood glucose level checks;
2. Administering insulin through the insulin delivery system used by the student;
3. Treating hypoglycemia and hyperglycemia;
4. Possessing on his/her person at any time any supplies or equipment necessary to monitor and care for the diabetes of the student; and
5. Otherwise attending to the management and care of the diabetes of the student in the classroom, in any area of the school or school grounds, or at any school-related activity. A private area will be available for the student to attend to the management and care of the student's diabetes.

The school nurse or a volunteer diabetes care assistant will assist the student with the management of their diabetes care as provided in this plan. The specific person assigned to assist this student is: _____.

The parent or legal guardian has given written consent for a school nurse, a school employee trained by a health care professional, or a volunteer diabetes care assistant to provide diabetes care in accordance with state law requirements including but not limited to the administration of glucagon to a student experiencing a hypoglycemic emergency.

School nurses, Gillian Pickel and B. J. Conaway, as well as trained diabetes care assistants may download the necessary electronic applications or software to a school electronic device or to a personal electronic device in the absence of a school provided device, with the written permission of the student's guardian or parent. The school employee will not be responsible for and shall not be subject to disciplinary action for lack of monitoring of electronic glucose numbers outside of school hours or school-sponsored activities.

In addition to the above, the following shall be included as a part of the student's diabetes management plan:

DIABETES MEDICAL MANAGEMENT PLAN (CON'T)

Agreed this ____ day of _____, 20____.

Parent or Guardian of Student

Principal (or designee)

School Nurse

Physician of Student

REFERENCE: 70 O.S. §1210.196.1, et seq.

REVIEW NOTE: Schools may also utilize the Americans Diabetes Association (ADA) template for Diabetes Medical Management Plans for Schools at <https://diabetes.org/sites/default/files/2023-12/DMMP-9-11-23-rev.pdf> If the template from ADA is utilized, the new underlined language should be inserted to comply with state law as that language does not currently exist in the ADA template and would be a requirement of Oklahoma law if the option is selected.

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT

In accordance with Oklahoma law, any person is required to immediately report suspected cases of physical abuse or neglect involving students under the age of eighteen (18) to the statewide toll free hotline of the Department of Human Services. The statewide DHS hotline number is 1-800-522-3511. Any person having reason to believe that a student age eighteen (18) or older is a victim of abuse or neglect shall immediately report the matter to local law enforcement. In addition to the above, every school employee having reason to believe, or receiving an allegation or disclosure, that a student is the victim of sexual abuse, sexual assault, or sexual misconduct shall report the disclosure, allegation or information within twenty-four hours to local law enforcement.

Local law enforcement means a law enforcement agency that is independent of the school district, campus police department and shall not include a school resource officer employed by the school district unless directed by the independent law enforcement agency. When a school resource officer is utilized, the office shall submit a written report describing the circumstances and any actions taken to the independent law enforcement agency. Reports must be made prior to any formal investigation or questioning of the subject of the disclosure or allegation.

No school investigator, administrator or official shall conduct formal interviews of the subject of the disclosure or allegation or engage in disciplinary proceedings until law enforcement has been notified and has had the opportunity to interview the involved parties, unless law enforcement determines that an immediate school response is necessary to protect student safety.

Any school employee with knowledge of a report shall not disclose information identifying the reporting school employee unless otherwise ordered by the court or as part of an investigation by local law enforcement or the State Department of Education.

The board of education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall immediately report any suspected physical, mental, or sexual abuse or neglect of any school student to the Department of Human Services by telephone. The employee shall also inform the building principal who will advise the superintendent that the report was made using Form FFG-E.

“Child Abuse and Neglect” shall include, but is not limited to:

1. Child abuse as defined in Section 843.5 of Title 21 of the Oklahoma Statutes;
2. Sexual abuse or sexual exploitation as defined in Section 1-1-105 of Title 10A of the Oklahoma Statutes;
3. Contributing to the delinquency of a minor as defined in Section 856 of Title 21 of the Oklahoma Statutes;
4. Trafficking in children, as defined in Section 866 of Title 21 of the Oklahoma Statutes;
5. Incest as described in Section 885 of Title 21 of the Oklahoma Statutes;
6. Forcible sodomy, as described in Section 888 of Title 21 of the Oklahoma Statutes;

Reporting Suspected Child Abuse (Con't)

7. Maliciously, forcibly or fraudulently taking or enticing a child away, as described in Section 891 of Title 21 of the Oklahoma Statutes;

8. Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography, as described in Section 1021 of Title 21 of the Oklahoma Statutes;

9. Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography, as described in Section 1021.2 of Title 21 of the Oklahoma Statutes;

10. Permitting or consenting the participation of a minor child in any child pornography, as described in Section 1021.3 of Title 21 of the Oklahoma Statutes;

11. Facilitating, encouraging, offering or soliciting sexual conduct with a minor, as described in Section 1040.13a of Title 21 of the Oklahoma Statutes;

12. Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act, as described in Section 1087 of Title 21 of the Oklahoma Statutes;

13. Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution, as described in Section 1088 of Title 21 of the Oklahoma Statutes;

14. Rape or rape by instrumentation, as described in Sections 1111.1 and 1114 of Title 21 of the Oklahoma Statutes;

15. Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16) as described in Section 1123 of Title 21 of the Oklahoma Statutes;

16. Sexual battery, when committed upon a person who is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or in the legal custody or supervision of any public or private elementary or secondary school, or technology center, by a person who is eighteen (18) years of age or older and is an employee of a private or public school system.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies, or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor, or administrator who discharges, discriminates, or retaliates against such person shall be liable for damages, costs, and attorney fees.

Any person, other than a superintendent or school administrator, who knowingly and willfully fails to promptly report any incident of child abuse may be reported to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any

REPORTING SUSPECTED CHILD ABUSE (Cont'd)

superintendent or school administrator who knowingly and willfully fails to promptly report or interferes with the prompt reporting of abuse or neglect shall, upon conviction be guilty of a felony in accordance with 21 O.S. § 593

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity from any liability with respect to participation in any judicial proceeding resulting from such report.

A school employee with knowledge that a report has been made shall not disclose information identifying the reporting employee unless otherwise ordered by the court or as part of an investigation by local law enforcement or the Department.

The school district shall post, in a clearly visible location in a public area of the school that is readily accessible to all students, a sign in English and Spanish that contains the toll-free number operated by the Department of Human Services.

Every school employee shall annually sign an attestation acknowledging his or her responsibility to report suspected child abuse or neglect pursuant to state law.

REFERENCE: 10A O.S. § 1-2-101
10A O.S. § 1-2-104
63 O.S. §1-120 (G)
70 O.S. §1210.162 and 1210.163 **and 1210.164**
Atty. Gen. Op. No. 78-202 (Dec. 28, 1978)

ADA CITY SCHOOLS

OFFICE OF THE SUPERINTENDENT

P.O. BOX 1359

ADA, OKLAHOMA 74821-1359

www.adacougars.net

August 10, 2026

Office of Accreditation and Standards
Oklahoma State Department of Education
2500 North Lincoln Boulevard
Oklahoma City, OK 73105-4599

RE: Hourly Calendar

To Whom It May Concern:

Please consider this letter as notification that Ada City Schools' calendar for the 2026-2027 school year will be based on 1080 hours and a minimum of 165 days. See the attached agenda and minutes from the August 10, 2026, regular meeting of the local Board of Education, along with the appropriate signatures. If additional information is required, please let me know.

Sincerely,

Pat Liticker
Superintendent

Melissa Rollins, President
Ada Board of Education



**ADA CITY SCHOOLS
SANCTIONED BOOSTER CLUBS
AND
PARENT TEACHER ORGANIZATIONS**

The following Booster Clubs/Parent Teacher Organizations have completed the paperwork and are requesting to be sanctioned, for the 2026-2027 school year by the Ada City Schools Board of Education:

BOOSTER CLUBS

Art	Band
Baseball	Basketball(B)
Basketball (G)	Cheerleaders - HS
Cheerleaders - JH	Couganns
Football	Golf(B)
Golf (G)	Performing Arts
Soccer	Softball
Tennis	Wrestling

PARENT TEACHER ORGANIZATIONS

AECC	Redbud
Willard	Ada Junior High
Ada High School	Ada District PTO

Approved by Ada Board of Education on _____

**ADA CITY SCHOOLS
WORKSHOP
August 10, 2026**

DATE	WORKSHOP/LOCATION	EMPLOYEES	EXPENSE	AMOUNT	PAID BY
09/09	OKC Comet Career Day OKC	J. Weston, B. Graham, L. Clay J. McClure, P. Ross	TRAV REG SUB	\$96.32 \$100.00 \$500.00	412
09/21-22/2026	OK Adult Education & Literacy Conf OKC	S. Young-Harmon, M. Clonch	TRAV MEALS REG LODG	\$112.00 \$300.00 \$170.00 \$175.64	Careertech MOU
09/28	OAGCT State Conference Tulsa	M. Briggs	TRAV REG	\$140.00 \$150.00	972
10/05	BPA FLC Norman	J. Weston, B. Graham, L. Clay J. McClure, P. Ross	TRAV REG SUB	\$81.76 \$225.00 \$500.00	412
11/09-13/26	Adobe Max Miami, FL	J. Weston, B. Graham, L. Clay J. McClure, P. Ross	TRAV MILEAGE MEALS REG LODG SUBS	\$3,500.00 \$103.04 \$300.00 \$6,475.00 \$2,000.00 \$2,500.00	412 & 421
11/15-17/26	AOPA STEM Symposium Phoenix, AZ	C. Eckler, S. Tweedy	TRAV MEALS REG SUB	\$1,000.00 \$480.00 \$1,100.00 \$300.00	083 & 412
TBD	Various SDE, CCOSA, & Consortium Mtgs	L. Fulton	NO COSTS		

APPROVED BY BOARD OF EDUCATION

Date: _____

**BOARD MEMBER
CONTINUING ED POINTS UPDATE
PER OSSBA & STATE DEPT. OF EDUCATION
as of August 10, 2026**

Sarah Cody - Office 4, Ward 1 Appointed August 2024

Ran opposed - term begins April 2025

Term expires April 2029

Has met the 12 points needed within 15 months of being elected

The 14 additional continuing education points required for 5 year term prior to filing for reelection do not apply since Sarah was a short-term appointment

Kyle Stuart - Office 2, Ward 3

Elected April 2022

Term expires April 2027

Has met requirements

Kiah Anderson - Office 1, Ward 2

Elected April 2026

Term expires April 2031

Needs 6 points within 15 months after election - due by 07/2027

These must include 1 finance, 1 ethics and 1 open meeting credit + 3 others not labeled as continuing ed

Needs 15 additional continuing education points required for 5 year term prior to filing for reelection

Anne Nicole Flinn - Office 5, Ward 5

Re-Elected April 2025

Term expires April 2030

Has met the 6 points needed within 15 months of being re-elected.

Needs 15 additional continuing ed points earned prior to the filing for reelection date required for 5 year term

Melissa Rollins - Office 3, Ward 4

Appointed December 12, 2022; Elected April, 2023

Term expires April 2028

Has met requirement

****INCUMBENT MEMBERS POINT REQUIREMENTS:**

6 required within 15 months after election

These must include 1 finance, 1 ethics and 1 open meeting credit + 3 others not labeled as continuing ed.

15 additional continuing ed points earned prior to the filing for reelection date required for 5 year term

*****NEWLY ELECTED MEMBERS POINT REQUIREMENTS**

12 required within 15 months of election

1 Finance

1 Open Meeting

1 Ethics

9 others not labeled as continuing ed

15 additional continuing ed points prior to the filing for reelection date required for 5 year term