

# Ardmore Board of Education Regular Meeting

Tuesday, July 22, 2025 5:30 PM

Ardmore Administration Center - Board Room, 611 Veterans Blvd., Ardmore, OK 73401

1. Call the meeting to order, establish a quorum [roll call] & state compliance with the Open Meeting Act. [Harry Spring, Board President]
2. Pledge of Allegiance [Led By: Harry Spring, Board President]
3. Reports:
  - District Update [Andy Davis, Superintendent]
  - Secondary Summer School Report [Lacy Barton, Summer School Principal]
  - Athletic Department Update [Josh Newby, Athletic Director]
  - Budget Information [Perry Zeiset, Director of Finance]
  - Federal Fund Update [Sabra Emde, District Grants Coordinator]
4. Consent Agenda
  - A. Minutes
  - B. Monthly Financial Report for the Month Ending June 30, 2025.
    - Activity Fund
    - Treasurer's Report
  - C. Encumbrance Orders and Change Orders as listed for FY26.
  - D. New Activity Fund Account Request.
  - E. Annual Activity Account Review|Approval
  - F. Fundraiser Requests from Schools, Clubs & Organizations
  - G. Adoption|Revision to Board Policies and/or Administrative Procedures.
5. Consider and take action on the Personal Electronic Devices Policy FC-G. [Andy Davis, Superintendent]
6. Consider and take action to approve the 2025-2026 Student Handbooks. [Andy Davis, Superintendent]
7. New Business not known at the time the agenda was posted.
8. Consider and take action, if necessary, on the date, time and place of the next regular board meeting, scheduled for Tuesday, August 19, 2025, 5:30 p.m., Ardmore City Schools Administration Board Room, 611 Veterans Blvd., Ardmore OK.
9. Propose an executive session to discuss the following items, followed by a vote to convene into Executive Session. [Harry Spring, Board President]
10. The Board President to declare the Executive Session complete, acknowledge the Board's return to open session, and the meeting being reopened to the public; followed by the Executive Session Compliance Announcement as to who was present in the Executive Session, items discussed, note that no other business was discussed, and that no action was taken while in Executive Session.
11. Consider and take action on the recommended Certified Employment for the 2025-2026 school year.
12. Consider and take action on the recommended employment of an Adjunct Teacher in the area of English for the 2025-2026 school year:
13. Consider and take action on the recommended Non-Certified Support Employment for the 2025-2026 school year:
14. Consider and take action on the recommended addition(s) to the Personnel Substitute Rosters for the 2025-2026 school year.
15. Consider and take action to approve or deny the employment of the following returning substitutes for the 2025-2026 school year:

16. Consider and take action to approve or deny the employment of the following returning Indian Education Tutors for the 2025-2026 school year:
17. Consider and take action to approve or deny the employment of the following returning ELL Tutor [part-time] for the 2025-2026 school year:
18. The following resignations have been received and approved by the Superintendent.
19. Adjournment

Posted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_.M., at the south entrance of the Administration Center, 611 Veterans Blvd., Ardmore, OK 73401. Notice for this meeting was provided & verified Carter County Clerk on \_\_\_\_\_.

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Terrie Colaw, Board Minutes Clerk

## **Ardmore High School Summer School Report - June 2025**

**Overview:** Over the past 16 days of summer school, we enrolled 80 students, with 75 attending—an increase of 7 from last year. The majority were freshmen (38), followed by sophomores (22) and juniors (19). Only one senior participated, and she successfully recovered her needed credit. Our average daily attendance was 22. At the start, students had a combined total of 148 missing half-credits, and we were able to recover 135 of those. The greatest need for credit recovery was in English I, Algebra I, and Biology, which aligns with the high number of freshmen enrolled. Of the 75 students who attended, eight did not complete all of their coursework. The attendance rate was 94%, a significant increase from last year's 59%. This improvement was likely due to consistent communication about attendance expectations throughout the school year and increased accountability through collaboration with the District Attorney's Office, the Chickasaw Truancy Office, and the AHS attendance office.

Many of the students we encountered this year did not benefit from consistent instruction due to poor attendance in either virtual or face-to-face classes. As a result, completing the coursework required more time and focused effort. Unfortunately, even with tutor support, some lacked the resilience to finish their courses. Despite this setback, we were still able to help a significant number of students catch up and prepare for the upcoming school year.

### **Attendance Breakdown:**

- Total students needing credits: 80
- Total students attending summer school: 75 (94% attendance rate, increased from 59% attendance rate last year)
- Students who did not attend: 5 (6% of those needing credits, large decrease from 41% last year)

### **Attendance by Grade Level:**

- Freshmen: 38
- Sophomores: 22
- Juniors: 19
- Seniors: 1

### **Attendance Trends:**

- Highest attendance day: Day 2 with 53 students
- Daily Average Attendance: 22 students

**Efforts to Improve Attendance:**

- Phone calls were made to encourage attendance throughout the session.
- Transportation issues were identified as a barrier due to communication [ELL students/families]. Mrs. Hall, ELL Tutor, communicated with families to identify the issue.

**Reasons for Missing Credits:**

- Poor attendance or chronically absent
- Failure to submit or complete required classwork

**Courses and Credits Recovered:**

- Total half credits recovered: 135
- Majority recovered in English I, Algebra I, and Biology which coincides with the largest class being Freshmen
- Focus primarily on core classes to meet graduation requirements.

**Ardmore City Schools**  
**General Fund Projections for FY25 Summary**  
**As of June 30, 2025**

**Projected Revenues April 30, 2025**

**\$ 29,686,986**

1 Ad Valorem Taxes - Increased collections	405,195.00	\$ 405,195
2 Ad Valorem, Prior Years & In Lieu of Taxes	(142.00)	(142)
3 Investment Earnings	2,488.00	2,488
4 Rentals, Disposals, & Commissions		
PAC rentals, Actual Collections	5,790.00	
Increase in Sale of Surplus	1,050.00	
Misc. Rentals	<u>6,584.00</u>	13,424
5 Misc. Reimb. (insurance proceeds, damages to property, auto fringe, activity accts)	13,427.00	13,427
6 Other Local Sources		
Tech. protection plans, Misc. Refunds of Prior Year Exps Adjustment	<u>(34,696.00)</u>	(34,696)
7 County & State revenues such as County 4-mill, GPT, Motor Vehicle Tax, and School Land earnings (chargeables) - Increase actual collections	441,674.00	441,674
8 State Foundation & Salary Incentive Aid -	350.00	350
9 Reimb. From other funds & Correcting Entries		
CNP Transfer to cover CNP Expenses	(144,322.00)	
Misc Reimbursement	16,653.00	
Building Fund - Utilities paid by General Fund	654,908.00	
Vendor Refund	<u>6,387.00</u>	533,626
10 State grants		
ACE Technology	10,675.00	
Flex Benefits	145,899.93	
Maternity Leave Reimbursement	37,561.00	
DHS,DRS	15,597.00	
Driver Ed	<u>2,800.00</u>	212,533
12 Federal Grants including APR ESSER funds		
Title I Adjustments	(607.00)	
Title VII - Impact aid	29,082.00	
Title VI Adjustment	2,152.00	
Medicaid Reimbursement	50,975.00	
IDEA Adjustment	(4,082.00)	
ARP ESSER Funds Adjustment	(770.00)	
Reimbursement not expected to be collect for 6/30/25	<u>(1,113,338.00)</u>	<u>(1,036,588)</u>

**Projected net increase in FY25 revenues**

**551,291**

**FY25 Projected Revenues**

**\$ 30,238,277**

**Projected Expenses as of April 30, 2025**

**\$ 31,996,802**

<b>1 District-Wide Expense Changes:</b>		
Personal Leave / Perfect Attendance Bonus	12,826	
Moving Tech Truck expenses to General fund - State Mandated	\$ 79,311	
Closed unspent Encumbrances (Primary Child nutrition)	\$ (290,304)	
	<hr/>	\$ (198,167)
<b>2 Open Certified and Support Positions</b>		
<b>3 Maint/Grounds/Custodial Changes:</b>		
Supplies, Repairs, Other Operational Exps. Reductions	(37,589)	
	<hr/>	(37,589)
<b>4 Transportation Changes:</b>		
Support staff pay raises, allowance for OT/temp salaries	16,597	
Fuel, Repairs, Vehicle, and Other Exps. Reductions	(152,560)	
	<hr/>	(135,963)
<b>5 Athletics Changes:</b>		
UnSpent encumbrances	(81,346)	
	<hr/>	(81,346)
<b>6 Performing Arts Center:</b>		
UnSpent encumbrances	(18,252)	
Materials, supplies, marketing, advertising, training, travel		
	<hr/>	(18,252)
<b>7 Special Education Changes:</b>		
UnSpent Encumbrance	(169,379)	
	<hr/>	(169,379)
<b>8 Will Rogers Changes:</b>		
Other Operational Expenses increase	1,857	
	<hr/>	1,857
<b>9 Charles Evans Changes:</b>		
UnSpent Encumbrance	(90,543)	
	-	
	<hr/>	(90,543)
<b>10 Jefferson Changes:</b>		
UnSpent Encumbrance	(21,695)	
	-	
	<hr/>	(21,695)
<b>11 Lincoln Changes:</b>		
Other Operational Expenses increase	17,546	
	-	
	<hr/>	17,546
<b>12 AMS Changes:</b>		
UnSpent Encumbrance	(12,199)	
	-	
	<hr/>	(12,199)
<b>13 AHS Changes:</b>		
UnSpent Encumbrance	(28,789)	
	-	
	<hr/>	(28,789)
<b>16 State grants (Drivers' Ed, Textbooks, RSA, ACE Tech., FACS, Flex Benefits, Reduction in expenses</b>		
	(154,738)	
	-	
	<hr/>	(154,738)
<b>19 Federal Grants including APR ESSER funds</b>		
Federal Grant Adjustments	(584,084)	
	-	
	<hr/>	(584,084)

**Projected net Decrease in FY25 expenses**

**\$ (1,513,341)**

**FY25 Projected Expenses**

**\$ 30,483,461**

<b>FY25 Projected Net Loss</b>	<b>(245,184)</b>
<b>Lapsed Reserves &amp; Voided checks</b>	<b>7,000</b>
<b>General Fund Carryover from FY25</b>	<b><u>5,408,922</u></b>
<b>FY25 Projected General Fund Carryover to FY26</b>	<b><u><u>\$ 5,170,738</u></u></b>

<b>ARDMORE CITY SCHOOLS</b>					
<b>General Fund Budget - REVENUES</b>					
<b>Fiscal Year Ending June 30, 2025</b>					
<b>Projected Fiscal Year 2025</b>					
		<b>FY24</b>	<b>4/30/2025 FY25</b>	<b>6/30/2025 FY25</b>	<b>FY25 Budget Variance</b>
<b>Project</b>		<b>Revenues</b>	<b>Projected</b>	<b>Projected</b>	<b>Increase</b>
<b>Code</b>	<b>Source of Revenue</b>	<b>Collected</b>	<b>Revenues</b>	<b>Revenues</b>	<b>(Decrease)</b>
000	Ad Valorem - Current Year, Net of Valero, Best Buy & Atlas Roofing Manufacturing Tax Exemptions	7,583,765	8,210,099	8,285,294	75,195
000	*Reserve for Delinquency of 2024 Ad Valorem	-			-
	<b>FY24 Estimated collections 95%</b>				-
000	Ad Valorem - Current Year - Manufacturing Tax Exemptions	1,198,822	-	330,000	330,000
000	Ad Valorem - Prior Years	288,153	290,000	289,702	(298)
000	Revenue in Lieu of Taxes	31,145	43,806	43,962	156
					-
000	Investment Earnings	315,231	255,000	257,488	2,488
					-
	<u>Rentals, Disposals, &amp; Commissions:</u>				-
000	HUGS Rental of Will Rogers	18,000	18,000	18,000	-
251	PAC Rentals	10,380	12,275	17,825	5,550
000	Misc. - School Facilities	730		240	240
					-
000	Misc. - Sale of surplus equip., vehicles, furniture	66,950	45,980	47,030	1,050
000	Misc. - Rental of Buses	36,750	23,091	28,440	5,349
000	Misc. - Commissions (T-Mobile & Retail t-shirt sales)	7,534	7,000	8,235	1,235
					-
	<u>Reimbursements:</u>				-
000	Insurance Loss Recoveries	14,610	3,308	13,449	10,141
					-
000	Damages to School Property	-		220	220
000	Misc. Reimbursements (includes paper & auto fringe)	24,278	25,901	28,967	3,066
					-
	<u>Other Local Sources:</u>				-
000	Big Five Community Services - Headstart	151,032	96,130	81,131	(14,999)
024	Big Five HUGS	15,000	15,000	15,000	-
014	Enrichment Foundation Teacher Grants	34,842	20,000	-	(20,000)
000	Misc. Grants/Contributions	-			-
167	Okla. Aeronautics Grant	4,549	3,000	2,977	(23)
178	Oklahoma Beef Council Grant - AHS	245			-
176	Enrichment Foundation Principal Grant - CE	-			-
182	Goddard Fine Arts Grant				-
184			-	-	-
185	SOMF School Nurses (FY25-FY27)	124,773	174,713	174,713	-
198	Drivers' Education Tuitions	9,938	9,810	8,225	(1,585)
250	Westheimer Fnd APAC Operating Grant FY24	300,000			-
	<b>Possibly have to return if can't carry over</b>				-
000	District Contracts (Tech. Protection Plans)				-
					-
000	Misc. - Refunds of P/Y Expenditures	1,295	2,030	3,941	1,911
					-
000	County 4-Mill, Net of Manufacturing Tax Exemptions	753,425	786,749	844,438	57,689
000	County 4-Mill-Current Yr - Mfg Tax Exemptions	40,569			-
000	County Apportionment (Mortgage Tax)	61,367	67,596	86,818	19,222

<b>ARDMORE CITY SCHOOLS</b>					
<b>General Fund Budget - REVENUES</b>					
<b>Fiscal Year Ending June 30, 2025</b>					
<b>Projected Fiscal Year 2025</b>					
		<b>FY24</b>	<b>4/30/2025 FY25</b>	<b>6/30/2025 FY25</b>	<b>FY25 Budget Variance</b>
<b>Project</b>		<b>Revenues</b>	<b>Projected</b>	<b>Projected</b>	<b>Increase</b>
<b>Code</b>	<b>Source of Revenue</b>	<b>Collected</b>	<b>Revenues</b>	<b>Revenues</b>	<b>(Decrease)</b>
000	Gross Production Tax	1,110,077	1,189,084	1,413,176	224,092
000	Motor Vehicle Tax	1,068,396	965,000	1,043,191	78,191
000	REA Tax	4,143	4,000	4,142	142
000	School Land Earnings	424,029	388,516	450,435	61,919
000	Vehicle Tax Stamps	4,582	4,200	4,619	419
000	State Foundation & Salary Incentive Aid	6,462,623	7,231,778	7,232,128	350
	<i>Estimated Mid-term Allocation</i>				-
	2017 Returned Foundation and Salary Incentive Aid				-
					-
	<u>Activity Account Reimbursements:</u>				-
017	HUGS (Salary reimb. & facilities usage, net)				-
000	Misc. Reimb.-Payroll, Lost Books, Transp.	17,152	1,000	17,653	16,653
					-
	<u>Reimbursements from Other Funds:</u>				-
070	Take Two Coop Fund: Substitutes, & Exps.	-		-	-
	Building Fund - Utilities Expense			654,908	654,908
006	CNP Fund-Commodity Deliverer Salary	12,729	412,500	268,178	(144,322)
	<u>Correcting Entries of Current Year Exps:</u>				-
000	Misc. Refunds from Vendors	60,607	329	6,716	6,387
000	Sales Tax Fund - Technology Purchases				-
000	Building Fund - Electricity Utilities				-
					-
352	SDE Teacher Induction & Mentor Program Stipends	-	4,000	4,000	-
361	ACE Technology	13,077		10,675	10,675
312	Nat'l Board Certified Bonus	20,000	20,000	20,000	-
317	Drivers Education	6,445	5,330	8,130	2,800
333	State Textbook Allocation	165,192	162,740	162,740	-
331	Flex Benefit - In Lieu of Ins. - Certified	25,374	23,296	24,259	963
332	Flex Benefit - In Lieu of Ins. - Support	121,212	124,218	135,249	11,031
334	Flex Benefit Allowance - Certified	1,226,925	1,173,171	1,224,439	51,268
335	Flex Benefit Allowance - Support	975,992	941,528	1,024,166	82,638
317	<i>Maternity Leave (State RePayment)</i>		15,668	53,229	37,561
367	Reading Sufficiency Act	66,317	91,900	91,900	-
376	School Resource Officer Program	70,947	112,882	112,882	-
000	DHS - HUGS Tuitions & Sustainability Grants	214,048	103,000	118,922	15,922
411	Vocational Prog.-Comprehensive (Salary Reimb. AMS/AHS)	4,400	4,400	4,400	-
412	Vocational Prog.-Incentive Assistance Grant (AMS/AHS)	21,000	16,000	16,000	-
					-
456	Dept. of Rehabilitation Services	614	5,000	4,675	(325)
					-
511	Title I	1,082,751	1,734,204	1,734,204	-
	<i>Title I - Revenues not expected to collect by 6/30/2025</i>	<i>(245,947)</i>		<i>(613,558)</i>	<i>(613,558)</i>
799	<i>Title I - P/Y Reimbursement</i>	<i>549,699</i>	<i>289,885</i>	<i>289,885</i>	<i>-</i>
	<i>Title I - P/Y Reimb - accrual adjust.</i>	<i>-</i>			<i>-</i>
515	Title I School Improvement - WR	23,899			-
799	<i>Title I School Improvement WR - P/Y Reimbursement</i>	<i>1,613</i>	<i>6,745</i>	<i>6,745</i>	<i>-</i>
	<i>Title I SI - P/Y Reimbursement WR - accrual adjustment</i>				<i>-</i>

ARDMORE CITY SCHOOLS					
General Fund Budget - REVENUES					
Fiscal Year Ending June 30, 2025					
Projected Fiscal Year 2025					
		FY24	4/30/2025 FY25	6/30/2025 FY25	FY25 Budget Variance
Project	Source of Revenue	Revenues Collected	Projected Revenues	Projected Revenues	Increase (Decrease)
515	Title I School Improvement - AMS	49,820	110,447	110,447	-
	<i>Title I SI AMS - Revenues not expected to collect by 6/30/2025</i>	<i>(6,745)</i>	<i>-</i>	<i>(53,113)</i>	<i>(53,113)</i>
518	Title I, Part A, Neglected	10,441			-
	<i>Title I Part A Neg - Revenues not expected to collect by 6/30/2025</i>	<i>(6,971)</i>			-
799	Title I, Part A, Neglected - P/Y Reimbursement	227		227	227
	<i>Title I, Part A, Neglected - P/Y Reimb - accrual adjust.</i>	<i>-</i>			<i>-</i>
541	Title II, - Teacher & Principal Training	73,966	128,781	128,781	-
	<i>Title II - Rev. not expected to collect by 6/30/2025</i>	<i>(5,913)</i>		<i>(81,471)</i>	<i>(81,471)</i>
799	Title II (Training) - P/Y Reimbursement	70,778	6,265	6,265	-
	<i>Title II (Training) - P/Y Reimb. - accrual adj.</i>	<i>-</i>			<i>-</i>
572	Title III, Part A - ELL	20,622	36,908	36,908	-
	<i>Title III, Part A ELL - Rev. not expected to collect by 6/30/2025</i>	<i>(2,279)</i>		<i>(16,116)</i>	<i>(16,116)</i>
799	Title III, Part A - ELL - P/Y Reimb.	1,717	2,279	2,279	-
571	Title III, Part A, Immigrant	658	1,385	551	(834)
552	Title IV, Part A-Student Support & Academic Enrichment	59,719	151,095	151,095	-
	<i>Title IV - Rev. not expected to collect by 6/30/2025</i>	<i>(6,222)</i>		<i>(61,055)</i>	<i>(61,055)</i>
799	Title IV, Part A - P/Y Reimbursement	-	6,222	6,222	-
561	Title VI - Indian Education	178,202	181,752	183,904	2,152
	<i>Title VI - Rev. not expected to collect by 6/30/2025</i>			<i>(42,249)</i>	<i>(42,249)</i>
563	Johnson O'Malley Indian Education	30,441	37,860	37,860	-
	<i>JOM - Rev. not expected to collect by 6/30/2025</i>	<i>(30,441)</i>	<i>-</i>	<i>(32,541)</i>	<i>(32,541)</i>
799	Johnson O'Malley Indian Ed. - P/Y Reimbursement	36,226	37,560	37,560	-
595	JOM - Indian Ed Committee Supplemental Grant	1,797	1,000	1,000	-
587	Title V, Part B - Rural & Low Income School Prog.	109,440	89,961	89,961	-
	<i>Title V - Rev. not expected to collect by 6/30/2025</i>	<i>(26,887)</i>		<i>(21,415)</i>	<i>(21,415)</i>
799	Title V, Part B - P/Y Reimbursement	13,089	26,886	26,886	-
591	Title VII - Impact Aid	233,600	110,248	125,533	15,285
592	Title VII - Impact Aid, Disabled	22,563		13,797	13,797
596	Title IX Part A - McKinney-Vento Homeless Ed.	57,583	67,791	67,791	-
	<i>Title IX McKinney-Vento - Rev. not expected to collect by 6/30/2025</i>	<i>(4,359)</i>		<i>(8,917)</i>	<i>(8,917)</i>
799	Title IX McKinney-Vento - P/Y Reimbursement	3,837	4,359	4,359	-
651	State Personnel Development Grant (SPDG)	6,052			-
	<i>SPDG - Rev. not expected to collect by 6/30/2025</i>	<i>(6,052)</i>			<i>-</i>
799	SPDG - P/Y Reimbursement		5,000	5,000	-
697	Medicaid Federal Match - Admin. Cost Reimb.	31,676	23,957	31,767	7,810
698	Medicaid Reimbursements	69,573	72,043	97,417	25,374
698	Medicaid - State Share (offsets repayment)	32,608	30,000	47,786	17,786
613	IDEA Professional Dev.-OSDE Sponsored	2,395		7,393	7,393
	<i>IDEA Professional Dev. - District # 613- P/Y Reimb.</i>			<i>(2,475)</i>	<i>(2,475)</i>
615	IDEA Professional Dev. - District	2,322	9,000	3,316	(5,684)
799	<i>IDEA Professional Dev. - District # 615- P/Y Reimb.</i>		3,316		<i>(3,316)</i>
617	COVID Assist - SpEd				-
618	Transition Development Program - SpEd	1,651			-
621	IDEA (Flow Through)	616,117	610,950	610,950	-
	<i>IDEA Flow-through - Rev. not expected to collect by 6/30/2025</i>	<i>(155,613)</i>		<i>(155,221)</i>	<i>(155,221)</i>
799	<i>IDEA Flow-through - P/Y Reimbursement</i>	<i>139,517</i>	<i>151,198</i>	<i>151,198</i>	<i>-</i>
625	IDEA (Flow Through) - Private School Alloc.	3,529	94,257	94,257	-
	<i>IDEA Flow-through Priv School- Rev. not expected to collect by 6/30/2025</i>	<i>(874)</i>		<i>(22,033)</i>	<i>(22,033)</i>
799	<i>IDEA Flow-through Private School Alloc. - P/Y Reim.</i>	<i>21,160</i>			<i>-</i>
641	IDEA (Pre-School)	16,754	18,594	18,594	-

ARDMORE CITY SCHOOLS					
General Fund Budget - REVENUES					
Fiscal Year Ending June 30, 2025					
Projected Fiscal Year 2025					
		FY24	4/30/2025 FY25	6/30/2025 FY25	FY25 Budget Variance
Project		Revenues	Projected	Projected	Increase
Code	Source of Revenue	Collected	Revenues	Revenues	(Decrease)
	<i>IDEA Pre-School - Rev. not expected to collect by 6/30/2025</i>	(3,584)		(5,649)	(5,649)
799	IDEA (Pre-School) - P/Y Reimbursement	3,518	3,584	3,584	-
799	School Climate Transformation Gr - P/Y Reimbursement	605			-
722	School Counselor Corps Competitive Grant	65,248			-
	<i>School Counselor Gr - Rev. not expected to collect by 6/30/2025</i>	(19,375)			-
799	School Counselor Gr - P/Y Reimbursement	7,746	7,177	7,177	-
628	ARP IDEA (Flow Through)	18,242			-
629	ARP IDEA (Flow Through) - Private Schools	15,434			-
	<i>ARP IDEA Flow-through Private School Alloc. - P/Y Reim.</i>	632			-
643	ARP IDEA (Pre-School)	7,483			-
644	ARP IDEA (Pre-School) - Private Schools	483			-
					-
725	ARP ESSER Okla. Paid Student Teacher Stipends	1,749			-
726	ARP ESSER Science of Reading (LETRS)	4,522		1,292	1,292
795	ARP ESSER III	5,161,134	2,060,018	2,060,018	-
	<i>ARP ESSER III - Rev. not expected to collect by 6/30/2025</i>	(366,615)		-	-
	<i>ARP ESSER III - carryover (for projections for FY25)</i>	(2,475,947)			-
799	ARP ESSER III - P/Y Reimbursement	83,073	424,353	424,353	-
	<i>ARP ESSER III - P/Y Reimbursement - accrual adj.</i>	-			-
797	ARP ESSER III - Homeless II	25,331	3,841	3,801	(40)
	<i>ARP ESSER III Homeless II - Rev. not expected to collect by 6/30/2025</i>	(3,408)			-
	<i>ARP ESSER III -Homeless II P/Y Reimbursement</i>	520	4,037	4,037	-
	<i>ARP ESSER III - Homeless II P/Y Reimb. - accrual adj.</i>	-			-
798	ARP Homeless SA Trnado		25,000	22,978	(2,022)
771	Emergency Connectivity Funding (prior year)	2,417			-
772	Chickasaw Nation Child Care Stabilization Grant				-
					-
	Adult Education Programs:				-
319	Adult Basic Education (State Matching)				-
731	Adult Basic Education (Federal)				-
731	Adult Basic Education (Federal) - Prof. Dev.				-
799	Adult Basic Education - P/Y Reimbursement	-			-
	Rounding			5	5
	<b>Total Current Revenues</b>	<b>28,796,210</b>	<b>29,686,986</b>	<b>30,238,277</b>	<b>551,286</b>

# ARDMORE CITY SCHOOLS

## General Fund Budget - EXPENDITURES

Fiscal Year Ending June 30, 2025

**Projected for Fiscal Year 2025**

			<b>Fy25</b>	<b>Fy25</b>	<b>FY25 Budget</b>
		<b>FY24</b>	<b>Projected</b>	<b>Projected</b>	<b>Variance</b>
		<b>Final</b>	<b>Expenses</b>	<b>Expenses</b>	<b>Increase</b>
		<b>Expenditures</b>	<b>4/30/2025</b>	<b>6/30/2025</b>	<b>(Decrease)</b>
<b>DISTRICT-WIDE EXPENSES</b>					
000	Expenses to be Refunded, Corr Entries & W/C	60,540	5,083	95,950	90,867
005	Administrator Salaries	412,341	432,352	429,900	(2,452)
006	Support Salaries	1,027,744	1,161,650	1,155,553	(6,097)
007	District-Wide Expenses	877,405	1,759,144	1,525,807	(233,337)
591	Impact Aid (District-Wide Expenses)	233,600	<b>87,478</b>	<b>100,304</b>	12,826
008	Technology-Instruction	122,816	167,850	119,007	(48,843)
010	Curriculum/Textbooks/Testing	114,784	168,339	168,339	-
012	Public Relations/Social Media	24,824	29,705	18,905	(10,800)
014	Enrichment Foundation Grants (Estimate)	17,224	20,000	13,941	(6,059)
015	Software Costs	329,838	412,438	405,949	(6,489)
	<b>Proj. 015 Moved to ESSER II</b>				-
016	Summer School (Local Funds)	-		156	156
017	<b>HUGS - Salaries &amp; Exps.</b>	274,568	248,000	247,340	(660)
019	Personal Leave/Perfect Attendance	26,558	20,000	36,830	16,830
020	Retirement Pay (Unused Sick Leave)	5,563	6,000	1,077	(4,923)
024	Big 5 HUGS	15,000	15,000	15,000	-
029	Printer Toner Purchases	20,720	20,000	20,814	814
	<b>Sub-Total</b>	<b>3,563,525</b>	<b>4,553,039</b>	<b>4,354,872</b>	<b>(198,167)</b>
<b>MAINT/GROUNDS/CUSTODIAL</b>					
030	Salaries	395,982	479,015	451,503	(27,512)
031	Supplies/Parts	3,895	8,500	757	(7,743)
032	Repair, Lawn, & Other Services	730	10,500	8,704	(1,796)
033	Other Expenses/Operational	10,150	11,735	11,197	(538)
034	<b>OSAG Safety Grant - C/O from Prior Yr</b>	1,204			-
	<b>Sub-Total</b>	<b>411,961</b>	<b>509,750</b>	<b>472,161</b>	<b>(37,589)</b>
<b>TRANSPORTATION</b>					
040	Salaries	706,425	756,000	772,597	16,597
041	Fuel	152,871	169,000	143,187	(25,813)
042	Repairs/Maintenance	186,904	259,275	159,967	(99,308)
043	New Purchases / Leases	459,733	61,247	61,247	-
044	Other Expenses	60,998	93,594	66,155	(27,439)
	<b>Sub-Total</b>	<b>1,566,931</b>	<b>1,339,116</b>	<b>1,203,153</b>	<b>(135,963)</b>
<b>ATHLETICS</b>					
050	Athletic Extra-Duty Salaries - AHS	422,546	500,273	421,688	(78,585)
051	Athletic Extra-Duty Salaries - AMS	154,478	155,360	157,402	2,042
052	Support Salaries	98,066	96,379	97,658	1,279
053	Athletics - Supplies, Entry Fees, Officials	49,846	55,000	53,817	(1,183)
018	Athletics (Workers/Contracts)	14,184	21,000	22,310	1,310
055	Other Expenses	31,099	40,000	-	(40,000)
	<b>Proj. 055 Electricity Reimb. By Bldg Fund</b>			<b>33,791</b>	<b>33,791</b>
	<b>Sub-Total</b>	<b>770,219</b>	<b>868,012</b>	<b>786,666</b>	<b>(81,346)</b>
<b>PERFORMING ARTS CENTER</b>					
060	APAC - Salaries	257,186	285,346	286,440	1,094

# ARDMORE CITY SCHOOLS

## General Fund Budget - EXPENDITURES

Fiscal Year Ending June 30, 2025

**Projected for Fiscal Year 2025**

			<b>Fy25</b>	<b>Fy25</b>	<b>FY25 Budget</b>
		<b>FY24</b>	<b>Projected</b>	<b>Projected</b>	<b>Variance</b>
		<b>Final</b>	<b>Expenses</b>	<b>Expenses</b>	<b>Increase</b>
		<b>Expenditures</b>	<b>4/30/2025</b>	<b>6/30/2025</b>	<b>(Decrease)</b>
061	APAC - Materials & Supplies	2,916	6,461	3,024	(3,437)
062	APAC - Marketing & Advertising	745	-		-
063	APAC - Training & Travel	4,016	4,025	3,029	(996)
064	APAC - Insurance	91,969	91,566	91,566	-
065	APAC - Consulting Services	30,000			-
067	APAC - Technology	3,339			-
068	APAC - Bldg & Grounds	452			-
069	APAC - Utilities (Electricity)	84,910	100,000	87	(99,913)
	<i>Proj. 069 Electricity Reimb. By Bldg Fund</i>			<b>85,000</b>	85,000
	<b>Sub-Total</b>	<b>475,533</b>	<b>487,398</b>	<b>469,146</b>	<b>(18,252)</b>
<b>SPECIAL EDUCATION</b>					
260	SpecEd - Certified Salaries - CE	160,895	80,384	80,395	11
261	SpecEd - Support Salaries - CE	89,018	124,391	119,049	(5,342)
264	SpecEd - Certified Salaries - JEFF	113,628	67,282	68,492	1,210
<b>621</b>	<b>IDEA (Flow Through)-Cert. Sal. - JEFF</b>	149,947	<b>149,973</b>	<b>149,973</b>	-
265	SpecEd - Support Salaries - JEFF	120,166	140,632	127,481	(13,151)
266	SpecEd - Certified Salaries - LINC	120,762	143,561	142,371	(1,190)
<b>621</b>	<b>IDEA (Flow Through)-Cert. Sal. - LINC</b>	154,023	<b>154,449</b>	<b>154,449</b>	-
267	SpecEd - Support Salaries - LINC	113,034	109,042	108,608	(434)
268	SpecEd - Certified Salaries - WR	69,578	110,115	102,144	(7,971)
<b>621</b>	<b>IDEA (Flow Through)-Cert. Sal. - WR</b>	73,835	<b>45,305</b>	<b>45,334</b>	29
<b>641</b>	<b>IDEA (Pre-School)-Cert. Sal. - WR</b>	16,279	<b>17,322</b>	<b>17,334</b>	12
269	SpecEd - Support Salaries - WR	75,017	40,420	39,959	(461)
270	SpecEd - Certified Salaries - AMS	112,495	101,305	101,314	9
<b>621</b>	<b>IDEA (Flow Through)-Cert. Sal. - AMS</b>	92,012	<b>91,744</b>	<b>91,744</b>	-
271	SpecEd - Support Salaries - AMS	118,424	105,002	104,880	(122)
272	SpecEd - Certified Salaries - AHS	191,933	166,410	166,395	(15)
<b>621</b>	<b>IDEA (Flow Through)-Cert. Sal. - AHS</b>	132,745	<b>151,131</b>	<b>151,131</b>	-
273	SpecEd - Support Salaries - AHS	90,602	93,345	90,455	(2,890)
274	SpecEd - Contract Therapists (to be reclassified to Medicaid & Impact Aid at year-end)	16,647	117,500	28,184	(89,316)
275	SpecEd - Testing Salaries (Psychometrists)	253,951	264,451	264,451	-
276	SpecEd - Instructional Supplies	228	44,263	4,430	(39,833)
278	SpecEd - Training Staff/Support	576	2,436	123	(2,313)
279	SpecEd - Supplies, In-District Travel & Other Misc.	15,870	20,377	6,422	(13,955)
280	SpecEd - Cert. Sal. - Speech Pathologists/Assts	462,352	466,597	466,564	(33)
281	SpecEd - Cert. Sal. - SpEd Director	99,683	100,708	100,714	6
282	SpecEd - Support Salaries - SpEd Secretary	35,960	30,460	30,462	2
284	SpecEd - Transportation Salaries	109,656	100,655	99,412	(1,243)
285	SpecEd - Medicaid Billing Stipend	10,328	16,274	18,919	2,645
287	SpecEd - Summer Program	4,539		4,571	4,571
288	SpecEd - Testing Supplies	11,775	14,185	24,787	10,602
289	SpecEd - Consultants/Assessments	2,000	13,000	-	(13,000)
290	SpecEd - Homebound Students	470	200	-	(200)
698	Medicaid-Eligible Expenditures (Reclass from #274)	-	30,000	115,429	85,429
698	<b>OSDE - State Share of Medicaid (Match)</b>	<b>102,181</b>	<b>105,000</b>	-	<b>(105,000)</b>
697	Medicaid Federal Match	-		31,767	31,767
592	Title VIII - Impact Aid, Disabled	22,563	23,000	13,797	(9,203)

# ARDMORE CITY SCHOOLS

## General Fund Budget - EXPENDITURES

Fiscal Year Ending June 30, 2025

**Projected for Fiscal Year 2025**

			<b>Fy25</b>	<b>Fy25</b>	<b>FY25 Budget</b>
		<b>FY24</b>	<b>Projected</b>	<b>Projected</b>	<b>Variance</b>
		<b>Final</b>	<b>Expenses</b>	<b>Expenses</b>	<b>Increase</b>
		<b>Expenditures</b>	<b>4/30/2025</b>	<b>6/30/2025</b>	<b>(Decrease)</b>
(Reclassified from Proj. 274, 278, 279,288, 289)					-
<b>Sub-Total</b>		<b>3,143,172</b>	<b>3,240,919</b>	<b>3,071,540</b>	<b>(169,379)</b>
<b>WILL ROGERS PRE-SCHOOL/HEADSTART</b>					
120	Certified Salaries	1,269,432	1,380,446	1,378,466	(1,980)
511	<i>Title I Salaries</i>	264,559	273,680	277,741	4,061
795	<i>ARP ESSER III Salaries</i>	62,558			-
121	Support Salaries	373,776	398,434	400,282	1,848
125	Extra-Duty Salaries - WR	3,026	2,968	2,977	9
122	Substitutes	4,665	4,500	5,987	1,487
123	Instructional Budget	6,990	7,452	3,828	(3,624)
124	Library Budget	3,565	3,612	3,612	-
130	Music Budget	658	648	646	(2)
126	Other Operational Expenses	53,282	52,000	6,248	(45,752)
	<i>Proj. 126 Electricity Reimb. By Bldg Fund</i>			45,810	45,810
<b>Sub-Total</b>		<b>2,042,511</b>	<b>2,123,740</b>	<b>2,125,597</b>	<b>1,857</b>
<b>CHARLES EVANS ELEMENTARY</b>					
080	Certified Salaries	1,428,467	1,495,351	1,423,514	(71,837)
511	<i>Title I Salaries</i>	295,556	238,898	244,901	6,003
081	Support Salaries	257,229	310,215	299,608	(10,607)
085	Extra-Duty Salaries - CE	2,531	2,600	2,608	8
082	Substitutes	12,051	12,000	9,748	(2,252)
083	Instructional Budget	6,653	9,453	5,593	(3,860)
084	Library Budget	4,693	4,515	4,513	(2)
086	Other Operational Expenses	89,877	98,614	2,171	(96,443)
	<i>Proj. 086 Electricity Reimb. By Bldg Fund</i>			88,793	88,793
087	Music Budget	822	828	548	(280)
088	Art Budget	-	828	762	(66)
<b>Sub-Total</b>		<b>2,097,879</b>	<b>2,173,302</b>	<b>2,082,759</b>	<b>(90,543)</b>
<b>JEFFERSON ELEMENTARY</b>					
100	Certified Salaries	1,224,520	1,274,360	1,266,387	(7,973)
511	<i>Title I Salaries</i>	159,217	191,186	193,943	2,757
101	Support Salaries	201,110	273,156	263,832	(9,324)
105	Extra-Duty Salaries - JEFF.	4,539	5,467	5,484	17
102	Substitutes	4,934	5,000	4,046	(954)
103	Instructional Budget	7,965	10,430	5,898	(4,532)
104	Library Budget	3,543	4,290	4,230	(60)
107	Music Budget	524	800	762	(38)
108	Art Budget	632	800	737	(63)
109	<i>Dollar General Reading Revolution - JEFF (C/O)</i>	1,115	2,710	1,127	(1,583)
106	Other Operational Expenses	37,838	38,000	5,677	(32,323)
	<i>Proj. 106 Electricity Reimb. By Bldg Fund</i>			32,381	32,381
<b>Sub-Total</b>		<b>1,645,937</b>	<b>1,806,199</b>	<b>1,784,504</b>	<b>(21,695)</b>
<b>LINCOLN ELEMENTARY</b>					
110	Certified Salaries	1,188,061	1,254,383	1,230,310	(24,073)
511	<i>Title I Salaries</i>	216,148	181,967	239,194	57,227

# ARDMORE CITY SCHOOLS

## General Fund Budget - EXPENDITURES

Fiscal Year Ending June 30, 2025

**Projected for Fiscal Year 2025**

		<b>FY25</b>	<b>FY25</b>	<b>FY25 Budget</b>	
	<b>FY24</b>	<b>Projected</b>	<b>Projected</b>	<b>Variance</b>	
	<b>Final</b>	<b>Expenses</b>	<b>Expenses</b>	<b>Increase</b>	
	<b>Expenditures</b>	<b>4/30/2025</b>	<b>6/30/2025</b>	<b>(Decrease)</b>	
111	Support Salaries	236,602	225,900	225,602	(298)
115	Extra-Duty Salaries - LN	3,150	2,357	2,357	-
112	Substitutes	9,401	9,500	4,168	(5,332)
113	Instructional Budget	7,382	10,200	4,410	(5,790)
114	Library Budget	4,660	7,378	4,376	(3,002)
117	Music Budget		818	140	(678)
118	Art Budget	820	818	43	(775)
116	Other Operational Expenses	45,453	46,000	6,824	(39,176)
	<i>Proj. 116 Electricity Reimb. By Bldg Fund</i>			<b>39,443</b>	39,443
	<b>Sub-Total</b>	<b>1,711,677</b>	<b>1,739,321</b>	<b>1,756,867</b>	<b>17,546</b>
<b>MIDDLE SCHOOL</b>					
140	Certified Salaries	1,550,736	1,563,022	1,544,089	(18,933)
411	<i>Vocational - Comprehensive (Salary)-AMS</i>	2,200	2,200	2,200	-
511	<i>Title I Salaries</i>	108,008	<b>156,644</b>	<b>169,982</b>	13,338
141	Support Salaries	240,664	292,338	297,178	4,840
145	A.M.S. Extra-Duty Stipends	19,785	27,456	27,525	69
142	Substitutes	14,087	14,000	11,278	(2,722)
143	Instructional Budget	3,766	7,020	4,544	(2,476)
144	Library Budget	2,673	4,610	2,632	(1,978)
146	Other Operational Expenses	65,400	67,000	2,059	(64,941)
	<i>Proj. 146 Electricity Reimb. By Bldg Fund</i>			<b>61,858</b>	61,858
133	A.M.S. Piano	-	1,000	642	(358)
147	A.M.S. Drama	1,757	2,000	1,464	(536)
174	A.M.S. Art	780	2,000	1,989	(11)
149	A.M.S. Vocal Music		2,000	1,651	(349)
	<b>Sub-Total</b>	<b>2,009,856</b>	<b>2,141,290</b>	<b>2,129,091</b>	<b>(12,199)</b>
<b>HIGH SCHOOL</b>					
150	Certified Salaries	2,595,788	2,589,422	2,587,959	(1,463)
411	<i>Vocational - Comprehensive (Salary)-AHS</i>	2,200	2,200	2,200	-
511	<i>Title I Salaries</i>	51,235	<b>181,071</b>	<b>169,816</b>	(11,255)
151	Support Salaries	358,145	435,719	418,795	(16,924)
155	A.H.S. Extra-Duty Stipends	112,316	115,547	121,910	6,363
152	Substitutes	37,462	37,000	47,486	10,486
153	Instructional Budget	10,270	14,648	10,509	(4,139)
154	Library Budget	6,729	6,896	6,896	-
156	Other Operational Expenses	217,431	223,000	3,049	(219,951)
	<i>Proj. 156 Electricity Reimb. By Bldg Fund</i>			<b>209,361</b>	209,361
157	Security Services	16,482	16,500	17,070	570
158	Drama/Speech	8,434	10,000	12,508	2,508
159	Journalism	1,255	2,500	1,732	(768)
160	Vocal Music	5,548	6,000	5,627	(373)
172	Musical	5,877	6,000	6,000	-
161	Band	15,139	15,000	14,964	(36)
162	Strings	4,714	6,000	5,596	(404)
165	AHS Piano	-	1,000	837	(163)

# ARDMORE CITY SCHOOLS

## General Fund Budget - EXPENDITURES

Fiscal Year Ending June 30, 2025

**Projected for Fiscal Year 2025**

			<b>Fy25</b>	<b>Fy25</b>	<b>FY25 Budget</b>
		<b>FY24</b>	<b>Projected</b>	<b>Projected</b>	<b>Variance</b>
		<b>Final</b>	<b>Expenses</b>	<b>Expenses</b>	<b>Increase</b>
		<b>Expenditures</b>	<b>4/30/2025</b>	<b>6/30/2025</b>	<b>(Decrease)</b>
173	AHS Art	2,474	6,000	3,374	(2,626)
170	AHS Cheer	1,404	1,500	1,490	(10)
164	AHS Pom Squad	1,500	1,500	1,480	(20)
166	<i>Westheimer Fnd-AHS Wind Ensemble Instrum - C/O</i>	3,040		-	-
178	Okla. Beef Council Grant - AHS	245			-
167	Okla. Aeronautics Grant	4,549	3,000	2,977	(23)
201	Scene Shop	-	1,000	1,078	78
	<b>Sub-Total</b>	<b>3,462,237</b>	<b>3,681,503</b>	<b>3,652,714</b>	<b>(28,789)</b>
<b>OTHER EXPENSES</b>					
163	School Nurse - Salary & Exps. (District-paid)	76,931	94,137	68,472	(25,665)
184	I2T-Inspire to teach Scholarship (Refunded)		4,014	4,014	-
185	SOMF School Nurses (FY25-27)	124,772	174,713	187,300	12,587
185	<i>SOMF School Nurses - C/O from Prior Yr.</i>	38,372			-
188	Chickasaw Nation COVID 19 Public School Grant Beg FY23		5,000	85,922	80,922
188	<i>Chickasaw Nation COVID Public Schools Grant - C/O</i>	5,393			-
194	Misc. Activities (Payback)	1,881		1,881	1,881
009	Technology Mentor Stipends (All Sites)	26,332	27,000	26,332	(668)
180	Mentor Teacher Stipends	21,001			-
312	Nat'l Board Certified Bonus, State-Paid Portion	20,000	20,000	20,000	-
007	Nat'l Board Certified Bonus, District-Paid	1,530	1,530	-	(1,530)
317	Drivers Education	15,970	16,000	15,160	(840)
333	State Textbook Allocation	165,192	162,740	162,740	-
333	<i>State Textbook Allocation - C/O from Prior Yr</i>				-
331	State Health Allowance in Lieu of Insurance-Cert.	29,875	24,866	24,866	(0)
332	State Health Allowance in Lieu of Insurance-Supp.	128,371	142,337	140,820	(1,517)
334	Flexible Benefit Allowance - Certified	1,264,899	1,235,393	1,240,342	4,949
335	Flexible Benefit Allowance - Support	901,756	1,013,604	1,001,478	(12,126)
367	Reading Sufficiency Act	76,159	76,000	80,448	4,448
376	School Resource Officer Program	70,947	201,097	46,135	(154,962)
	<u>Take Two Alternative Education:</u>				-
070	Tuition Fees - ACS	660,972	550,000	526,735	(23,265)
171	Ardmore Blended Learning	23,322	28,142	3,554	(24,588)
411	Comprehensive H.S Programs				-
412	Vocational-Incentive Assistance Grant	11,789	23,107	8,785	(14,322)
412	<i>Vocational - Assistance Grant-C/O from Prior Yr</i>	3,877	7,107	7,107	-
456	Dept. of Rehabilitation Services (Student Workers)	-	5,000	4,958	(42)
					-
511	Title I Part A	1,094,723	1,734,204	1,486,741	(247,463)
	<i>Allocated to Site Salaries</i>	<i>(1,094,723)</i>	<i>(1,223,446)</i>	<i>(1,295,577)</i>	<i>(72,131)</i>
515	Title I School Improvement - WR	23,221	-	-	-
515	Title I School Improvement - AMS	48,407	110,447	65,744	(44,703)
518	Title I, Part A, Neglected	3,592	-	-	-
541	Title II, Part A - Teacher & Principal Training	72,209	128,781	46,651	(82,130)
572	Title III, Part A - ELL	20,037	36,908	22,124	(14,784)
571	Title III, Part A, Immigrant	639	1,385	536	(849)
552	Title IV, Part A - Student Support & Academic Enrich.	58,024	151,095	104,209	(46,886)
561	Title VI - Indian Education	173,147	181,752	179,557	(2,195)
563	Johnson O'Malley - Indian Education	32,375	37,860	20,854	(17,006)

# ARDMORE CITY SCHOOLS

## General Fund Budget - EXPENDITURES

Fiscal Year Ending June 30, 2025

**Projected for Fiscal Year 2025**

		<b>FY25</b>	<b>FY25</b>	<b>FY25 Budget</b>	
	<b>FY24</b>	<b>Projected</b>	<b>Projected</b>	<b>Variance</b>	
	<b>Final</b>	<b>Expenses</b>	<b>Expenses</b>	<b>Increase</b>	
	<b>Expenditures</b>	<b>4/30/2025</b>	<b>6/30/2025</b>	<b>(Decrease)</b>	
565	JOM - Indian Ed Committee Supplemental Grant	1,797	1,000	1,000	-
587	Title V, Part B - Rural & Low Inc. School	106,335	89,961	86,564	(3,397)
596	Title IX, Part A - McKinney-Vento Homeless Ed.	55,949	67,791	61,852	(5,939)
651	State Personnel Development Grant (SPDG)	6,052	5,000	5,000	-
					-
613	IDEA Professional Dev. - OSDE Sponsored	2,395	9,148	8,191	(957)
615	IDEA Professional Dev. - District	2,256	3,316	2,448	(868)
618	Transition Development Program - SpEd	1,604			-
621	IDEA (Flow Through)-Instruction	602,562	610,950	593,357	(17,593)
	<i>Allocated to Site Salaries</i>	<i>(602,562)</i>	<i>(592,602)</i>	<i>(592,631)</i>	<i>(29)</i>
	<i>IDEA Flow-through - IDC</i>	<i>-</i>	<i>(17,160)</i>		<i>17,160</i>
625	IDEA (Flow Through) - Private School Alloc.	2,580	94,257	79,645	(14,612)
641	IDEA (Pre-School)-Instruction	16,279	18,594	17,334	(1,260)
	<i>Allocated to Site Salaries</i>	<i>(16,279)</i>	<i>(17,322)</i>	<i>(17,334)</i>	<i>(12)</i>
<b>722</b>	<b>School Counselor Corps Competitive Grant</b>	53,049			-
<b>628</b>	<b>ARP IDEA (Flow Through)</b>	<b>17,727</b>			-
<b>629</b>	<b>ARP IDEA (Flow Through) - Private Schools</b>	<b>14,996</b>			-
<b>643</b>	<b>ARP IDEA (Pre-School)</b>	<b>7,290</b>			-
<b>644</b>	<b>ARP IDEA (Pre-School) - Private Schools</b>	<b>469</b>			-
<b>725</b>	<b>ARP ESSER Okla. Paid Student Teacher Stipends</b>	<b>1,749</b>			-
<b>726</b>	<b>ARP ESSER Science of Reading (LETRS)</b>	<b>4,521</b>	<b>648</b>	<b>1,294</b>	<b>646</b>
<b>795</b>	<b>ARP ESSER III</b>	<b>2,672,569</b>	<b>2,060,018</b>	<b>2,033,060</b>	<b>(26,958)</b>
	<i>ESSER III Allocated to Elementary Music Teacher Salary</i>	<i>(62,558)</i>			<i>-</i>
<b>797</b>	<b>ARP Homeless Phase II</b>	<b>25,223</b>	<b>3,841</b>	<b>3,694</b>	<b>(147)</b>
	<i>ARP Homeless Phase II - IDC</i>				<i>-</i>
798	ARP ESSER III Allocated to Homeless Set aside		25,000	22,978	(2,022)
<b>771</b>	<b>Emergency Connectivity Funding</b>	-			-
<b>772</b>	<b>Chickasaw Nation Child Care Stabilization - C/O</b>	124,659			-
	<i>Rounding</i>			<i>51</i>	<i>51</i>
	<b>Sub-Total</b>	<b>7,139,654</b>	<b>7,333,213</b>	<b>6,594,391</b>	<b>(738,822)</b>
	<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$ 30,041,091</b>	<b>\$ 31,996,802</b>	<b>\$ 30,483,461</b>	<b>\$ (1,513,341)</b>
	<b>TOTAL CURRENT REVENUES</b>	<b>28,796,210</b>	<b>29,686,986</b>	<b>30,238,277</b>	<b>541,615</b>
	<b>CURRENT YEAR REVENUES IN EXCESS OF EXPENDITURES</b>	<b>(1,244,881)</b>	<b>(2,309,816)</b>	<b>(245,184)</b>	<b>2,054,955</b>
	<b>Lapsed Reserves</b>	<b>19,366</b>	<b>7,000</b>	<b>7,000</b>	<b>(12,366)</b>
	<b>Voided Checks from Prior Years</b>	<b>16</b>	<b>-</b>	<b>-</b>	<b>(16)</b>
	<b>SUBTOTAL</b>	<b>(1,225,499)</b>	<b>(2,302,816)</b>	<b>(238,184)</b>	<b>2,042,573</b>
	<b>Fund Balance Carryovers:</b>				
000	Unrestricted Carryover From Previous Year	5,629,226	4,607,495	4,607,495	1,021,731
000	Lapsed Prior Year Reserves & Voided Warrants	20,682	19,382	19,382	1,300
017	Restricted Carryover - HUGS (DHS Sustainability Grants)	134,281	73,761	73,761	60,520
034	Restricted Carryover - OSAG Safety Grant	1,500	295	295	1,205
109	Restricted Carryover - Dollar General Reading Rev.-JEFF	3,825	2,712	2,712	1,113

# ARDMORE CITY SCHOOLS

## General Fund Budget - EXPENDITURES

Fiscal Year Ending June 30, 2025

**Projected for Fiscal Year 2025**

		<b>FY24</b>	<b>Fy25</b>	<b>Fy25</b>	<b>FY25 Budget</b>
		<b>Final</b>	<b>Projected</b>	<b>Projected</b>	<b>Variance</b>
		<b>Expenditures</b>	<b>Expenses</b>	<b>Expenses</b>	<b>Increase</b>
			<b>4/30/2025</b>	<b>6/30/2025</b>	<b>(Decrease)</b>
166	Restricted Carryover - Westheimer AHS Wind Ensemble	3,042			3,042
178	Restricted Carryover - AIH Phys. Activity Grants				-
185	Restricted Carryover - SOMF Nurses Grant	38,372			38,372
188	Restricted Carryover - CN COVID-19 Public Schools Grant	524,312	518,919	518,919	5,393
098	Restricted Carryover - Jefferson Archery Program				-
333	Restricted Carryover - State Textbook Funds	-			-
338	Restricted Carryover - OPAT				-
361	Restricted Carryover - ACE Technology	15,611	28,689	28,689	(13,078)
362	Restricted Carryover - ACE Remediation				-
367	Restricted Carryover - RSA	134,780	148,458	148,458	(13,678)
386	Restricted Carryover - Reading Proficiency Act				-
412	Restricted Carryover - Vo-Tech Grant	3,877	9,211	9,211	(5,334)
376	Restricted Carryover - SRO Okla State Programs				-
770	Restricted Carryover - Gear Up Federal Grant				-
178	Restricted Carryover - TSET Grant - CNP				-
181	Restricted Carryover - SOMF Reading Coaches	-			-
182	Restricted Carryover - Goddard Fine Arts	-			-
184	Restricted Carryover - Dollar General Adv. Through Lit.				-
059	Restricted Carryover - Athletic Uniforms	-			-
066	Restricted Carryover - Westheimer Fnd-Drama & Debate				-
119	Restricted Carryover - Schackelford Estate - LN				-
127	Restricted Carryover - Dollar General Library & Lit.-WR	-			-
128	Restricted Carryover - Walmart Community = WR	-			-
189	Restricted Carryover - Fine Arts Donations	-			-
175	Restricted Carryover - AHS Color Guard Uniform	-			-
168	Restricted Carryover - KOHAW Foundation	-			-
772	Restricted Carryover - CN Childcare Stabilization Grant	124,913	-	-	124,913
190	Restricted Carryover - NYCP (Tulsa Arts Festival)	-			
190	Restricted Carryover - OERB STEM-CE,JF,LN	-			
192	Restricted Carryover - OK Fnd for Excel./Westheimer				
195	Restricted Carryover - Noble Fnd Fine Arts				
196	Restricted Carryover - Goddard Fnd Trust - Evenstart				
197	Restricted Carryover - Gibson Charity Literacy Grant				
	<b>Total Fund Balance Carryovers</b>	<b>6,634,421</b>	<b>5,408,922</b>	<b>5,408,922</b>	<b>1,225,499</b>
	<b>Final General Fund Carryover</b>	<b>\$ 5,408,922</b>	<b>\$ 3,106,106</b>	<b>\$ 5,170,738</b>	<b>\$ 3,268,072</b>

# ARDMORE CITY SCHOOLS

## Building Fund Budget Fiscal Year Ending June 30, 2025 Projected Budget for FY25

		FY24 Revenues Final	Projected FY25 Revenues Final	Variance Increase (Decrease)
<b>Revenue:</b>				
Ad Valorem - Current Year, Net of Valero, Best Buy & Atlas Roofing Manufacturing Tax Exemptions	1110	\$ 1,255,005	\$ 1,231,100	\$ (23,905)
*Reserve for Delinquency of 2022 Ad Valorem				-
<b>FY24 Estimated collections 95%</b>				-
Ad Valorem - Current Year - Manufacturing Tax Exemptions		-	-	-
Ad Valorem - Prior Years	1120	41,176		(41,176.00)
Revenue in Lieu of Taxes - Final Distribution of TIF District #2		-	41,398	41,398.00
Interest	1311	181,708	171,926	(9,782.00)
Interest - Restricted Carryover - PAC Donations	1311-004	27,870	13,935	(13,935.00)
Sale of Property -	1430		136,062	136,062.00
Restricted Donation - Westheimer Fnd - PAC	1610-004	1,000,000		(1,000,000.00)
Restricted Donation - Westheimer Fnd - PAC--Partial 2023	1610	200,000		(200,000.00)
Restricted Donation - Westheimer Fnd - PAC Operating	1610-250	50,000		(50,000.00)
Restricted Donation - SOMF - PAC				-
Restricted Donations - PAC Construction			50,000	50,000.00
Restricted Donation - Goddard Fnd - AMS Water Stations				-
Restricted Donation - SOMF School Safety Grant				-
General Fund - Transfer for Tech Truck Pmt	1590	33,600	79,548	45,948.00
Refund-Prior Year Exps	1680	-	449	449.00
Refund-Current Year Exps/Correcting Entries	5600	-		-
Redbud School Building Grant	3435-318	44,026	25,824	(18,202.00)
Insurance Proceeds - AMS Water Leak				-
FEMA - Feb. 2021 Freeze	4120	500		(500.00)
Insurance Proceeds - Feb. 2021 Freeze				-
Insurance Proceeds - Aug. 2021 WR Geo Line Flood				-
Insurance Proceeds - CE Roof				-
<b>Total Current Revenues</b>		<b>\$ 2,833,885</b>	<b>\$ 1,750,242</b>	<b>\$ (1,083,643)</b>
<b>Fund Balance Carryovers:</b>				
Unrestricted Carryover From Prev. Yr (includes TIF \$1,991,485.29)		2,902,987	3,122,077	219,090.00
Restricted Carryover - Redbud School Building Grant			44,026	44,026.00
Restricted Carryover - SOMF School Safety Grant		1,167,500	839,719	(327,781.00)
Restricted Carryover - PAC Donations & Interest		357,884	510,750	152,866.00
Lapsed Prior Year Reserves		8,862		(8,862.00)
<b>Total Fund Balance Carryover</b>		<b>4,437,233</b>	<b>4,516,572</b>	<b>79,339</b>
<b>TOTAL REVENUES</b>		<b>\$ 7,271,118</b>	<b>\$ 6,266,814</b>	<b>\$ (1,004,304)</b>

	Function	FY24 Expenses Final	FY25 Expenses Final	Variance Increase (Decrease)
<b>Expenses:</b>				
Operation of Building Services	2620	\$ 118,944	\$ 789,226	670,282.00
Water & Natural Gas Utilities:				
Administration & ESC Buildings	007-2620	18,268	79,640	61,372.00
Performing Arts Center	069-2620	12,466	102,150	89,684.00
Noble Stadium	055-2620	31,645	64,522	32,877.00
Charles Evans	086-2620	33,035	125,727	92,692.00
Jefferson	106-2620	24,637	66,691	42,054.00
Lincoln	116-2620	18,225	56,969	38,744.00
Will Rogers	126-2620	20,574	67,753	47,179.00

AMS	146-2620	23,240	92,170	68,930.00
AHS Complex	156-2620	37,045	247,094	210,049.00
Purchase of a Service Truck (Tech) - General Fund Reimbursed		-	79,548	79,548.00
Care & Upkeep of Ground Services	2630	358,424	61,834	(296,590.00)
Care & Upkeep of Equipment	2640	237,099	90,164	(146,935.00)
Security Services	2660	88,014	26,529	(61,485.00)
Safety (fire alarm lease/monitor/inspect/repairs, asbestos testing)	2670	6,469	21,532	15,063.00
Land Improvement Services	4300	2,480		(2,480.00)
Architecture & Engineering Services	4400		800	800.00
PAC - Maint., Supplies, Grounds, Security	Proj 067-068	26,792	2,503	(24,289.00)
Expenses to be Refunded/Correcting Entries	5600	-	300	300.00
<i>Performing Arts Center - Construction and FF&amp;E:</i>				-
Westheimer	Proj 004	986,801	311,471	(675,330.00)
SOMF	Proj 186	89,489	-	(89,489.00)
Misc. Restricted PAC grants	Proj 199	-		-
SOMF School Safety Grant	Proj 183	327,781	282,687	(45,094.00)
Building - All Other Building Improvement Services	4720	41,532	2,821	(38,711.00)
TIF Distribution - Projects	003	248,448	190,099	(58,349.00)
Evaluation Services	2544	14,718	-	(14,718.00)
Aug. 2021 WR Geo Line Flood/Insurance Claim	026-2620	-		-

**Total Building Fund Expenditures**

**\$ 2,766,126    \$ 2,762,230    \$ (3,896)**

**Subtotal**

4,504,992    3,504,584    (1,518,020)

Lapsed Reserves & Voided Checks

11,580    4,565    2,580

**Building Fund Carryover, Subtotal**

**\$ 4,516,572    \$ 3,509,149    \$ (1,515,440)**

Less Restricted TIF

(1,991,485)    (1,806,746)    (1,991,485)

Less Restricted PAC Donations & Interest

(510,750)    (211,928)    (510,750)

Less Restricted SOMF Safety Grant

(839,719)    (557,032)    (839,719)

**Building Fund Carryover, Unrestricted**

**\$ 1,174,618    \$ 933,443    \$ (4,857,394)**

## **Federal Funding Update for Ardmore City Schools' Board of Education**

**July 22, 2025**

On July 1st, the federal government froze almost 7 billion in federal education funding which was appropriated by Congress to be allocated to state agencies and ultimately to local school districts. The frozen funds include:

\$375 million for Title I-C

\$2.2 billion for Title II

\$890 million for Title III-A

\$1.3 billion for Title IV-A

\$1.4 billion for Title IV-B (21st Century Community Learning Centers grants)

\$629.6 million for Adult Education

\$85.9 million for Adult Integrated English Literacy and Civics Education grants

The funding being withheld which will impact Ardmore City Schools includes Titles II, III and IV-A.

Title II funds training and support for effective instruction by providing revenue to train and coach new and inexperienced teachers to improve educator quality thereby increasing student achievement.

Title III-A supports student English language acquisition through instructional interventions such as tutoring to aid in meeting academic standards.

Title IV-A provides students with access to enrichment opportunities, supports safe and healthy schools and the use of technology

I've included a table which outlines the funding amounts received in the last school year for these three programs. Additionally, the table reflects how those funds were spent and what the district could stand to lose if the federal government does not release them to our state agency (OSDE) and ultimately to our district.

In recent days, the Office of Management and Budget has stated that they are reviewing these programs and how schools have been spending the funds to ensure that the uses are in alignment with the Trump administration's policies.

On Friday, July 18th, the US Department of Education stated that they would be releasing the \$1.3 billion in Title IV-A funds to states. According to our weekly newsletter from OSDE, they have received a preliminary allocation notice of Title IV-A funds for Oklahoma but not the official final Grant Allocation Notice which is required for them to release funds to local Oklahoma school districts. This is encouraging news but we are still unable to clearly plan for programming and activities for the upcoming school year.

**Ardmore City Schools**  
**Impact of the July 1, 2025 Impoundment of Federal Education Funding**

Information Based on 2024-2025 Allocations	Title IIA Supporting Effective Instruction	Title III Language Instruction for English Learners	Title IVA Student Support and Academic Enrichment
<b>Allocation Totals: \$281,309.55</b> (18% of All Current Title Grant Funding)	\$170,415.16	\$27,390.34	\$83,504.05
<b>Budget: How These Funds Have Been Spent and What We Stand to Lose</b>  <div style="background-color: #800000; color: white; padding: 2px; display: inline-block;">Total Staff Positions at Risk: 10</div>	<ul style="list-style-type: none"> <li>• Teacher Training in Evidence-Based Instruction</li> <li>• Transfer to Title I for salaries for Reading or Math Intervention Teachers and Teacher Assistants, Behavior Intervention Specialists, After-School Tutoring, Summer School, District Instructional Coaches to address training needs of Emergency Certified and Adjunct Teachers, Emerging Bilingual Teacher at Middle and High School</li> <li>• Training Stipends and Related Expenses for Inexperienced Teacher Training (Emergency Certified and Adjunct)</li> <li>• Equitable Services to Private Schools within District Boundaries</li> </ul>	<ul style="list-style-type: none"> <li>• 2 English Learner Tutors for Regular School Year and Summer School (Summer School through Title I)</li> <li>• Parent/Family Engagement Activities</li> <li>• Supplemental EL Instructional Supplies and Materials</li> </ul>	<ul style="list-style-type: none"> <li>• Enhanced Instruction and Curriculum for Fine Arts</li> <li>• School-Based Mental Health Program</li> <li>• College/Career Readiness Counselor Training</li> <li>• Payment of Students' AP Exam Fees</li> <li>• Payment of Students' Pre-ACT Testing Fees</li> <li>• Transfer to Title I As Needed for Behavior Interventionist</li> <li>• Science, Technology, Engineering and Mathematics (STEM) Enhanced Curriculum</li> <li>• Technology to Boost School Achievement</li> <li>• Counselor Curriculum</li> <li>• Equitable Services to Private Schools within District Boundaries</li> </ul>

# Minutes

## Special Meeting | June 26, 2025 | Official Proceedings

**Ardmore City Schools**  
**ONE TEAM. ONE MISSION.**

The Ardmore City Schools' Board of Education for Independent School District No. 19, Carter County, Oklahoma met in special session on June 26, 2025, at 5:30p.m. The meeting was held at the Administration Center Board Room, 611 Veterans Blvd, Ardmore, Oklahoma.

### Attendees

- James Foreman
- Steve Oliver
- Harry Spring
- Andy Davis, Superintendent
- TJ Riley, Bramlett Agency
- Landon Johnson, Director of Fine Arts
- Terrie Colaw, Minutes Clerk
- Morgan Manley, Deputy Minutes Clerk
- June Board Meeting Sign-in Sheet

- The meeting was called to order at 5:30 p.m. by Board President, Harry Spring. Roll Call was conducted. Mr. Spring noted that a quorum had been established with all three board members present. Mr. Spring concluded by confirming that the agenda had been posted in compliance with the Open Meeting Act.
- The Pledge of Allegiance was led by Kinsler Reeves, Jefferson 5<sup>th</sup> and 6<sup>th</sup> Grade Center

### Consent Agenda

- A. Minutes
  - Regular meeting of May 20, 2025
  - Special meeting of May 29, 2025
- B. Monthly Financial Report for the Month Ending May 31, 2025:
  - Activity Fund
  - Treasurer's Report
- C. Encumbrance Orders and Change Orders as listed for FY25.

Fund Name, Number, Purchase Order Numbers

- General Fund #11: 1143-1151; 1153-1172; 1174-1180
- Building Fund #21: 332-333
- Municipal/County Tax Fund #25: 36-37
- Bond Fund #37 - 2013: 1

Included please find the detailed Encumbrance Register for the items above for the time of May 13, 2025-June 23, 2025. Also, included are the Change Order Listings for changes to an original purchase order as of May 13, 2025-June 23, 2025, in: General Fund #11, Building Fund #21, Child Nutrition #22, and Municipal/County Tax Levy#25.

- D. Encumbrance Orders and Change Orders as listed for FY26.

Fund Name, Number, Purchase Order Numbers

- General Fund #11: 1-79; 80-260
- CO-OP Fund #12: 1-6
- Building Fund #21: 1-172
- CNP Fund #22: 1-24; 26-37

Included, please find the detailed Encumbrance Register for the items above for the time of July 1, 2026 - July 1, 2025.

E. Annual Activity Account Review | Approval

Account Number, Site, Name

- #839, AHS/AMS/Jefferson, Ardmore Bands

F. Fundraiser Requests from Schools, Clubs & Organizations

Account Number, Site, Name, Dates

2024-2025

- #874, AHS/AMS, Tennis, Ardmore Summer Open Tennis Tournament, 6/21/2025

2025-2026

- #839, AHS/AMS/Jefferson, Ardmore Bands, Blast Fundraising, July 2025 - May 2026
- #839, AHS/AMS/Jefferson, Ardmore Bands, Ardmore Bands Resource Campaign, July 2025 - May 2026

G. Contract Approvals/Renewals

- Apptegy Agreement FY26 [Media and Rooms]
- Edmentum Agreement FY26
- Frontline Education FY26
- JAMF Agreement FY26
- KRush College & Career Guidance Service Agreement - AHS FY26
- Audit Engagement Letter with Mary E. Johnson & Associates, PLLC
- Lexia Agreement FY26
- New Century Photography - All Sites FY26
- Precision Testing Laboratories, Inc. FY26
- Renaissance Agreement FY26
- Section 125 Flexible Benefit Plan FY26
- Symmetry Agreement FY26
- Vype Properties Agreement - AHS FY26

H. Adoption | Revision to Board Policies and/or Administrative Procedures.

- BA-D.1 Board of Education [annual update]
- FB-C Student Transfers [capacity update]

I. Certificate and Municipal Order to the County Clerk and Treasurer

J. Annual Resolution authorizing the school district Treasurer to issue non-payable checks and authoring the purchase of the checks as investments from other district funds.

K. City of Ardmore - School Resource Officer Agreement

L. Temporary Appropriations for fiscal year 2025-2026.

M. Supplemental Appropriations for Child Nutrition Program.

N. Renewal of the Sublease Agreement dated August 1, 2018, between the District and Carter County Educational Facilities Authority for the fiscal year ending June 30, 2026, as required under the provisions of the agreement.

**MOTION: SM2025-019**

Motion was made to approve the Consent Items as presented. This motion, made by Steve Oliver and seconded by James Foreman, passed. Voting Yes: Foreman, Oliver, Spring. Capshaw and Woods were absent.

**REGULAR AGENDA ITEMS**

4. The Board took necessary action to continue participation with the Oklahoma School Assurance Group [OSAG] for FY26 worker's compensation and the renewal of Oklahoma School Insurance Group [OSIG] as the district's insurance carrier, through local agent the Bramlett Agency, for the district's insurance coverage for FY26 for property, general liability, automobile, inland marine, electronic data processing, crime employee benefits liability and professional legal liability. [T.J. Riley, Bramlett Agency]

**MOTION: SM2025-020**

Motion was made to approve continue participation with the Oklahoma School Assurance Group [OSAG] for FY26 worker's compensation and the renewal of Oklahoma School Insurance Group [OSIG] as the district's insurance carrier, through local agent the Bramlett Agency, for the district's insurance coverage for FY26 for property, general liability, automobile, inland marine, electronic data processing, crime employee benefits liability and professional legal liability. This motion, made by James Foreman and seconded by Steve Oliver, passed. Voting Yes: Foreman, Oliver, Spring, Capshaw and Woods were absent.

5. The Board took necessary action to declare the listed pianos, surplus to the district, to be disposed of at the discretion of the Superintendent. [Landon Johnson, Director of Fine Arts]

Quantity	Manufacturer	Model	Description	Serial#	ACS Inventory#	Location
1	Baldwin	Hamilton	Upright Piano	260756	2214	AMS Choir Storage
1	Baldwin	Hamilton	Upright Piano	262168	2206	AMs Choir Storage
1	Baldwin	Hamilton	Upright Piano	231370	357	AHS Piano Lab
1	Fischer	Unknown	Baby Grand Piano	147886	None	AHS Piano Lab
1	Wurlitzer	Unknown	Spinnet Piano	1673053	Unclear	AHS Gym Storage

**MOTION: SM2025-021**

Motion was made to declare the listed pianos as surplus to the district, to be disposed of at the discretion of the Superintendent. This motion, made by Steve Oliver and seconded by James Foreman, passed. Voting Yes: Foreman, Oliver, Spring. Capshaw and Woods were absent.

6. The Board considered and took action on the Quantum Resources, LLC Lease Agreement. [Harry Spring, Board President]
  - Quantum Resources out of Edmond, OK
  - 10 acres mineral rights lease [subject to title opinion]
  - \$550.00 per net acre
  - ¼ royalty

**MOTION: SM2025-022**

Motion was made to approve on the Quantum Resources, LLC Lease Agreement as presented. This motion, made by Steve Oliver and seconded by James Foreman, passed. Voting Yes: Foreman, Oliver, Spring. Capshaw and Woods were absent.

7. Consider and take action, if necessary, on the date, time and place of the next regular board meeting, scheduled for Tuesday, July 22, 2025, 5:30pm, Administration Board Room, 611 Veterans Blvd., Ardmore, OK.

## EXECUTIVE SESSION

8. Harry Spring, Board President, proposed executive session to discuss the following items, as authorized by State Statute 25 307 (B)(1) and (7) of the Oklahoma Open Meeting act. The Board took necessary action to convene into Executive Session at 5:50p.m.
- Discussion of the job performance of any or all of the employees of the school district and the Superintendent's recommendation(s) to continue or not continue the employment of any employee of the district.
  - Recommended Certified employment for the 2025-2026 school year:
    - Science Teacher/Baseball Coach, Ardmore High School
    - Math Teacher, Ardmore Middle School
    - Special Education Teacher, Lincoln 3rd and 4th Grade Center
    - Second Grade Teacher, Charles Evans 1st and 2nd Grade Center
    - Speech Pathologist, Will Rogers Early Childhood Center
  - Recommendations for the employment of Adjunct Teachers for the 2025-2026 school year only, contingent on approval of Adjunct Status by the Oklahoma State Department of Education:
    - AREA: Family and Consumer Science
      - Ardmore High School
    - AREA: Elementary Education
      - Fifth Grade Teacher, Jefferson 5<sup>th</sup> and 6<sup>th</sup> Grade Center
      - Three (3) Fourth Grade Teachers, Lincoln 3rd and 4th Grade Center
      - First Grade Teacher, Charles Evans 1st and 2nd Grade Center
  - Recommendations for Non-Certified Support Employment for the 2025-2026 school year:
    - Accuclaim Cashier, Ardmore High School
    - Custodian, Jefferson 5th and 6th Grade Center
    - Paraprofessional, Jefferson 5th and 6th Grade Center
    - Title One Assistant, Jefferson 5th and 6th Grade Center
    - Custodian, Lincoln 3rd and 4th Grade Center
    - Two (2) Paraprofessionals, Lincoln 3rd and 4th Grade Center
    - Title One Assistant, Lincoln 3rd and 4th Grade Center
    - Title One Assistant, Charles Evans 1<sup>st</sup> and 2<sup>nd</sup> Grade Center
    - Two (2) Custodians, Will Rogers Early Childhood Center
    - Two (2) Paraprofessionals, Will Rogers Early Childhood Center
    - Secretary, Will Rogers Early Childhood Center
    - Teacher Assistant, Will Rogers Early Childhood Center
  - Recommendations for additions to the Personnel Substitute Roster for the 2025-2026 school year.
  - Recommendations for the 2025 Summer School positions:
    - Teacher
    - Teacher Assistant
  - Non-Certified Support Retirement Requests:
    - Peggy Reeder, Custodian, Lincoln 3rd and 4th Grade Center
    - Ronald Reeder, Custodian, Lincoln 3rd and 4th Grade Center

### **MOTION: SM2025-023**

Motion was made to convene into Executive Session at 5:50p.m. This motion, made by James Foreman and seconded by Steve Oliver, passed. Voting Yes: Foreman, Oliver, Spring. Capshaw and Woods were absent.

9. The Board President to declare the Executive Session complete, acknowledge the Board's return to open session, and the meeting being reopened to the public at 6:00p.m.; followed by the Executive Session Compliance Announcement as to who was present in the Executive Session [*James Foreman, Steve Oliver, Harry Spring, Andy Davis, Superintendent*], items discussed as listed, noted that no other business was discussed, and that no action was taken while in Executive Session.

## PERSONNEL ITEMS

10. The Board took necessary action to approve the recommended certified employment for the 2025-2026 school year:

- Reed Downing, Science Teacher/Baseball Coach, Ardmore High School
- Jywayne Allen, Ardmore Middle School
- Rod Tipps, Special Education Teacher, Lincoln 3rd and 4th Grade Center
- Patty Bates, Second Grade Teacher, Charles Evans 1st and 2nd Grade Center
- Christy Hale, Speech Pathologist, Will Rogers Early Childhood Center

**MOTION: SM2025-024**

Motion was made to approve the recommended certified employment for the 2025-2026 school year. This motion, made by Steve Oliver and seconded by James Foreman, passed. Voting Yes: Foreman, Oliver, Spring. Capshaw and Woods were absent.

11. The Board took necessary action to approve the recommended employment of adjunct teacher in the listed certification areas and sites for the 2025-2026 school year:

- Melissa Fairmaner, Family and Consumer Science, Ardmore High School
- Craig Garret, Elementary Education, 5<sup>th</sup> Grade Teacher, Jefferson 5<sup>th</sup> and 6<sup>th</sup> Grade Center
- Kylee Jackson, Elementary Education, 4<sup>th</sup> Grade Teacher, Lincoln 3<sup>rd</sup> and 4<sup>th</sup> Grade Center
- Cameron Pate, Elementary Education, 4<sup>th</sup> Grade Teacher, Lincoln 3<sup>rd</sup> and 4<sup>th</sup> Grade Center
- Chelsey Slatten, Elementary Education, 4<sup>th</sup> Grade Teacher, Lincoln 3<sup>rd</sup> and 4<sup>th</sup> Grade Center
- Christina Carrell, Elementary Education 1<sup>st</sup> Grade Teacher, Charles Evans 1<sup>st</sup> and 2<sup>nd</sup> Grade Center

**MOTION: SM2025-025**

Motion was made to approve the recommended adjunct employment in the certification areas and sites listed for the 2025-2026 school year. This motion, made by Steve Oliver and seconded by James Foreman, passed. Voting Yes: Foreman, Oliver, Spring.

12. The Board took necessary action on the recommended non-certified support employment for the 2025-2026 school year:

- Cynthia Preston, Accuclaim Cashier, Ardmore High School
- Leobardo Salazar, Custodian, Jefferson 5th and 6th Grade Center
- Ruby Hodge, Paraprofessional, Jefferson 5th and 6th Grade Center
- Maria Samples, Title One Assistant, Jefferson 5th and 6th Grade Center
- Blake Edwards, Custodian, Lincoln 3rd and 4th Grade Center
- Lacey Dickerson, Paraprofessional, Lincoln 3rd and 4th Grade Center
- Heather Silvey, Paraprofessional, Lincoln 3rd and 4th Grade Center
- Emily Peret, Title One Assistant, Lincoln 3rd and 4th Grade Center
- Angela Wheeler, Title One Assistant, Charles Evans 1st and 2nd Grade Center
- Patricia Jeong, Custodian, Will Rogers Early Childhood Center
- Michael Tull, Custodian, Will Rogers Early Childhood Center
- Mary Finley, Paraprofessional, Will Rogers Early Childhood Center
- Laura Loera, Paraprofessional, Will Rogers Early Childhood Center
- Rhonda McNeil, Secretary, Will Rogers Early Childhood Center
- Jessica Norris, Teacher Assistant, Will Rogers Early Childhood Center

**MOTION: SM2025-026**

Motion was made to approve the recommended non-certified support employment for the 2025-2026 school year. This motion, made by Steve Oliver and seconded by James Foreman, passed. Voting Yes: Foreman, Oliver, Spring. Capshaw and Woods were absent.

13. The Board took necessary action to approve the employment of the recommended additions to the Personnel Substitute Rosters for the 2025-2026 school year:

- Nancy Alejo, Non-Degreed Substitute
- Vicki Douglas, Certified Substitute
- Lia Olvera, Certified Substitute
- Evelyn Reed Non-Degreed Substitute

**MOTION: SM2025-027**

Motion was made to approve the recommended additions to the Personnel Substitute Rosters for the 2025-2026 school year. This motion, made by Steve Oliver and seconded by James Foreman, passed. Voting Yes: Foreman, Oliver, Spring. Capshaw and Woods were absent.

14. The Board took action on the recommendations for employment for the 2025 Summer School, contingent on enrollment numbers:
- o Elementary
    - o 1 Teacher
    - o 1 Teacher Assistant

**MOTION: SM2025-028**

Motion was made to approve the recommended employment for the 2025 Summer School. This motion, made by Steve Oliver and seconded by James Foreman, passed. Voting Yes: Foreman, Oliver, Spring. Capshaw and Woods were absent.

15. The Board took necessary action to approve the listed non-certified support retirement requests:
- o Peggy Reeder, Custodian, Lincoln 3<sup>rd</sup> and 4<sup>th</sup> Grade Center
  - o Ronald Reeder, Custodian, Lincoln 3<sup>rd</sup> and 4<sup>th</sup> Grade Center

**MOTION: SM2025-029**

Motion was made to approve the non-certified retirement requests for Peggy and Ronald Reeder. This motion, made by Steve Oliver and seconded by James Foreman, passed. Voting Yes: Foreman, Oliver, Spring. Capshaw and Woods were absent.

16. The following resignations have been received and approved by the Superintendent.
- o Molly Anderson, School Psychologist, Ardmore City Schools
  - o Bryce Bell, History Teacher, Ardmore High School
  - o Renita Dotson, Nurse Consultant, Ardmore City Schools
  - o David Hagan, Science Teacher, Ardmore High School
  - o Jill Hagan, Fine Arts Teacher, Ardmore High School
  - o Mathew Hogan, Math Teacher, Ardmore Middle School
  - o Hollie Holybee, Custodian, Jefferson 5<sup>th</sup> and 6<sup>th</sup> Grade Center
  - o Desiree Kelley, Title 1 Assistant, Charles Evans 1<sup>st</sup> and 2<sup>nd</sup> Grade Center
  - o Christopher Kennedy, Teacher Assistant, Jefferson 5<sup>th</sup> and 6<sup>th</sup> Grade Center
  - o Angela Leu, Special Education Teacher, Lincoln 3<sup>rd</sup> and 4<sup>th</sup> Grade Center
  - o Julia Tucker, Kindergarten Teacher, Will Rogers Early Childhood Center

17. Adjournment

**MOTION: SM2025-030**

Motion was made to adjourn the meeting at 6:03p.m. This motion, made by James Foreman and seconded by Steve Oliver, passed. Voting Yes: Foreman, Oliver, Spring. Capshaw and Woods were absent.

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Harry Spring, Board of Education President



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Terrie Colaw, Board of Education Minutes Clerk

# ARDMORE CITY SCHOOLS

## Treasurer's Report of School Activity Funds For the Month Ended June 30, 2025

	Checking & Sweep Accounts	*Investment in CDs	Total Activity Fund
First Nat'l Bank & Trust Co., Ardmore, Okla.:			
Beginning Balance as of 6/1/2025:	\$ 1,203,545.18		1,203,545.18
Receipts	70,414.29		70,414.29
Voided Check from Prior Month	244.65		244.65
Investment Purchases	-		-
Investment Maturities	-		-
Disbursements	(113,469.46)		(113,469.46)
	<u>\$ 1,160,734.66</u>	<u>\$ -</u>	<u>\$ 1,160,734.66</u>
Ending Balance as of 6/30/2025:	<u>\$ 1,160,734.66</u>	<u>\$ -</u>	<u>\$ 1,160,734.66</u>
FNB Balance as of 6/30/2025:	\$ 1,175,206.83		
Less Outstanding Checks	<u>(14,472.17)</u>		
Reconciled Bank Balance as of 6/30/2025:	<u>\$ 1,160,734.66</u>	-	
 <b><u>Investments - CDs</u></b>	 <u>\$ -</u>		

## ARDMORE CITY SCHOOLS

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2025 - 6/30/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CHARLES EVANS	\$14,176.18	\$0.00	\$0.00	\$0.00	\$14,176.18	\$0.00	\$14,176.18
802 CHARLES EVANS LIBRARY	\$2,422.73	\$0.00	\$0.00	\$0.00	\$2,422.73	\$0.00	\$2,422.73
803 CHARLES EVANS PTO	\$6,955.80	\$0.00	\$0.00	\$873.60	\$6,082.20	\$0.00	\$6,082.20
804 WILL ROGERS ACTIVITY	\$31,296.46	\$0.00	\$0.00	\$90.00	\$31,206.46	\$0.00	\$31,206.46
805 WILL ROGERS LIBRARY	\$2,646.67	\$0.00	\$0.00	\$0.00	\$2,646.67	\$0.00	\$2,646.67
806 WILL ROGERS WELFARE	\$873.39	\$0.00	\$0.00	\$72.95	\$800.44	\$0.00	\$800.44
808 LINCOLN SUNSHINE ACCOUNT	\$1,578.46	\$0.00	\$0.00	\$20.96	\$1,557.50	\$0.00	\$1,557.50
811 JEFFERSON	\$11,480.24	\$124.00	\$0.00	\$61.75	\$11,542.49	\$0.00	\$11,542.49
813 JEFFERSON PTO	\$3,819.43	\$0.00	\$0.00	\$619.81	\$3,199.62	\$0.00	\$3,199.62
814 LINCOLN	\$13,345.28	\$0.00	\$0.00	\$425.18	\$12,920.10	\$0.00	\$12,920.10
815 LINCOLN LIBRARY	\$4,070.66	\$0.00	\$0.00	\$0.00	\$4,070.66	\$0.00	\$4,070.66
816 LINCOLN PTO	\$6,642.07	\$0.00	\$0.00	\$1,705.02	\$4,937.05	\$0.00	\$4,937.05
817 WILL ROGERS PTO	\$13,257.50	\$0.00	\$0.00	\$2,249.49	\$11,008.01	\$0.00	\$11,008.01
818 JEFFERSON STAFF ACTIVITY	\$680.67	\$0.00	\$0.00	\$185.99	\$494.68	\$0.00	\$494.68
824 AMS COLLEGE READINESS	\$254.48	\$0.00	\$0.00	\$0.00	\$254.48	\$0.00	\$254.48
825 AMS ATHLETIC ACTIVITY	\$3,273.08	\$719.00	\$0.00	\$341.36	\$3,650.72	\$0.00	\$3,650.72
826 AMS VOCAL MUSIC	\$2,966.14	\$125.00	\$0.00	\$1,463.30	\$1,627.84	\$0.00	\$1,627.84
827 AMS POM SQUAD	\$10,043.18	\$0.00	\$0.00	\$8,405.85	\$1,637.33	\$0.00	\$1,637.33
828 AMS MISCELLANEOUS	\$3,276.50	\$0.00	\$0.00	\$40.00	\$3,236.50	\$0.00	\$3,236.50
829 AMS CHEERLEADERS	\$13,840.65	\$4,621.00	\$0.00	\$915.00	\$17,546.65	\$0.00	\$17,546.65
830 AMS SCIENCE EXPLORERS	\$4,037.13	\$0.00	\$0.00	\$11.52	\$4,025.61	\$0.00	\$4,025.61
831 AMS ART	\$399.11	\$0.00	\$0.00	\$0.00	\$399.11	\$0.00	\$399.11
832 AMS STUDENT COUNCIL	\$692.76	\$0.00	\$0.00	\$0.00	\$692.76	\$0.00	\$692.76
833 AMS FCCLA	\$2,207.95	\$0.00	\$0.00	\$0.00	\$2,207.95	\$0.00	\$2,207.95
834 AMS NJHS	\$10,605.74	\$0.00	\$0.00	\$2,618.31	\$7,987.43	\$0.00	\$7,987.43
835 AMS GIRLS ATHLETICS	\$3,493.79	\$6,020.00	\$0.00	\$115.00	\$9,398.79	\$0.00	\$9,398.79
837 AHS ART	\$817.48	\$0.00	\$0.00	\$0.00	\$817.48	\$0.00	\$817.48
838 AHS ATHLETICS	\$75,336.73	\$1,027.19	\$0.00	\$14,993.17	\$61,370.75	\$0.00	\$61,370.75
839 AHS BAND	\$15,551.21	\$24,111.18	\$0.00	\$4,563.00	\$35,099.39	\$0.00	\$35,099.39
841 AHS BAND BOOSTER CLUB	\$42,041.25	\$0.00	\$0.00	\$24,280.05	\$17,761.20	\$0.00	\$17,761.20
842 ARDMORE PIANO	\$564.71	\$0.00	\$0.00	\$0.00	\$564.71	\$0.00	\$564.71
843 AHS VOCAL MUSIC	\$3,871.35	\$20.00	\$0.00	\$456.00	\$3,435.35	\$0.00	\$3,435.35
844 AHS TEST FEES	\$6,115.09	\$0.00	\$0.00	\$0.00	\$6,115.09	\$0.00	\$6,115.09
845 AHS CLASS OF 2026	\$3,521.33	\$0.00	\$0.00	\$0.00	\$3,521.33	\$0.00	\$3,521.33
846 AHS CLASS OF 2025	\$3,754.21	\$0.00	\$1,277.61	\$1,788.89	\$3,242.93	\$0.00	\$3,242.93
847 AHS CLASS OF 2028	\$567.43	\$0.00	\$0.00	\$0.00	\$567.43	\$0.00	\$567.43
849 AHS CLASS OF 2024	\$1,277.61	\$0.00	(\$1,277.61)	\$0.00	\$0.00	\$0.00	\$0.00
850 AHS CLASS OF 2027	\$829.27	\$0.00	\$0.00	\$0.00	\$829.27	\$0.00	\$829.27
851 AHS FORENSIC BOOSTER CLUB	\$11.29	\$0.00	\$0.00	\$0.00	\$11.29	\$0.00	\$11.29
852 AHS CRITERION	\$13,695.73	\$300.00	\$0.00	\$0.00	\$13,995.73	\$0.00	\$13,995.73
854 YOUTH & GOVERNMENT	\$163.33	\$0.00	\$0.00	\$0.00	\$163.33	\$0.00	\$163.33
855 AHS POM SQUAD	\$10,639.53	\$8,390.00	\$0.00	\$406.78	\$18,622.75	\$0.00	\$18,622.75
856 AHS DUGOUT CLUB	\$8,437.67	\$232.00	\$0.00	\$1,035.19	\$7,634.48	\$0.00	\$7,634.48
857 AHS FORENSICS	\$2,058.31	\$0.00	\$0.00	\$193.60	\$1,864.71	\$0.00	\$1,864.71
858 WESTHEIMER PAC	\$361,858.84	\$3,934.10	\$0.00	\$7,718.00	\$358,074.94	\$0.00	\$358,074.94
859 AHS FCCLA	\$3,330.01	\$0.00	\$0.00	\$0.00	\$3,330.01	\$0.00	\$3,330.01
861 AHS TECHNOLOGY CLUB	\$11.39	\$0.00	\$0.00	\$0.00	\$11.39	\$0.00	\$11.39
863 AHS LIBRARY	\$67.30	\$0.00	\$0.00	\$0.00	\$67.30	\$0.00	\$67.30
864 AHS MISCELLANEOUS	\$14,569.83	\$0.00	\$0.00	\$714.36	\$13,855.47	\$0.00	\$13,855.47
866 AHS QUARTERBACK CLUB	\$655.37	\$0.00	\$0.00	\$0.00	\$655.37	\$0.00	\$655.37
867 AHS SCIENCE CLUB	\$709.95	\$0.00	\$0.00	\$0.00	\$709.95	\$0.00	\$709.95
868 AHS eSPORTS	\$5,431.37	\$0.00	\$0.00	\$0.00	\$5,431.37	\$0.00	\$5,431.37
869 AHS INTERNATIONAL CLUB	\$663.16	\$0.00	\$0.00	\$0.00	\$663.16	\$0.00	\$663.16
870 ARDMORE MUSICAL THEATRE	\$23,503.26	\$0.00	\$0.00	\$1,994.02	\$21,509.24	\$0.00	\$21,509.24
871 AHS STRINGS/ORCHESTRA	\$6,614.12	\$0.00	\$0.00	\$0.00	\$6,614.12	\$0.00	\$6,614.12
872 AHS STUDENT COUNCIL	\$1,378.49	\$0.00	\$0.00	\$0.00	\$1,378.49	\$0.00	\$1,378.49
873 AHS TAKEDOWN CLUB	\$5,812.34	\$250.00	\$0.00	\$0.00	\$6,062.34	\$0.00	\$6,062.34

**ARDMORE CITY SCHOOLS****Revenue/Expenditure Summary****Options:** Fund: 60, Date Range: 6/1/2025 - 6/30/2025

	<b>Begin Balance</b>	<b>Receipts</b>	<b>Adjusting Entries</b>	<b>Payments</b>	<b>Cash End Balance</b>	<b>Unpaid POs</b>	<b>End Balance</b>
874 AHS TENNIS CLUB	\$1,366.05	\$445.00	\$0.00	\$389.44	\$1,421.61	\$0.00	\$1,421.61
875 ARDMORE POWERLIFTING	\$1,253.04	\$0.00	\$0.00	\$0.00	\$1,253.04	\$0.00	\$1,253.04
878 AHS VARSITY CHEERLEADERS	\$6,070.91	\$2,542.00	\$0.00	\$1,785.30	\$6,827.61	\$0.00	\$6,827.61
879 TIGER SOCCER BOOSTER CLUB	\$28,496.11	\$0.00	\$0.00	\$1,038.87	\$27,457.24	\$0.00	\$27,457.24
884 AMS LIBRARY	\$1,148.40	\$0.00	\$0.00	\$0.00	\$1,148.40	\$0.00	\$1,148.40
888 SPIRIT OF THE TIGERS	\$18,172.75	\$0.00	\$0.00	\$343.54	\$17,829.21	\$0.00	\$17,829.21
893 6th GRADE ENVIROMENTAL CAMP	\$2,867.00	\$0.00	\$0.00	\$0.00	\$2,867.00	\$0.00	\$2,867.00
895 ELEMENTARY MUSIC	\$8,665.35	\$0.00	\$0.00	\$420.40	\$8,244.95	\$0.00	\$8,244.95
896 HUGS	\$163,673.02	\$10,258.00	\$0.00	\$14,638.57	\$159,292.45	\$0.00	\$159,292.45
897 AHS TIGER TRACK MEET	\$2,337.02	\$380.00	\$0.00	\$1,039.20	\$1,677.82	\$0.00	\$1,677.82
898 TRANSPORTATION	\$317.12	\$0.00	\$0.00	\$0.00	\$317.12	\$0.00	\$317.12
899 OPERATIONAL	\$89,449.98	\$3,761.01	\$0.00	\$346.55	\$92,864.44	\$0.00	\$92,864.44
901 UNITED WAY DONATION ACCOUNT	\$971.26	\$0.00	\$0.00	\$0.00	\$971.26	\$0.00	\$971.26
906 CLEARING ACCOUNT	\$615.06	\$0.00	\$0.00	\$615.06	\$0.00	\$0.00	\$0.00
907 SPECIAL OLYMPICS	\$7,401.34	\$290.30	\$0.00	\$1,912.90	\$5,778.74	\$0.00	\$5,778.74
911 CHARLES EVANS WELFARE	\$159.62	\$0.00	\$0.00	\$26.26	\$133.36	\$0.00	\$133.36
912 ACS IEC BOOSTER	\$5,096.76	\$0.00	\$0.00	\$0.00	\$5,096.76	\$0.00	\$5,096.76
913 ACS NATIVE AMERICAN CLUB	\$2,841.34	\$0.00	\$0.00	\$0.00	\$2,841.34	\$0.00	\$2,841.34
917 SUNSHINE WELFARE	\$413.83	\$0.00	\$0.00	\$0.00	\$413.83	\$0.00	\$413.83
918 AHS GIRLS FASTPITCH CLUB	\$8,107.05	\$0.00	\$0.00	\$0.00	\$8,107.05	\$0.00	\$8,107.05
919 AHS SOCCER	\$718.91	\$0.00	\$0.00	\$0.00	\$718.91	\$0.00	\$718.91
921 AHS STATE TRACK MEET	\$6.75	\$0.00	\$0.00	\$0.00	\$6.75	\$0.00	\$6.75
922 AHS HOLIDAY FESTIVAL	\$276.77	\$0.00	\$0.00	\$0.00	\$276.77	\$0.00	\$276.77
923 AMS DRAMA CLUB	\$958.23	\$0.00	\$0.00	\$0.00	\$958.23	\$0.00	\$958.23
926 AMS PTO	\$1,313.19	\$0.00	\$0.00	\$0.00	\$1,313.19	\$0.00	\$1,313.19
933 AMS STAFF ACTIVITY	\$466.57	\$42.35	\$0.00	\$457.64	\$51.28	\$0.00	\$51.28
938 AHS BENEVOLENCE	\$1,172.34	\$0.00	\$0.00	\$123.68	\$1,048.66	\$0.00	\$1,048.66
939 PUBLIC RELATIONS	\$9,424.97	\$392.00	\$0.00	\$2,228.30	\$7,588.67	\$0.00	\$7,588.67
943 AHS FOOTBALL CAMP	\$5,014.84	\$0.00	\$0.00	\$0.00	\$5,014.84	\$0.00	\$5,014.84
944 TIGER BOYS BASKETBALL	\$2,423.77	\$0.00	\$0.00	\$0.00	\$2,423.77	\$0.00	\$2,423.77
945 AHS ADVERTISING REVENUE	\$7.58	\$0.00	\$0.00	\$0.00	\$7.58	\$0.00	\$7.58
951 LADY TIGER BASKETBALL	\$11,141.46	\$0.00	\$0.00	\$286.89	\$10,854.57	\$0.00	\$10,854.57
953 AHS TIGER RUN ACCOUNT	\$6,589.95	\$0.00	\$0.00	\$510.64	\$6,079.31	\$0.00	\$6,079.31
962 CHILD NUTRITION	\$3,672.40	\$1,980.16	\$0.00	\$5,652.56	\$0.00	\$0.00	\$0.00
964 AHS SPORTS MEDICINE	\$31.55	\$0.00	\$0.00	\$0.00	\$31.55	\$0.00	\$31.55
972 AHS GOLF	\$28,952.53	\$450.00	\$0.00	\$3,295.51	\$26,107.02	\$0.00	\$26,107.02
<b>Total</b>	<b>\$1,203,789.83</b>	<b>\$70,414.29</b>	<b>\$0.00</b>	<b>\$113,469.46</b>	<b>\$1,160,734.66</b>	<b>\$0.00</b>	<b>\$1,160,734.66</b>



**DISTRICT TREASURER'S MONTHLY REPORT**  
 To the Board of Education, District I-19, Ardmore, Carter County, Oklahoma  
 For the Month Ending June 30, 2025

Form B Name of Funds	Beginning Balance 6/1/2025	Deposits	Investment in CDs			Bank Balance 6/30/2025	Outstanding Checks	Ending Balance 6/30/2025	Short-Term CDs by Fund	Total Cash & CDs by Fund	
			Purchases	Maturities	Disbursed						
General Fund	\$ 8,142,034.44	\$ 3,136,525.23			\$ (4,464,230.96)	\$ 6,814,328.71	\$ (1,508,955.14)	\$ 5,305,373.57	-	\$ 5,305,373.57	1 \$ 6,814,328.71
Coop Fund	800,235.91	353,859.60			(128,055.10)	1,026,040.41	(38,895.16)	987,145.25	-	987,145.25	2 \$ 1,026,040.41
Building Fund	4,404,212.65	186,192.06			(817,303.88)	3,773,100.83	(209,491.05)	3,563,609.78	-	3,563,609.78	3 \$ 3,773,100.83
Child Nutrition Fund	479,120.27	179,515.03			(483,239.80)	175,395.50	(161,242.17)	14,153.33	-	14,153.33	4 \$ 175,395.50
County Sales Tax Fund	2,221,841.44	82,358.96			(39,259.35)	2,264,941.05	(142,621.05)	2,122,320.00	-	2,122,320.00	5 \$ 2,264,941.05
Bond Fund # 31 - 2018 Lease Purchase Pymts	4,271,358.43	14,428.98			-	4,285,787.41	-	4,285,787.41	-	4,285,787.41	6 \$ 4,285,787.41
Bond Fund #37 - 2013 Lease Purchase Pymts	776,017.93	2,621.45			-	778,639.38	-	778,639.38	-	778,639.38	7 \$ 778,639.38
2018 Bond Fund #38 Buses	-				-	-	-	-	-	-	8 \$ -
2019 Bond Fund #39 PAC, Jeff, Vehicles	43,570.54	147.18			-	43,717.72	-	43,717.72	-	43,717.72	9 \$ 43,717.72
Sinking Fund	5,203,558.01	282,524.34			(405,448.75)	5,080,633.60	-	5,080,633.60	-	5,080,633.60	10 \$ 5,080,633.60
Endowments Fund	23,486.67	79.34			-	23,566.01	-	23,566.01	-	23,566.01	11 \$ 23,566.01
Gifts Fund	2,459.73	8.31			-	2,468.04	-	2,468.04	-	2,468.04	12 \$ 2,468.04
<b>TOTAL</b>	<b>\$ 26,367,896.02</b>	<b>\$ 4,238,260.48</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (6,337,537.84)</b>	<b>\$ 24,268,618.66</b>	<b>\$ (2,061,204.57)</b>	<b>\$ 22,207,414.09</b>	<b>\$ -</b>	<b>\$ 22,207,414.09</b>	<b>\$ 24,268,618.66</b>

**INVESTMENTS - CDs**

Purchase Date      Maturity Date

\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00	\$ -	\$0.00
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**DISTRICT TREASURER'S MONTHLY REPORT**  
 To the Board of Education, District I-19, Ardmore, Carter County, Oklahoma  
 For the Month Ending June 30, 2025  
**WARRANT RECORDS**

**Form C**

Fund and Fiscal Year	Warrants Outstanding 6/1/2025	During the Month of June 2025			Outstanding Warrants 6/30/2025	Total by Fund
		Warrants Issued	Warrants Paid	Voided Warrants		
General Fund FY25	\$ 290,913.24	\$ 5,684,175.94	\$ (4,464,230.96)	\$ (2,093.03)	1,508,765.19	
General Fund FY24	189.95				189.95	
General Fund FY23	-				-	\$ 1,508,955.14
Coop Fund FY25	9,298.29	157,651.97	(128,055.10)		38,895.16	
Coop Fund FY24	-				-	38,895.16
Building Fund FY25	38,316.82	988,478.11	(817,303.88)		209,491.05	
Building Fund FY24	-				-	209,491.05
Child Nutrition Fund FY 25	22,383.03	622,098.94	(483,239.80)		161,242.17	
Child Nutrition Fund FY24	-				-	
Child Nutrition Fund FY23	7.52			(7.52)	-	161,242.17
County Sales Tax Fund FY25	-	181,880.40	(39,259.35)		142,621.05	
County Sales Tax Fund FY24	-				-	142,621.05
Bond Fund # 31 - 2018 Lease Purchase Pymts FY25	-				-	-
Bond Fund # 37 - 2013 Lease Purchase Pymts FY25	-				-	-
Bond Fund # 37 - 2013 Lease Purchase Pymts FY24	-				-	-
2018 Bond Fund #38 FY25	-				-	-
2019 Bond Fund #39 FY25	-				-	-
2019 Bond Fund #39 FY24	-				-	-
Sinking Fund FY25	-	405,448.75	(405,448.75)		-	
Sinking Fund FY24	-				-	-
Endowments Fund FY25	-				-	-
Endowments Fund FY24	-				-	-
Gifts Fund FY25	-				-	-
Gifts Fund FY24	-				-	-
<b>TOTAL</b>	<b>\$ 361,108.85</b>	<b>\$ 8,039,734.11</b>	<b>\$ (6,337,537.84)</b>	<b>\$ (2,100.55)</b>	<b>\$ 2,061,204.57</b>	<b>\$ 2,061,204.57</b>

I hereby certify that the within foregoing reports are true and correct as shown by the records of my office and I further certify that the collections made by the office are deposited in the official depository bank as required by law.

RECEIVED BY THE BOARD OF EDUCATION  
 22nd Day of July 2025

DISTRICT TREASURER

BOARD CLERK



## ARDMORE CITY SCHOOLS

## Receipt Register

Options: Fund: Governmental Funds, Show Detail: No, Date Range: 6/1/2025 - 6/30/2025, Account: FIRST NATIONAL BANK & TRUST, Status: All

Receipt No	Date	Received From	Amount	Status
475	6/3/2025	OKDHS - HUGS Tuition - June	\$1,679.10	Posted
476	6/4/2025	Michelin - Donation - PAC Marquee	\$26,000.00	Posted
477	6/4/2025	Citizen Potawatomi Nation - In Lieu of Taxes	\$155.85	Posted
478	6/4/2025	DRS - Student Workers - Blankenship	\$261.00	Posted
479	6/4/2025	DRS - Student Workers - Blankenship, Moody, Scott	\$659.75	Posted
480	6/4/2025	Big Five Head Start - April Meals	\$2,020.19	Posted
481	6/4/2025	Oak Hall Epis School - Transp - Davis 4/9/25	\$280.00	Posted
482	6/4/2025	J. Evans-Transp-St Mary Lady XMas lights 12/11/24	\$64.00	Posted
483	6/4/2025	T-Mobile - Commissions - May	\$684.00	Posted
484	6/4/2025	Oak Hall Epis Schl-Transp-Local Field Trips FY25	\$318.00	Posted
485	6/4/2025	Kim Smith - Reimb Tips from JOM Trip	\$39.00	Posted
486	6/4/2025	Chamber of Commerce-Trans-Visiting Schools 11/8/24	\$162.00	Posted
487	6/4/2025	Chickasaw Nation - JOM #563 Feb-Apr FY25 Claim	\$2,917.21	Posted
488	6/5/2025	Carter County Clerk - Ad Valorem - May	\$133,593.95	Posted
489	6/10/2025	OKDHS - HUGS Tuition - June	\$558.40	Posted
490	6/10/2025	OTC - Commissions - May	\$219,932.34	Posted
491	6/10/2025	Scott Foster - Tech Surplus Purchases	\$1,000.00	Posted
492	6/10/2025	AHS Students - Drivers Ed Tuition	\$350.00	Posted
493	6/12/2025	American Fidelity - SPF Refund - H. Kennedy	\$7.80	Posted
494	6/12/2025	American Fidelity - SPF Refund - K. Carter	\$23.40	Posted
495	6/12/2025	Chickasaw Nation - JOM #563 May FY25 Claim	\$1,330.72	Posted
496	6/12/2025	OK Iron & Metal - Scrap	\$30.00	Posted
497	6/12/2025	ACS - P/R Reimb M. Fairmaner - Prom	\$438.87	Posted
498	6/12/2025	ACS - P/R Reimb M. Ray - Prom	\$376.18	Posted
499	6/12/2025	ACS - P/R Reimb V. Douglas - Prom	\$376.18	Posted
500	6/12/2025	ACS - P/R Reimb D. Birth - Prom	\$376.18	Posted
501	6/12/2025	SC Harlow Dance - PAC Rental - 5/7-10/25	\$1,550.00	Posted
502	6/12/2025	OK Iron & Metal - Scrap	\$19.80	Posted
503	6/12/2025	OERB - Transp - AHS Blount F.T. OKC Museum 4/29/24	\$80.00	Posted
504	6/12/2025	Turner School - Take II 2nd Semester FY25	\$4,331.00	Posted
505	6/12/2025	Plainview Schools - Take II 2nd Semester FY25	\$15,067.00	Posted
506	6/12/2025	ACS - Taxable Fringe Benefits - May	\$819.00	Posted
507	6/12/2025	ACS - Transp - McKin Vento Fuel Cost FY25	\$413.59	Posted
508	6/12/2025	ACS - Take II 2nd Semester FY25	\$262,971.00	Posted
509	6/12/2025	Child Nutrition - April Daily Deposits	\$5,427.87	Posted
510	6/12/2025	ACS - PAC Reimb MacBook Rental	\$300.15	Posted
511	6/12/2025	ACS - P/R Reimb M. Dominguez Bsbl Cncsion 3/1/25	\$94.05	Posted
512	6/12/2025	ACS - P/R Reimb J. Jarramillo Bsbl Cncsion 3/1/25	\$94.05	Posted
513	6/13/2025	SDE - Certified in Lieu of FBA	\$2,845.60	Posted
514	6/13/2025	SDE - Certified Employee Health Allow	\$151,478.90	Posted
515	6/13/2025	SDE - Support In Lieu of FBA	\$24,960.55	Posted
516	6/13/2025	SDE - Support Employee Health Allow	\$173,598.94	Posted
517	6/13/2025	SDE - Foundation & Salary Aid	\$651,450.13	Posted
518	6/13/2025	SDE - IDEA Flow Thru #621 May FY25 Claim	\$51,235.37	Posted
519	6/13/2025	SDE - IDEA Preschool #641 May FY25 Claim	\$1,615.61	Posted
520	6/13/2025	SDE - Title I #515 May FY25 Claim	\$14,000.00	Posted
521	6/13/2025	SDE - Title II #541 May FY25 Claim	\$688.89	Posted
522	6/13/2025	SDE - Title III #572 May FY25 Claim	\$2,728.49	Posted
523	6/13/2025	SDE - Title IV #552 May FY25 Claim	\$9,208.66	Posted

## ARDMORE CITY SCHOOLS

## Receipt Register

Options: Fund: Governmental Funds, Show Detail: No, Date Range: 6/1/2025 - 6/30/2025, Account: FIRST NATIONAL BANK & TRUST, Status: All

Receipt No	Date	Received From	Amount	Status
524	6/13/2025	SDE - Title IX McKinney Vento #596 May FY25 Claim	\$5,365.05	Posted
525	6/13/2025	SDE - Title V #587 May FY25 Claim	\$7,418.02	Posted
526	6/18/2025	ACS - P/R Reimb W. Rogers - Trk Mt 4/17 & 4/28	\$125.40	Posted
527	6/18/2025	ACS - P/R Reimb L. Coley - Trk Mt 4/17 & 4/28	\$125.40	Posted
528	6/18/2025	ACS - P/R Reimb G. Naylor - Trk Mt 4/17 & 4/28	\$125.40	Posted
529	6/18/2025	Child Nutrition - May Daily Deposits	\$3,672.40	Posted
530	6/18/2025	ACS - P/R Reimb D. Baker - Trk Mt 4/17	\$62.70	Posted
531	6/18/2025	ACS - P/R Reimb D. Gunter - Trk Mt 4/17	\$62.70	Posted
532	6/18/2025	ACS - P/R Reimb C. Swindall - Trk Mt 4/17 & 4/28	\$107.66	Posted
533	6/18/2025	ACS - P/R Reimb J. Custar - Trk Mt 4/28	\$62.70	Posted
534	6/18/2025	Davis Schools - Take II 2nd Semester FY25	\$25,559.00	Posted
535	6/18/2025	DRS - Student Workers - Blankenship	\$87.00	Posted
536	6/18/2025	DRS - Student Workers - Scott & Moody	\$281.75	Posted
537	6/18/2025	Lone Grove ISD - Take II 2nd Semester FY25	\$5,917.00	Posted
538	6/18/2025	Big Five Head Start - May Meals	\$1,488.22	Posted
539	6/20/2025	SDE - Title I #511 May FY25 Claim	\$132,726.69	Posted
540	6/20/2025	SDE - Child Nutrition Breakfast May	\$42,578.08	Posted
541	6/20/2025	SDE - Child Nutrition Lunch May	\$119,282.15	Posted
542	6/20/2025	AHS Students - Technology	\$20.00	Posted
543	6/25/2025	SDE - Redbud Bldg Grant #318	\$10,846.13	Posted
544	6/25/2025	SDE - Maternity Leave	\$37,561.07	Posted
545	6/24/2025	Take II - P/R Phillip Ford Stipend	\$1,254.28	Posted
546	6/24/2025	Carter County Clerk - Exempt Manufacturing 2025	\$620,261.31	Posted
547	6/24/2025	Marietta Schools - Take II 2nd Semester FY25	\$25,193.00	Posted
548	6/24/2025	Child Nutrition - ESC - Return of Startup Cash	\$337.00	Posted
549	6/27/2025	Clearing Acct - Lost Books FY25	\$615.06	Posted
550	6/27/2025	Child Nutrition - June Daily Deposits & Acct Bal	\$1,980.16	Posted
551	6/27/2025	ACS Bldg Fund reimbursing GF for Utilities	\$654,908.00	Posted
552	6/27/2025	HUGS - FY25 July, May & June Rental of Will Rogers	\$4,500.00	Posted
553	6/27/2025	ACS - Tech Truck - Reimb Bldg Fund	\$79,311.00	Posted
554	6/27/2025	Child Nutrition - Reimb G/F Comm. Driver & Food	\$268,178.22	Posted
555	6/27/2025	So. OK Mem. Fndtn - FY25 School Nurse Reimb Grant	\$174,713.00	Posted
556	6/27/2025	Carter County Clerk - Sales Tax - June	\$74,793.39	Posted
557	6/30/2025	ACS - Taxable Fringe Benefits - June	\$819.00	Posted
558	6/30/2025	ACS - Transp - Fuel Cost for SRO	\$125.86	Posted
559	6/30/2025	ACS - Reimb Co-Op A. Bauer Salary	\$10,487.87	Posted
560	6/30/2025	ACS General Fund	\$236.80	Posted
561	6/24/2025	OKDHS - HUGS Tuition - June	\$1,521.40	Posted
562	6/24/2025	Land Ofc - Land Earnings - May	\$39,281.57	Posted
563	6/25/2025	OHCA - Medicaid Reimb	\$8,851.62	Posted
564	6/5/2025	SDE - Title VI Indian Ed #561 - May FY25 Claim	\$20,444.37	Posted
565	6/9/2025	OK Dept Aerospace - Aeronatics Grant FY25	\$2,977.44	Posted
566	6/30/2025	FNB Sweep Interest June 2025	\$85,382.84	Posted

## Year and Fund Totals:

2025	11	\$3,136,525.23
2025	12	\$353,859.60
2025	21	\$186,192.06
2025	22	\$179,515.03
2025	25	\$82,358.96

**ARDMORE CITY SCHOOLS****Receipt Register**

**Options:** Fund: Governmental Funds, Show Detail: No, Date Range: 6/1/2025 - 6/30/2025, Account: FIRST NATIONAL BANK & TRUST, Status: All

2025	31	\$14,428.98
2025	37	\$2,621.45
2025	39	\$147.18
2025	41	\$282,524.34
2025	50	\$79.34
2025	81	\$8.31

**Total Receipts Posted =** \$4,238,260.48

**Total Receipts Not Posted =** \$0.00

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**To: Board of Education****Date: 07.15.2025****From: Chaundra Holley, Encumbrance Clerk****Subject: Encumbrances (Purchase Orders) for Review & Approval**

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**Encumbrance Registers for FY26**

<b><u>Fund Name &amp; Number</u></b>	<b><u>Purchase Order Numbers</u></b>
<b>General Fund #11</b>	<b>261 - 266 269 - 322</b>
<b>Building Fund #21</b>	<b>173 - 176 178 - 182</b>
<b>Municipal/County Tax Fund #25</b>	<b>1 - 2</b>
<b>BOND FUND #31-2018 Bond</b>	<b>1</b>
<b>BOND FUND #37 - 2013 Bond</b>	<b>1</b>
<b>2018 BOND FUND #39 PAC/JF/Cars</b>	<b>1</b>
<b>SINKING FUND</b>	<b>1 - 4</b>

**Included, please find the detailed Encumbrance Register for the items above for the time of July 2, 2025 – July 15, 2025. Also Included are the Change Order Listings for changes to an original purchase order as of July 2, 2025 – July 15, 2025 in: General Fund #11.**

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## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 261 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	261	07/02/2025	65088	RENAISSANCE LEARNING	Renaissance Subscriptions/Title I #511	12,154.67
11	262	07/02/2025	69206	SUGAR PILLS APPAREL	Window Graphics/Install/AMS/Sch. Improv #515	5,700.00
11	263	07/08/2025	72979	Rank One Sport	Subscription/Athletics	1,000.00
11	264	07/09/2025	84380	Amazon Capital Services	Reserve for Supplies/All Sites/JOM #563	724.29
11	265	07/09/2025	5102	Staples Advantage	Reserve for Paper/All Sites/Dist. Wide #007	39,305.00
11	266	07/09/2025	85064	VISA*Staples*	Reserve for Paper/All Sites/Dist. Wide #007	8,000.00
11	269	07/09/2025	1223	VISA	Hotel Reservation/NSPRA Conf/Dist. Wide #007	707.28
11	270	07/09/2025	85274	Just Mounts	Reserve for Tech Supplies/Tech Dept.	197.51
11	271	07/09/2025	132	CCOSA	Annual District Membership Dues	2,000.00
11	272	07/09/2025	71083	OK DEPT OF CAREER TECH	Registration Fee/FCS New Teacher Academy/FACS #412	300.00
11	273	07/09/2025	1223	VISA	Registration Fee/NSPRA Conf/Dist. Wide #007	818.85
11	274	07/09/2025	84964	Marcus Autism Center, Inc.	Licenses/TABI/IDEA Flow Thru Priv Sch #625	15,000.00
11	275	07/09/2025	84964	Marcus Autism Center, Inc.	Travel Exps. Reim/TABI/IDEA Flow Thru Priv Sch	1,295.00
11	276	07/09/2025	132	CCOSA	Registration/TLE Training/Dist. Wide #007	450.00
11	277	07/09/2025	71083	OK DEPT OF CAREER TECH	Registration Fee/Career Tech/FCS #412	290.00
11	278	07/09/2025	1223	VISA	Hotel Reservation/New Teacher Academy/FACS #412	300.00
11	279	07/09/2025	68181	JUNIOR LIBRARY GUILD	Book Order/AMS Library #144	1,991.20
11	280	07/10/2025	67213	ACS - TRANSPORTATION	Reserve for Fuel Cost Reim/Title I #511	1,000.00
11	281	07/10/2025	1223	VISA	Hotel Reservation/SPED/IDEA Prof. Dev #613	239.91
11	282	07/10/2025	1223	VISA	Group Meals/SPED Training #278	97.00
11	283	07/10/2025	84696	Amy Howe	Meals/SPED/SPED Training #278	97.00
11	284	07/10/2025	85059	Crystal Jones	Meals/SPED/SPED Training #278	97.00
11	285	07/10/2025	84746	Kim Blanton	Meals/SPED/SPED Training #278	97.00
11	286	07/10/2025	1223	VISA	Meals & Transp/NSPRA Conf/Dist. Wide #007	572.00
11	287	07/10/2025	72727	Morgan Manley	Trip Expense Reim/NSPRA Conf/Dist. Wide #007	150.00
11	288	07/10/2025	1223	VISA	Hotel Reservation/TLE Training/Dist. Wide #007	1,036.17
11	289	07/14/2025	1223	VISA	Hotel Reservation/SPED/IDEA Prof. Dev #613	3,922.42

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 261 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	290	07/14/2025	1223	VISA	Group Meals/OSDE/SPED Training #278	1,125.00
11	291	07/14/2025	66699	Lisa Moore	Meals/OSDE/SPED Training #278	225.00
11	292	07/14/2025	85182	Southern Tech	Reserve for Para Credential Fees /Dist Wide #007	2,000.00
11	293	07/14/2025	84696	Amy Howe	Meals/OSDE/SPED Training #278	225.00
11	294	07/14/2025	84746	Kim Blanton	Meals/OSDE/SPED Training #278	225.00
11	295	07/14/2025	85059	Crystal Jones	Meals/OSDE/SPED Training #278	225.00
11	296	07/14/2025	52793	Lisa S Conway	Meals/OSDE/SPED Training #278	225.00
11	297	07/14/2025	1223	VISA	ParaProfessional Registration / District Wide 007	1,200.00
11	298	07/14/2025	1223	VISA	Meals/New Teacher Academy/FCCLA #412	217.00
11	299	07/14/2025	85350	Crisis Prevention Institute, Inc.	CPI Workbooks for Training	998.70
11	300	07/14/2025	73475	Kaytlyn Tucker	Meals & Mileage/New Teacher Academy/FCCLA #412	415.10
11	301	07/14/2025	4050	CITY OF ARDMORE - POLICE DEPT.	Contracted Services for SRO Program	115,000.00
11	302	07/14/2025	1223	VISA	Hotel Reservation/Summit Conf/FCCLA #412	312.27
11	303	07/14/2025	84568	Realityworks	Child Care Experience Stem Grant	14,583.75
11	304	07/14/2025	1223	VISA	Meals/Summit/FCCLA #412	150.00
11	305	07/14/2025	73475	Kaytlyn Tucker	Meals/Summit/FCCLA #412	491.40
11	306	07/14/2025	1223	VISA	Group Meals/OSSBA Leadership Conf/Dist. Wide #007	686.00
11	307	07/14/2025	72035	JAMES FOREMAN, JR.	Meal Reim/OSSBA Leadership Conf/Dist. Wide #007	126.00
11	308	07/14/2025	72413	STEVE OLIVER	Meal Reim/OSSBA Leadership Conf/Dist. Wide #007	98.00
11	309	07/14/2025	72241	HARRY SPRING	Meal Reim/OSSBA Leadership Conf/Dist. Wide #007	98.00
11	310	07/14/2025	85205	Jaclyn Woods	Meal Reim/OSSBA Leadership Conf/Dist. Wide #007	96.00
11	311	07/14/2025	84127	Andy Davis	Meal Reim/OSSBA Leadership Conf/Dist. Wide #007	96.00
11	312	07/14/2025	72727	Morgan Manley	Meal Reim/OSSBA Leadership Conf/Dist. Wide #007	96.00
11	313	07/14/2025	50767	Terrie A Colaw	Meal Reim/OSSBA Leadership Conf/Dist. Wide #007	96.00
11	314	07/14/2025	132	CCOSA	Registration/McRel Training/Dist. Wide #007	400.00
11	315	07/14/2025	1223	VISA	Hotel Reservation/McRel Training/Dist. Wide #007	344.92
11	316	07/14/2025	1223	VISA	Group Meals/CCOSA McRel Training/Dist. Wide #007	126.00
11	317	07/14/2025	71027	Lori Brookshire	Meal Reim/CCOSA McRel Training/Dist. Wide #007	63.00
11	318	07/14/2025	65708	DEBRA FIELDS	Meal Reim/CCOSA McRel Training/Dist. Wide #007	63.00

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 261 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	319	07/14/2025	68982	NJOMA	Registration/NJOMA Conf/JOM #563	900.00
11	320	07/14/2025	65201	KIM SMITH	Registration/NJOMA Conf/JOM #563	900.00
11	321	07/14/2025	1223	VISA	Reserve Supplies/Garage/Transp. Dept #070	2,500.00
11	322	07/14/2025	72791	Consuelo Howell	Mileage Reim/Business Office/Dist. Wide #007	250.00
<b>Non-Payroll Total:</b>						<b>\$242,099.44</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$242,099.44</b>

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 173 - 49999, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	173	07/02/2025	65074	TELCO SUPPLY COMPANY	New Cabling/Tech Office/TIF #003	10,392.34
21	174	07/02/2025	85077	L&M Office Furniture TULSA	Furniture/Admin - New Tech Offices/TIF #003	29,408.19
21	175	07/02/2025	84953	Crowell Lock and Safe	Door Strikes/Mtrl's/Install/CE/SOMF Grant #183	58,080.00
21	176	07/02/2025	69206	SUGAR PILLS APPAREL	Fixture for Noble Stadium/Foster	4,500.00
21	178	07/02/2025	84981	Corner Greer Architects	Architect Services/Operations & Transp/TIF #003	4,200.00
21	179	07/02/2025	69206	SUGAR PILLS APPAREL	Sign for Admin Bldg/TIF/ ADavis	5,360.00
21	180	07/09/2025	85057	Okla Hi-Tech Inc. dba ServiceMaster	Reserve for PAC Water Damage	12,539.68
21	181	07/10/2025	65757	BANCFIRST	Rental Pymts on Subleases/Building Fund #21	3,000.00
21	182	07/10/2025	1172	SECURITY SYSTEMS OF ARDMORE, INC.	Reserve-Burglar Alarm Leasing & Monitoring/BLDG FD	27,108.00
<b>Non-Payroll Total:</b>						<b>\$154,588.21</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$154,588.21</b>

## Encumbrance Register

**Options:** Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 1 - 49999, Fund(s): MUNICIPAL/COUNTY TAX  
LEVY

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
25	1	07/10/2025	85349	Singlewire Sotware, LLD	Security Software/Tech/Sales Tax Fund #021	16,323.50
25	2	07/10/2025	85134	Orion Security Solutions	Security Software/Tech/Sales Tax Fund #021	3,284.00
<b>Non-Payroll Total:</b>						<b>\$19,607.50</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$19,607.50</b>

## Encumbrance Register

**Options:** Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 1 - 49999, Fund(s): BOND FUND #31-2018 Bond Lease Purchase

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
31	1	07/10/2025	65757	BANCFIRST	Lease Purchase Pymt on 2018 Bond/Fund #31	1,970,100.00
<b>Non-Payroll Total:</b>						<b>\$1,970,100.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$1,970,100.00</b>

## Encumbrance Register

**Options:** Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 1 - 49999, Fund(s): BOND FUND #37 - 2013 Bond Lease Purchase

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
37	1	07/02/2025	1948	Vernon's Plumbing Heating & AC Inc.	AC Equipment for Admin/Bond Fund 37	13,000.00
<b>Non-Payroll Total:</b>						<b>\$13,000.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$13,000.00</b>

## Encumbrance Register

**Options:** Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 1 - 49999, Fund(s): 2018 BOND FUND #39-PAC/JF/Cars

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
39	1	07/02/2025	1142	DEMCO, INC	Desk with Work Station/WR Library/Bond Fund 39	17,220.30
<b>Non-Payroll Total:</b>						<b>\$17,220.30</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$17,220.30</b>

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 1 - 49999, Fund(s): SINKING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
41	1	07/10/2025	71840	UMB BANK, NA	Principal & Int. Pymts on CPB 2022/Sinking Fund	144,993.75
41	2	07/10/2025	71840	UMB BANK, NA	Principal & Int. Pymts on CPB 2022/Sinking Fund	2,825,941.25
41	3	07/10/2025	71840	UMB BANK, NA	Principal & Int. Pymts on GOB 2023/Sinking Fund	3,270,750.00
41	4	07/10/2025	71840	UMB BANK, NA	Principal & Int. Pymts on GOB 2023/Sinking Fund	874,412.50
<b>Non-Payroll Total:</b>						<b>\$7,116,097.50</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$7,116,097.50</b>

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 261 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	261	07/02/2025	65088	RENAISSANCE LEARNING	Renaissance Subscriptions/Title I #511	12,154.67
				Star Subscriptions as Per Attached Quote - #Q-163232 v17 July 01, 2025 - June 30, 2026.Star Early Literacy Subscription - Title I.	11-511-1000-653-494-0000-000-052 07/02/2025	1,114.00
				Star Math Subscription	11-511-1000-653-494-0000-000-052 07/02/2025	2,597.40
				Star Math Subscription	11-511-1000-653-494-0000-000-052 07/02/2025	2,365.20
				Star Math Subscription	11-511-1000-653-494-0000-000-052 07/02/2025	2,327.40
				Star Early Literacy Subscription	11-511-1000-653-494-0000-000-052 07/02/2025	2,400.67
				Star Math SubscriptionCode to Site	11-511-1000-653-494-0000-000-052 07/02/2025	1,350.00
11	262	07/02/2025	69206	SUGAR PILLS APPAREL	Window Graphics/Install/AMS/Sch. Improv #515	5,700.00
				Window Graphics to Block View from Outside for Safety. (Materials, Installation at AMS) See Attached Quote	11-515-2620-651-494-0000-000-505 07/02/2025	5,700.00
11	263	07/08/2025	72979	Rank One Sport	Subscription/Athletics	1,000.00
				Annual software subscription	11-053-1000-653-800-3300-000-705 07/08/2025	1,000.00
11	264	07/09/2025	84380	Amazon Capital Services	Reserve for Supplies/All Sites/JOM #563	724.29
				Reserve for Student Incentives - Code to Site	11-563-2199-682-494-0000-000-052 07/09/2025	724.29
11	265	07/09/2025	5102	Staples Advantage	Reserve for Paper/All Sites/Dist. Wide #007	39,305.00
				Staples Paper Order Per Site (2 Year Average)	11-007-2340-611-000-0000-000-052 07/09/2025	20,000.00
				Charles Evans	11-083-1000-611-100-0000-000-110 07/09/2025	2,475.00
				Jefferson	11-103-1000-611-100-0000-000-120 07/09/2025	3,575.00
				Lincoln	11-113-1000-611-100-0000-000-125 07/09/2025	1,925.00
				Will Rogers	11-123-1000-611-100-0000-000-135 07/09/2025	2,750.00
				Ardmore Middle School	11-143-1000-611-100-0000-000-505 07/09/2025	1,375.00
				Ardmore High School	11-153-1000-611-100-0000-000-705 07/09/2025	4,400.00
				Transportation	11-044-2720-611-000-0000-000-070 07/09/2025	110.00
				Maintenance	11-033-2620-611-000-0000-000-040 07/09/2025	110.00
				Athletic Office	11-053-2490-611-000-0000-000-705 07/09/2025	165.00
				Superintendents Office	11-007-2321-611-000-0000-000-052 07/09/2025	660.00
				Special Services	11-279-2140-611-239-0000-000-052 07/09/2025	550.00
				Business Office	11-007-2511-611-000-0000-000-052 07/09/2025	550.00
				Technology	11-008-2580-611-000-0000-000-052 07/09/2025	55.00
				Federal Programs	11-007-2340-611-000-0000-000-052 07/09/2025	385.00
				Westheimer Performing Art Center	11-061-0000-611-000-0000-000-710 07/09/2025	55.00
				District Programs	11-007-2212-611-000-0000-000-052 07/09/2025	165.00
11	266	07/09/2025	85064	VISA *Staples*	Reserve for Paper/All Sites/Dist. Wide #007	8,000.00
				Staples.com Paper order per site	11-007-2511-611-000-0000-000-052 07/09/2025	8,000.00

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 261 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	269	07/09/2025	1223	VISA	Hotel Reservation/NSPRA Conf/Dist. Wide #007	707.28
				Hotel Reservation - Washington HiltonNSPRA ConferenceJuly 19 - 23, 2025Attending: Morgan Manley*Will Need to Roll Over to FY26 for Payment Processing*	11-007-2573-580-000-0000-000-052 07/09/2025	707.28
11	270	07/09/2025	85274	Just Mounts	Reserve for Tech Supplies/Tech Dept.	197.51
				VB195 - Vehicle Base Mount	11-008-2650-658-000-0000-000-050 07/09/2025	53.99
				VB110-1U-1U - Double Swing Arm	11-008-2650-658-000-0000-000-050 07/09/2025	76.04
				VPTBF12U - Tele-Pole Base Female	11-008-2650-658-000-0000-000-050 07/09/2025	26.99
				VPTTM8U - Tele-Pole Base Female	11-008-2650-658-000-0000-000-050 07/09/2025	35.54
				2461U Ram 3 5/8" Square 75MM VESA	11-008-2650-658-000-0000-000-050 07/09/2025	4.95
11	271	07/09/2025	132	CCOSA	Annual District Membership Dues	2,000.00
				Annual District Membership Dues for CCOSA	11-007-2319-811-000-0000-000-052 07/09/2025	2,000.00
11	272	07/09/2025	71083	OK DEPT OF CAREER TECH	Registration Fee/FCS New Teacher Academy/FACS #412	300.00
				Registration for the FCS New Teacher Academy Attending: Kaytlyn TuckerStillwater, OK. July 21, 2025.	11-412-2213-580-314-0000-000-705 07/09/2025	300.00
11	273	07/09/2025	1223	VISA	Registration Fee/NSPRA Conf/Dist. Wide #007	818.85
				NSPRA Conference Washington, DCJuly 19 - 23, 2025Attending: Morgan Manley	11-007-2573-860-000-0000-000-052 07/09/2025 11-007-2573-860-000-0000-000-052 07/14/2025	795.00 23.85
11	274	07/09/2025	84964	Marcus Autism Center, Inc.	Licenses/TABI/IDEA Flow Thru Priv Sch #625	15,000.00
				MCPP Trainer License 6 Licenses	11-625-5500-321-239-0000-000-052 07/09/2025	15,000.00
11	275	07/09/2025	84964	Marcus Autism Center, Inc.	Travel Exps. Reim/TABI/IDEA Flow Thru Priv Sch	1,295.00
				Lodging Reimbursement	11-625-5500-580-239-0000-000-052 07/09/2025	600.00
				Round Trip Airfare Reimbursement	11-625-5500-580-239-0000-000-052 07/09/2025	327.00
				Car RentalTrainer Travel Expenses to Visit Ardmore City Schools	11-625-5500-580-239-0000-000-052 07/09/2025	368.00
11	276	07/09/2025	132	CCOSA	Registration/TLE Training/Dist. Wide #007	450.00
				Registration for TLE Initial TrainingCCOSA Building Oklahoma City, OK. July 22 - July 23, 2025Attending: Brittnei ChaneyJeri HurtRebecca Vaughn	11-007-2573-860-000-0000-000-110 07/09/2025 11-007-2573-860-000-0000-000-120 07/09/2025 11-007-2573-860-000-0000-000-135 07/09/2025	150.00 150.00 150.00
11	277	07/09/2025	71083	OK DEPT OF CAREER TECH	Registration Fee/Career Tech/FCS #412	290.00
				Summit Registration Career Tech Attending: Kaytlyn TuckerCareer Tech SummitAugust 4 - Aug, 2025Tulsa, OK.	11-412-2213-860-314-0000-000-705 07/09/2025	290.00

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 261 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	278	07/09/2025	1223	VISA	Hotel Reservation/New Teacher Academy/FACS #412	300.00
					Hotel Reservation - Hampton Inn & Suites1 Room for 3 NightsAttending Kaytlyn TuckerNew Teacher AcademyJuly, 21, 2025Oklahoma Department of Career and Technology EducationStillwater, OK.	300.00
11	279	07/09/2025	68181	JUNIOR LIBRARY GUILD	Book Order/AMS Library #144	1,991.20
					Book Order - Quote# QUO-366531-F1D4Y4 for Ardmore Middle School.	1,991.20
11	280	07/10/2025	67213	ACS - TRANSPORTATION	Reserve for Fuel Cost Reim/Title I #511	1,000.00
					Fuel Cost Reimbursement to Transportation FY26	500.00
					11-511-2740-625-423-0000-000-070	250.00
					11-511-2740-625-441-0000-000-070	250.00
					11-511-2740-625-442-0000-000-070	250.00
11	281	07/10/2025	1223	VISA	Hotel Reservation/SPED/IDEA Prof. Dev #613	239.91
					Hotel Reservation - Home2Suites 3 Rooms Attending: Amy Howe, Kim Blanton & Crystal JonesBeST Training El Reno, OKJuly 14 - July 15, 2025	239.91
11	282	07/10/2025	1223	VISA	Group Meals/SPED Training #278	97.00
					Group Meals July 14 - Lunch \$22, Dinner \$33July 15 - Lunch \$20, Dinner \$22Attending: Amy Howe, Kim Blanton, Crystal JonesBeST Training El Reno, OKJuly 14 - July 15, 2025	97.00
11	283	07/10/2025	84696	Amy Howe	Meals/SPED/SPED Training #278	97.00
					Meals - Amy HoweJuly 14 - Lunch \$22, Dinner \$33July 15 - Lunch \$20, Dinner \$22Attending: Amy Howe, Kim Blanton, Crystal JonesBeST Training El Reno, OKJuly 14 - July 15, 2025	97.00
11	284	07/10/2025	85059	Crystal Jones	Meals/SPED/SPED Training #278	97.00
					Meals - Amy HoweJuly 14 - Lunch \$22, Dinner \$33July 15 - Lunch \$20, Dinner \$22Attending: Amy Howe, Kim Blanton, Crystal JonesBeST Training El Reno, OKJuly 14 - July 15, 2025	97.00
11	285	07/10/2025	84746	Kim Blanton	Meals/SPED/SPED Training #278	97.00
					Meals - Amy HoweJuly 14 - Lunch \$22, Dinner \$33July 15 - Lunch \$20, Dinner \$22Attending: Amy Howe, Kim Blanton, Crystal JonesBeST Training El Reno, OKJuly 14 - July 15, 2025	97.00

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 261 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount		
11	286	07/10/2025	1223	VISA	Meals & Transp/NSPRA Conf/Dist. Wide #007	572.00		
					Meals - July 18th - Breakfast - \$23, Lunch - \$26, Dinner - \$38 = \$87July 19th - Breakfast - \$23, Lunch - \$26, Dinner - \$38 = \$87July 20th - Breakfast - \$23, Lunch - \$26, Dinner - \$38 = \$87July 21st - Breakfast - \$23, Lunch - \$26, Dinner - \$38 = \$87July 22nd - Breakfast - \$23, Lunch - \$26, Dinner - \$38 = \$87July 23rd - Breakfast - \$23, Lunch - \$26, Dinner - \$38 = \$87.	11-007-2573-580-000-0000-000-052	07/10/2025	522.00
					Transportation Expenses - Taxi and Uber Services (Airport to Hotel, Hotel to Airport).NSPRA ConferenceJuly 19 - 23, 2025Washington, DC. Attending: Morgan Manley	11-007-2573-580-000-0000-000-052	07/10/2025	50.00
11	287	07/10/2025	72727	Morgan Manley	Trip Expense Reim/NSPRA Conf/Dist. Wide #007	150.00		
					Trip Expense Reimbursement - Morgan ManleyNSPRA ConferenceJuly 19 - 23, 2025Washington, DC. Attending: Morgan Manley	11-007-2575-580-000-0000-000-052	07/10/2025	150.00
11	288	07/10/2025	1223	VISA	Hotel Reservation/TLE Traning/Dist. Wide #007	1,036.17		
					Hotel Reservation - Candlewood Suites - Oklahoma City, OK. 2 Night Stay - 3 RoomsCheck In: 07/21/2025Check Out: 07.23.2025TLE Initial Training CCOSA BuildingJuly 21 - July 23, 2025Oklahoma City, OK. Attending: Britttni Chaney - Jeri Hurt - Rebecca Vaughn	11-007-2573-580-000-0000-000-052	07/10/2025	1,036.17
11	289	07/14/2025	1223	VISA	Hotel Reservation/SPED/IDEA Prof. Dev #613	3,922.42		
					Hotel Reservation - OMNI OKC3 Rooms Conf# 40059606957 & Conf# 40059606966.	11-613-2573-580-239-0000-000-052	07/14/2025	3,642.42
					Parking Fee - 2 Cars - \$35 Per Day - 4 DaysAttending: Lisa Moore, Amy Howe, Crystal Jones, Kim Blanton and Lisa ConwayOSDE Special Education ConferenceJuly 20 - July 23, 2025	11-613-2573-580-239-0000-000-052	07/14/2025	280.00
11	290	07/14/2025	1223	VISA	Group Meals/OSDE/SPED Training #278	1,125.00		
					Group Meals -July 20, - Dinner \$33 x 5= \$165July 21 - Breakfast \$20, Lunch \$22 & Dinner \$33 = \$75 x 5 = \$375July 22 - Breakfast \$20, Lunch \$22, & Dinner \$33 = \$75 x 5 = \$375July 23 - Breakfast \$20 & Lunch \$22 = \$42 x 5 = \$210Attending: Lisa Moore, Amy Howe, Crystal Jones, Kim Blanton and Lisa ConwayOSDE Special Education ConferenceJuly 20 - July 23, 2025	11-278-2573-580-239-0000-000-052	07/14/2025	1,125.00

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 261 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	291	07/14/2025	66699	Lisa Moore	Meals/OSDE/SPED Training #278	225.00
			11-278-2573-580-239-0000-000-052		07/14/2025	225.00
				Individual Meal Reim - Lisa Moore July 20, - Dinner \$33 July 21 - Breakfast \$20, Lunch \$22 & Dinner \$33 = \$75 July 22 - Breakfast \$20, Lunch \$22, & Dinner \$33 = \$75 July 23 - Breakfast \$20 & Lunch \$22 = \$42 Attending: Lisa Moore, Amy Howe, Crystal Jones, Kim Blanton and Lisa Conway OSDE Special Education Conference July 20 - July 23, 2025		
11	292	07/14/2025	85182	Southern Tech	Reserve for Para Credential Fees /Dist Wide #007	2,000.00
			11-007-2340-810-000-0000-000-052		07/14/2025	2,000.00
				Reserve for Payment reimbursement of WorkKeys Assessment for our Para professionals		
11	293	07/14/2025	84696	Amy Howe	Meals/OSDE/SPED Training #278	225.00
			11-278-2573-580-239-0000-000-052		07/14/2025	225.00
				Individual Meal Reim - Amy Howe July 20, - Dinner \$33 July 21 - Breakfast \$20, Lunch \$22 & Dinner \$33 = \$75 July 22 - Breakfast \$20, Lunch \$22, & Dinner \$33 = \$75 July 23 - Breakfast \$20 & Lunch \$22 = \$42 Attending: Lisa Moore, Amy Howe, Crystal Jones, Kim Blanton and Lisa Conway OSDE Special Education Conference July 20 - July 23, 2025		
11	294	07/14/2025	84746	Kim Blanton	Meals/OSDE/SPED Training #278	225.00
			11-278-2573-580-239-0000-000-052		07/14/2025	225.00
				Individual Meal Reim - Kim Blanton July 20, - Dinner \$33 July 21 - Breakfast \$20, Lunch \$22 & Dinner \$33 = \$75 July 22 - Breakfast \$20, Lunch \$22, & Dinner \$33 = \$75 July 23 - Breakfast \$20 & Lunch \$22 = \$42 Attending: Lisa Moore, Amy Howe, Crystal Jones, Kim Blanton and Lisa Conway OSDE Special Education Conference July 20 - July 23, 2025		
11	295	07/14/2025	85059	Crystal Jones	Meals/OSDE/SPED Training #278	225.00
			11-278-2573-580-239-0000-000-052		07/15/2025	225.00
				Individual Meal Reim - Crystal Jones July 20, - Dinner \$33 July 21 - Breakfast \$20, Lunch \$22 & Dinner \$33 = \$75 July 22 - Breakfast \$20, Lunch \$22, & Dinner \$33 = \$75 July 23 - Breakfast \$20 & Lunch \$22 = \$42 Attending: Lisa Moore, Amy Howe, Crystal Jones, Kim Blanton and Lisa Conway OSDE Special Education Conference July 20 - July 23, 2025		
11	296	07/14/2025	52793	Lisa S Conway	Meals/OSDE/SPED Training #278	225.00
			11-278-2573-580-239-0000-000-052		07/14/2025	225.00
				Individual Meal Reim - Lisa Conway July 20, - Dinner \$33 July 21 - Breakfast \$20, Lunch \$22 & Dinner \$33 = \$75 July 22 - Breakfast \$20, Lunch \$22, & Dinner \$33 = \$75 July 23 - Breakfast \$20 & Lunch \$22 = \$42 Attending: Lisa Moore, Amy Howe, Crystal Jones, Kim Blanton and Lisa Conway OSDE Special Education Conference July 20 - July 23, 2025		

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 261 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	297	07/14/2025	1223	VISA	ParaProfessional Registration / District Wide 007	1,200.00
					Paraprofessional Registration for Tier 1 and Tier 2 Credentials.	1,200.00
11	298	07/14/2025	1223	VISA	Meals/New Teacher Academy/FCCLA #412	217.00
					Meals - Kaytlyn Tucker07/22 - Dinner \$2807/23 - Breakfast - \$16, Lunch - \$19 and Dinner - \$2807/24 - Breakfast - \$16, Lunch - \$19 and Dinner - \$28New Teacher Academy Training Career TechJuly 22-24, 2025Still Water, OK	217.00
11	299	07/14/2025	85350	Crisis Prevention Institute, Inc.	CPI Workbooks for Training	998.70
					3rd Edition Workbooks for Crisis Prevention Training Code Site Specific	998.70
11	300	07/14/2025	73475	Kaytlyn Tucker	Meals & Mileage/New Teacher Academy/FCCLA #412	415.10
					Mileage Reimbursement	198.10
					Meals - Kaytlyn Tucker07/22 - Dinner \$2807/23 - Breakfast - \$16, Lunch - \$19 and Dinner - \$2807/24 - Breakfast - \$16, Lunch - \$19 and Dinner - \$28New Teacher Academy Training Career TechJuly 22-24, 2025Still Water, OK	217.00
11	301	07/14/2025	4050	CITY OF ARDMORE - POLICE DEPT.	Contracted Services for SRO Program	115,000.00
					Contracted Services for School Resource Officer Program for Fy26	115,000.00
11	302	07/14/2025	1223	VISA	Hotel Reservation/Summit Conf/FCCLA #412	312.27
					Hotel Reservation - Hilton - Tulsa, OK.2 Nights Confirmation #93592307Check in: August 3rdDeparture: August 5thAttending: Kaytlyn Tucker	312.27
11	303	07/14/2025	84568	Realityworks	Child Care Experience Stem Grant	14,583.75
					Child Care Experience (8 Baby Package) Paid by McCrory Fund Grant /Exxon Mobile Stem Grant	14,583.75
11	304	07/14/2025	1223	VISA	Meals/Summit/FCCLA #412	150.00
					Meals - Kaytlyn Tucker08/03 - Dinner \$3308/04 - Breakfast - \$20, Lunch - \$22 and Dinner - \$3308/05 - Breakfast - \$20, Lunch - \$22FCCLA SummitAugust 3 - August 5, 2025Oklahoma City, OK	150.00
11	305	07/14/2025	73475	Kaytlyn Tucker	Meals/Summit/FCCLA #412	491.40
					Meals - Kaytlyn Tucker08/03 - Dinner \$3308/04 - Breakfast - \$20, Lunch - \$22 and Dinner - \$3308/05 - Breakfast - \$20, Lunch - \$22	150.00
					Mileage	281.40
					Tolls & Parking FCCLA SummitAugust 3 - August 5, 2025Oklahoma City, OK	60.00

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 261 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	306	07/14/2025	1223	VISA	Group Meals/OSSBA Leadership Conf/Dist. Wide #007	686.00
					07/14/2025	686.00
				Group Meals - OSSBA Leadership ConferenceSept. 5th - Breakfast - \$16, Lunch - \$19, Dinner - \$28 = \$63 x 7 = \$441Sept. 6th - Breakfast - \$16, Lunch - \$19 = \$35 x 7 = \$245Attending: Andy Davis, Morgan Manley, Terrie Colaw, Jaclyn Woods, James Foreman, Steve Oliver and Harry Spring.		
11	307	07/14/2025	72035	JAMES FOREMAN, JR.	Meal Reim/OSSBA Leadership Conf/Dist. Wide #007	126.00
					07/14/2025	126.00
				OSSBA Leadership ConferenceSept. 4th - Dinner - \$28Sept. 5th - Breakfast - \$16, Lunch - \$19, Dinner - \$28 = \$63 Sept. 6th - Breakfast - \$16, Lunch - \$19 = \$35 Attending: Andy Davis, Morgan Manley, Terrie Colaw, Jaclyn Woods, James Foreman, Steve Oliver and Harry Spring.		
11	308	07/14/2025	72413	STEVE OLIVER	Meal Reim/OSSBA Leadership Conf/Dist. Wide #007	98.00
					07/14/2025	98.00
				OSSBA Leadership ConferenceSept. 5th - Breakfast - \$16, Lunch - \$19, Dinner - \$28 = \$63 Sept. 6th - Breakfast - \$16, Lunch - \$19 = \$35 Attending: Andy Davis, Morgan Manley, Terrie Colaw, Jaclyn Woods, James Foreman, Steve Oliver and Harry Spring.		
11	309	07/14/2025	72241	HARRY SPRING	Meal Reim/OSSBA Leadership Conf/Dist. Wide #007	98.00
					07/14/2025	98.00
				OSSBA Leadership ConferenceSept. 5th - Breakfast - \$16, Lunch - \$19, Dinner - \$28 = \$63 Sept. 6th - Breakfast - \$16, Lunch - \$19 = \$35 Attending: Andy Davis, Morgan Manley, Terrie Colaw, Jaclyn Woods, James Foreman, Steve Oliver and Harry Spring.		
11	310	07/14/2025	85205	Jaclyn Woods	Meal Reim/OSSBA Leadership Conf/Dist. Wide #007	96.00
					07/14/2025	96.00
				OSSBA Leadership ConferenceSept. 5th - Breakfast - \$16, Lunch - \$19, Dinner - \$28 = \$63 Sept. 6th - Breakfast - \$16, Lunch - \$19 = \$35 Attending: Andy Davis, Morgan Manley, Terrie Colaw, Jaclyn Woods, James Foreman, Steve Oliver and Harry Spring.		
11	311	07/14/2025	84127	Andy Davis	Meal Reim/OSSBA Leadership Conf/Dist. Wide #007	96.00
					07/14/2025	96.00
				OSSBA Leadership ConferenceSept. 5th - Breakfast - \$16, Lunch - \$19, Dinner - \$28 = \$63 Sept. 6th - Breakfast - \$16, Lunch - \$19 = \$35 Attending: Andy Davis, Morgan Manley, Terrie Colaw, Jaclyn Woods, James Foreman, Steve Oliver and Harry Spring.		

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 261 - 49999, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	312	07/14/2025	72727	Morgan Manley	Meal Reim/OSSBA Leadership Conf/Dist. Wide #007	96.00
				OSSBA Leadership Conference Sept. 5th - Breakfast - \$16, Lunch - \$19, Dinner - \$28 = \$63 Sept. 6th - Breakfast - \$16, Lunch - \$19 = \$35 Attending: Andy Davis, Morgan Manley, Terrie Colaw, Jaclyn Woods, James Foreman, Steve Oliver and Harry Spring.	11-007-2573-580-000-0000-000-052 07/14/2025	96.00
11	313	07/14/2025	50767	Terrie A Colaw	Meal Reim/OSSBA Leadership Conf/Dist. Wide #007	96.00
				OSSBA Leadership Conference Sept. 5th - Breakfast - \$16, Lunch - \$19, Dinner - \$28 = \$63 Sept. 6th - Breakfast - \$16, Lunch - \$19 = \$35 Attending: Andy Davis, Morgan Manley, Terrie Colaw, Jaclyn Woods, James Foreman, Steve Oliver and Harry Spring.	11-007-2573-580-000-0000-000-052 07/14/2025	96.00
11	314	07/14/2025	132	CCOSA	Registration/McRel Training/Dist. Wide #007	400.00
				Registration - McRel Training Debra Fields & Lori Brookshire CCOSA Building October 9, 2025 Oklahoma City, OK.	11-007-2573-860-000-0000-000-110 07/14/2025 11-007-2573-860-000-0000-000-120 07/14/2025	200.00 200.00
11	315	07/14/2025	1223	VISA	Hotel Reservation/McRel Training/Dist. Wide #007	344.92
				Hotel Reservation - Candlewood Suites - Oklahoma City, OK. Confirmation #46315665 & Confirmation #42443769 Check in: 10/08/2025 Check out: 10/09/2025 CCOSA McRel Training October 9, 2025 Oklahoma City, OK. Attending: Debra Fields & Lori Brookshire	11-007-2573-580-000-0000-000-052 07/14/2025	344.92
11	316	07/14/2025	1223	VISA	Group Meals/CCOSA McRel Training/Dist. Wide #007	126.00
				Group Meals Oct. 8 - Dinner \$28 x 2 = \$56 Oct. 9 - Breakfast \$16, Lunch \$19 x 2 = \$35 x 2 = \$70 CCOSA McRel Training October 9, 2025 Oklahoma City, OK. Attending: Debra Fields & Lori Brookshire	11-007-2573-580-000-0000-000-052 07/14/2025	126.00
11	317	07/14/2025	71027	Lori Brookshire	Meal Reim/CCOSA McRel Training/Dist. Wide #007	63.00
				Meal Reimbursement for Oct. 8 - Dinner \$28 Oct. 9 - Breakfast \$16, Lunch \$19 x 2 = \$35 CCOSA McRel Training October 9, 2025 Oklahoma City, OK. Attending: Debra Fields & Lori Brookshire	11-007-2573-580-000-0000-000-052 07/14/2025	63.00
11	318	07/14/2025	65708	DEBRA FIELDS	Meal Reim/CCOSA McRel Training/Dist. Wide #007	63.00
				Meal Reimbursement for Oct. 8 - Dinner \$28 Oct. 9 - Breakfast \$16, Lunch \$19 x 2 = \$35 CCOSA McRel Training October 9, 2025 Oklahoma City, OK. Attending: Debra Fields & Lori Brookshire	11-007-2573-580-000-0000-000-052 07/14/2025	63.00

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 261 - 49999, Fund(s): GENERAL FUND

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11	319	07/14/2025	68982	NJOMA	Registration/NJOMA Conf/JOM #563	900.00
					07/14/2025	900.00
					Registration Fee - Misty JoeNJOMA ConferenceDenver, CONovember 08 - November 10, 2025	
			11-563-2573-580-000-0000-000-052			
11	320	07/14/2025	65201	KIM SMITH	Registration/NJOMA Conf/JOM #563	900.00
					07/14/2025	900.00
					Registration Fee - Kim SmithNJOMA ConferenceDenver, CONovember 08 - November 10, 2025	
			11-563-2573-580-000-0000-000-052			
11	321	07/14/2025	1223	VISA	Reserve Supplies/Garage/Transp. Dept #070	2,500.00
					07/14/2025	2,500.00
					Reserve for Garage Supplies - Transporation Dept.	
			11-042-2740-612-000-0000-000-052			
11	322	07/14/2025	72791	Consuelo Howell	Mileage Reim/Business Office/Dist. Wide #007	250.00
					07/14/2025	250.00
					Mileage Reimbursement to Connie Howell - Running Errands and Making Bank Deposits.	
			11-007-2511-580-000-0000-000-052			

<b>Non-Payroll Total:</b>	<b>\$242,099.44</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$242,099.44</b>

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 173 - 49999, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	173	07/02/2025	65074	TELCO SUPPLY COMPANY	New Cabling/Tech Office/TIF #003	10,392.34
				Terminating Cabling, Installation of 26 New Cables, Testing and Labeling Per Quote - New Tech Offices	21-003-4720-653-000-0000-000-052 07/02/2025	10,392.34
21	174	07/02/2025	85077	L&M Office Furniture TULSA	Furniture/Admin - New Tech Offices/TIF #003	29,408.19
				Office Furniture for the New Administration Technology Offices. Items Included: 5 Desks5 Bridges5 Credenzas4 TackBoards3 Two Door Storage Cabinets*All With Delivery and Install**All Per Quote Attached*.	21-003-2620-651-000-0000-000-052 07/02/2025	26,348.27
				Superintendent Suite Furniture *Please See the Attached Quote*	21-003-2620-651-000-0000-000-052 07/02/2025	3,059.92
21	175	07/02/2025	84953	Crowell Lock and Safe	Door Strikes/Mtrl's/Install/CE/SOMF Grant #183	58,080.00
				47 Door Strikes and related Parts for District Wide Access Control Project at Charles Evans. *Per Attached Quote - Parts - Materials - Installation	21-183-2660-653-000-0000-000-110 07/02/2025	58,080.00
21	176	07/02/2025	69206	SUGAR PILLS APPAREL	Fixture for Noble Stadium/Foster	4,500.00
				Windscreens for Football Stadium	21-000-2620-651-000-0000-000-705 07/02/2025	4,000.00
				Installation of the Windscreens for Noble Stadium	21-000-2620-651-000-0000-000-705 07/02/2025	500.00
21	178	07/02/2025	84981	Corner Greer Architects	Architect Services/Operations & Transp/TIF #003	4,200.00
				Architect Services for Possible New Operations and Transportation Sites.Rolled Over from FY23 21-167 07.13.2023	21-003-4720-332-000-0000-000-052 07/02/2025	4,200.00
21	179	07/02/2025	69206	SUGAR PILLS APPAREL	Sign for Admin Bldg/TIF/ ADavis	5,360.00
				New Administration Sign for Building and Installation on building	21-003-4720-653-000-0000-000-052 07/02/2025	400.00
					21-003-4720-731-000-0000-000-052 07/02/2025	4,960.00
21	180	07/09/2025	85057	Okla Hi-Tech Inc. dba ServiceMaster	Reserve for PAC Water Damage	12,539.68
				Mold Removal in one of the WR Classroom's.	21-000-2620-438-000-0000-000-135 07/09/2025	12,539.68
21	181	07/10/2025	65757	BANCFIRST	Rental Pymts on Subleases/Building Fund #21	3,000.00
				Rental Payments for Sublease of Real Property Through the Carter Public Facilities Authority, as part of the Lease Revenue Bonds Series 2018.. Semi-Annual Rental Payment Due 09/01/2025..	21-000-2620-449-000-0000-000-052 07/10/2025	1,500.00
				Semi-Annual Rental Payment Due 03/01/2026	21-000-2620-449-000-0000-000-052 07/10/2025	1,500.00

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 173 - 49999, Fund(s): BUILDING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount	
21	182	07/10/2025	1172	SECURITY SYSTEMS OF ARDMORE, INC.	Reserve-Burglar Alarm Leasing & Monitoring/BLDG FD	27,108.00	
				Monthly Burglar Alarm Leasing & Monitoring - ESC BUILDING.	21-000-2660-449-000-0000-000-050	07/10/2025	1,644.00
				Monthly Burglar Alarm Leasing & Monitoring - NEW ADMIN BUILDING.	21-000-2660-449-000-0000-000-052	07/10/2025	2,076.00
				Monthly Burglar Alarm Leasing & Monitoring - TRANSPORTATION & MAINT. BLDGS (800 M St. NE).	21-000-2660-449-000-0000-000-050	07/10/2025	1,308.00
				Monthly Burglar Alarm Leasing & Monitoring - AHS MAIN BUILDING.	21-000-2660-449-000-0000-000-705	07/10/2025	3,384.00
				Monthly Burglar Alarm Leasing & Monitoring - AHS FINE ARTS BUILDING.	21-000-2660-449-000-0000-000-705	07/10/2025	1,140.00
				Monthly Burglar Alarm Leasing & Monitoring - AHS MULTI-PURPOSE BUILDING.	21-000-2660-449-000-0000-000-705	07/10/2025	1,380.00
				Monthly Burglar Alarm Leasing & Monitoring - AHS CAFETERIA BUILDING.	21-000-2660-449-000-0000-000-705	07/10/2025	1,140.00
				Monthly Burglar Alarm Leasing & Monitoring - CHARLES EVANS (NEW) BUILDING.	21-000-2660-449-000-0000-000-110	07/10/2025	1,752.00
				Monthly Burglar Alarm Leasing & Monitoring - JEFFERSON.	21-000-2660-449-000-0000-000-120	07/10/2025	1,740.00
				Monthly Burglar Alarm Leasing & Monitoring - LINCOLN.	21-000-2660-449-000-0000-000-125	07/10/2025	1,512.00
				Monthly Burglar Alarm Leasing & Monitoring - WILL ROGERS.	21-000-2660-449-000-0000-000-135	07/10/2025	1,848.00
				Monthly Burglar Alarm Leasing & Monitoring - AHS PE GYM.	21-000-2660-449-000-0000-000-705	07/10/2025	1,176.00
				Monthly Burglar Alarm Leasing & Monitoring - AHS FIELD HOUSE.	21-000-2660-449-000-0000-000-705	07/10/2025	1,344.00
				Monthly Burglar Alarm Leasing & Monitoring - MIDDLE SCHOOL.	21-000-2660-449-000-0000-000-505	07/10/2025	2,904.00
				Monthly Burglar Alarm Leasing & Monitoring - OLD CHARLES EVANS / TAKE II BUILDING.	21-000-2660-449-000-0000-000-110	07/10/2025	1,620.00
				Monthly Burglar Alarm Leasing & Monitoring - PAC.	21-068-2660-449-000-0000-000-710	07/10/2025	1,140.00

<b>Non-Payroll Total:</b>	<b>\$154,588.21</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$154,588.21</b>

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 1 - 49999, Fund(s): MUNICIPAL/COUNTY TAX  
LEVY

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
25	1	07/10/2025	85349	Singlewire Sotware, LLD	Security Software/Tech/Sales Tax Fund #021	16,323.50
				InformaCast Software Provisioning	25-021-2660-653-000-0000-000-052 07/10/2025	883.00
				InformaCast Fusion User License	25-021-2660-653-000-0000-000-052 07/10/2025	6,612.00
				Informa Cast IP Speaker Endpoint Add On	25-021-2660-653-000-0000-000-052 07/10/2025	578.50
				JumpStart - Implementation	25-021-2660-653-000-0000-000-052 07/10/2025	8,250.00
25	2	07/10/2025	85134	Orion Security Solutions	Security Software/Tech/Sales Tax Fund #021	3,284.00
				OnSite Hirsh Controller Programming - (NOT TO EXCEED QUOTE).	25-021-2660-653-000-0000-000-052 07/10/2025	3,284.00
<b>Non-Payroll Total:</b>						<b>\$19,607.50</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$19,607.50</b>

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 1 - 49999, Fund(s): BOND FUND #31-2018 Bond Lease Purchase

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>	
31	1	07/10/2025	65757	BANCFIRST	Lease Purchase Pymt on 2018 Bond/Fund #31	1,970,100.00	
			31-002-2620-720-000-0000-000-710		07/10/2025	1,970,100.00	
			Lease Purchase Acquisition Payment Due 08/20/2025 for the Purchase of "Improvements Acquired and Installed at a New Performing Arts Center as follows: Site Improvements; any other Property Improved, Acquired or Installed."This Represents Payment #6 for Real Property as Part of the Agreement with the Carter County Public Facilities Authorities Part of the Lease Revenue Bonds Series 2018.PAC Portion (100%)				

<b>Non-Payroll Total:</b>	<b>\$1,970,100.00</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$1,970,100.00</b>

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 1 - 49999, Fund(s): BOND FUND #37 - 2013 Bond Lease Purchase

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
37	1	07/02/2025	1948	Vernon's Plumbing Heating & AC Inc.	AC Equipment for Admin/Bond Fund 37	13,000.00
			37-000-2620-731-000-0000-000-052		07/02/2025	10,000.00
			37-000-2620-731-000-0000-000-052		07/02/2025	3,000.00
<b>Non-Payroll Total:</b>						<b>\$13,000.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$13,000.00</b>

**Encumbrance Register**

**Options:** Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 1 - 49999, Fund(s): 2018 BOND FUND #39-PAC/JF/Cars

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
39	1	07/02/2025	1142	DEMCO, INC	Desk with Work Station/WR Library/Bond Fund 39	17,220.30
			39-000-2620-731-000-0000-000-135		07/02/2025	17,220.30
Colorscape Circulation Desk with Student Work Station. See Attached*Capitalize*						

<b>Non-Payroll Total:</b>	<u>\$17,220.30</u>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<u><u>\$17,220.30</u></u>

## Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/2/2025 - 7/15/2025, PO Range: 1 - 49999, Fund(s): SINKING FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
41	1	07/10/2025	71840	UMB BANK, NA	Principal & Int. Pymts on CPB 2022/Sinking Fund	144,993.75
					Semi Annual Interest Payment Due 07/01/2026 for the Combined Purpose Bonds Dated 01/01/2025. Must be Paid in FY26.	144,993.75
41	2	07/10/2025	71840	UMB BANK, NA	Principal & Int. Pymts on CPB 2022/Sinking Fund	2,825,941.25
					Semi Annual Interest Payment Due 01/01/2026 for the Combined Purpose Bonds Dated 01/01/2023.	70,941.25
					Principal Payment Due 01/01/2026 for the Combined Purpose Bonds Dated 01/01/2023.	2,755,000.00
41	3	07/10/2025	71840	UMB BANK, NA	Principal & Int. Pymts on GOB 2023/Sinking Fund	3,270,750.00
					Semi Annual Interest Payment Due 12.01.2025 for the Government Obligation Bonds Dated 06.01.2023	77,875.00
					Semi Annual Interest Payment Due 06.01.2026 for the Government Obligation bonds Dated 06.01.2023	77,875.00
					Principal Payment Due 06/01/2025 for the Combined Purpose Bonds Dated 01.01.2026.	3,115,000.00
41	4	07/10/2025	71840	UMB BANK, NA	Principal & Int. Pymts on GOB 2023/Sinking Fund	874,412.50
					Semi Annual Interest Payment Due 07/01/2026 for the Government Obligation Bonds Dated 010/01/2024. Pay in FY26	92,910.00
					Semi Annual Interest Payment Due 01/01/2026 for the Government Obligation Bonds Dated 01/01/2024.	111,502.50
					Principal Payment Due 01/01/2026 for the Combined Purpose Bonds Dated 01/01/2023.	670,000.00

<b>Non-Payroll Total:</b>	<b>\$7,116,097.50</b>
<b>Payroll Total:</b>	<b>\$0.00</b>
<b>Balance Forward:</b>	<b>\$0.00</b>
<b>Report Total:</b>	<b>\$7,116,097.50</b>

**Change Order Listing**

**Options:** Fund(s): GENERAL FUND, Year: 2025-2026, ReferenceDate: PO Date, Date Range: 7/2/2025 - 7/15/2025, Include Negative Changes: False

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
12	07/01/2025	976	OKLA. STATE SCHOOL BOARDS ASSOC.	Reserve for Workshop Registrations/DISTRICT-WIDE	400.00
<b>Non-Payroll Total:</b>					<b>\$400.00</b>
<b>Payroll Total:</b>					<b>\$162,782.31</b>
<b>Report Total:</b>					<b>\$163,182.31</b>

# Request for New Activity Fund Account &/or Student Club | Organization

5/27/2025  
Request Date

AHS Robotics Club  
Proposed Name of Account

AHS  
School Site

**Mission of Purpose of the Account**

The purpose of the AHS Robotics Club Activity Fund Account is to receive monetary funds from fundraisers and donations that will be used to purchase supplies necessary for Robotics Club Activities.

**Sources of Income**

Cash and/or checks from fundraisers and/or donations, commissions, fees

**Expenditures**

Registration fees, Robotics kit, Robotics Club supplies, donations, rewards/incentives, travel expenses for team

Heather Graham  
Name of Sponsor

Heather Graham  
Sponsor's Signature

**Approval of Request**

<p><u>Kelly Lane</u> Principal <u>5/28/25</u> Date of Approval</p>	<p><u>[Signature]</u> Superintendent <u>7/15/25</u> Date of Approval</p>	<p>_____ Board of Education  _____ Date of Approval</p>
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**For Business Office Use Only**

<p><b>Name of New Account</b> Assigned by the Activity Account Custodian</p>	<p><b>New Account Number</b> Assigned by the Activity Account Custodian</p>

For School Year: 2025-2026

**801**  
 Account No.

**Charles Evans Activity Account**  
 Activity Account Name

**CE**  
 School Site

**Mission or Purpose of the Account**

To supplement CE Instructional budget by purchasing supplies, incentives, rewards, snacks, and transportation as needed by/ for students

**Sources of Income**

Donations and fundraisers, (healthy foods/ schools compliant products, t-shirts, and school related products) fees and commissions.

**Expenditures**

Classroom supplies, art supplies, rewards, incentives, snacks, transportation, fees, donations, fundraiser supplies/ products.

Debra Fields  
 Name of Sponsor

Debra Fields  
 Sponsor's Signature

Maria Salazar  
 Name of Sponsor

Maria Salazar  
 Sponsor's Signature

**Approval of Request**

Debra Fields  
 Principal  
7/8/2025  
 Date of Approval

Andrew  
 Superintendent  
7/15/25  
 Date of Approval

\_\_\_\_\_  
 Board of Education  
 \_\_\_\_\_  
 Date of Approval

# Annual Activity Account Review | Approval

For School Year: 2025-2026

826  
Account No.

AMS Vocal Music  
Activity Account Name

AMS  
School Site

### Mission or Purpose of the Account

To assist the AMS Vocal Music program in the fulfillment of its mission to provide high-quality music education and exemplary performance opportunities.

### Sources of Income

Fees, fundraisers, donations, sponsorships, *Commissions*

### Expenditures

Fundraiser supplies/products, transportation, travel expenses, donations, fees, classroom supplies/products, *rewards/incentives*

Landon Johnson

Name of Sponsor

*Landon Johnson*  
Sponsor's Signature

Anne Johnson

Name of Sponsor

*Anne Johnson*  
Sponsor's Signature

### Approval of Request

<p><i>Kelly Anne</i> Principal <u>6-10-25</u> Date of Approval</p>	<p><i>Andy</i> Superintendent <u>7/15/25</u> Date of Approval</p>	<p>Board of Education Date of Approval</p>
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For School Year: 25/26

834  
Account No.

Ams NJHS  
Activity Account Name

Ams  
School Site

Mission or Purpose of the Account

To recognize and honor students who have demonstrated excellence in the pillars of the program. The account will hold all funds from NJHS.

Sources of Income

fundraisers, donations, fees, commissions

Expenditures

Community give back, school spirit, beautification projects, travel expenses, rewards/incentives, donations, fees, fundraiser supplies/products

Sonya Markle  
Name of Sponsor

Sonya Markle  
Sponsor's Signature

Kim Roberts  
Name of Sponsor

Kim Roberts  
Sponsor's Signature

Approval of Request

<u>Kim Roberts</u> Principal	<u>Andy De</u> Superintendent	Board of Education
<u>06/11/2025</u> Date of Approval	<u>7/15/25</u> Date of Approval	Date of Approval

# Annual Activity Account Review | Approval

For School Year: 2025-2026

#837 Account No.	837 Art Activity Activity Account Name	AHS School Site
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### Mission or Purpose of the Account

Ardmore High School Activity Account *to supplement the high school art program*

### Sources of Income

Fees, fundraisers, donations, commissions, sponsorships, etc.

### Expenditures

Fees, fundraiser supplies, art supplies, travel expenses, donations, *rewards/incentives*

Alyssa Emery  
Name of Sponsor

*Alyssa Emery*  
Sponsor's Signature

*Kelly Carroll*  
Name of Sponsor

*Kelly Carroll*  
Sponsor's Signature

### Approval of Request

<u><i>Kelly Carroll</i></u> Principal	<u><i>[Signature]</i></u> Superintendent	_____
_____	<u>7/15/25</u> Date of Approval	_____
Date of Approval		Board of Education
		_____
		Date of Approval

# Annual Activity Account Review | Approval

For School Year: 25-26

838 Account No.	AHS Athletics Activity Account Name	AHS School Site
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### Mission or Purpose of the Account

Any necessities needed for the athletic department.


### Sources of Income

Ticket sales, reserved seats, concessions, donations, advertising, commissions, fees, fundraisers, camps, scrimmages, gate

### Expenditures

Equipment, team meals, hotels, team travel expenses, officials, ~~coaches stipends~~, fees, concession supplies/equipment, transportation expenses, judges, practice gear, student incentives, shirts, misc operating supplies, coaches reimbursements, coaches meals, clothing, entry fees, clinic fees, camps, travel mileage, donations, fundraisers products



Kim Kirkland  
Name of Sponsor

  
Sponsor's Signature

Josh Newby  
Name of Sponsor

  
Sponsor's Signature

### Approval of Request

 Principal  <u>6-24-25</u> Date of Approval	 Superintendent  <u>7/15/25</u> Date of Approval	 Board of Education   Date of Approval
--	---	--

For School Year: \_\_\_\_\_

841  
Account No.

ACS Band Boosters  
Activity Account Name

AHS  
School Site

**Mission or Purpose of the Account**

To support the Ardmore Band Program by providing volunteers, financial support and anything else requested by the band directors.

**Sources of Income**

Sources of income will be fundraisers, donations, silent Auction, commissions & fees.

**Expenditures**

Expenditures will be equipment & supplies for the band program. meals & support during football season & competitions. Decorations for events, banquets, fundraisers, supplies, travel expenses, donations, rewards/incentives

Amanda Harger  
Name of Sponsor

Amanda Harger  
Sponsor's Signature

**Approval of Request**

<p><i>Kelly Lane</i> Principal 5/27/25 Date of Approval</p>	<p><i>Angela</i> Superintendent 7/15/25 Date of Approval</p>	<p>_____ Board of Education _____ Date of Approval</p>
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# Annual Activity Account Review | Approval

For School Year: 2025-2026

842
<b>Account No.</b>

Ardmore Piano
<b>Activity Account Name</b>

AHS
<b>School Site</b>

### Mission or Purpose of the Account

To assist the Ardmore piano program in the fulfillment of its mission to provide high-quality music education and exemplary performance opportunities.

### Sources of Income

Fees, fundraisers, donations, sponsorships

### Expenditures

Fundraiser supplies/products, transportation, travel expenses, donations, fees, classroom supplies/products, *rewards/incentives*

Landon Johnson

Name of Sponsor

*Landon Johnson*

Sponsor's Signature

*Kelly Carrey*

Name of Sponsor

*Kelly Carrey*

Sponsor's Signature

### Approval of Request

*Kelly Carrey*

Principal

*6-10-25*

Date of Approval

*Andy D'S*

Superintendent

*7/15/25*

Date of Approval

Board of Education

Date of Approval

# Annual Activity Account Review | Approval

For School Year: 2025-2026

843  
**Account No.**

AHS Vocal Music  
**Activity Account Name**

AHS  
**School Site**

### Mission or Purpose of the Account

To assist the AHS Vocal Music program in the fulfillment of its mission to provide high-quality music education and exemplary performance opportunities.

### Sources of Income

Fees, fundraisers, donations, sponsorships

### Expenditures

Fundraiser supplies/products, transportation, travel expenses, donations, fees, classroom supplies/products, *rewards/incentives*

Landon Johnson

Name of Sponsor

*Landon Johnson*  
Sponsor's Signature

Anne Johnson

Name of Sponsor

*Anne Johnson*  
Sponsor's Signature

### Approval of Request

<p><i>[Signature]</i> Principal <u>6-10-25</u> Date of Approval</p>	<p><i>[Signature]</i> Superintendent <u>7/15/25</u> Date of Approval</p>	<p>Board of Education Date of Approval</p>
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# Annual Activity Account Review | Approval

For School Year: 25-26

847  
Account No.

Sophomore Class of 2028  
Activity Account Name

AHS  
School Site

### Mission or Purpose of the Account

Collecting Dues for Homecoming and other class activities

### Sources of Income

Class Dues, fundraisers, fees, donations, commissions

### Expenditures

Homecoming items, rewards/incentives, donations, travel expenses, fundraiser products/supplies

Lack W. Blount  
Name of Sponsor

Lack W. Blount  
Sponsor's Signature

Kelly Carroll  
Name of Sponsor

Kelly Carroll  
Sponsor's Signature

### Approval of Request

Kelly Carroll  
Principal  
8-2-25  
Date of Approval

Andy D  
Superintendent  
7/15/25  
Date of Approval

\_\_\_\_\_  
Board of Education  
\_\_\_\_\_  
Date of Approval

# Annual Activity Account Review | Approval

For School Year: 2025-2026

852  
Account No.

Criterion  
Activity Account Name

High School  
School Site

### Mission or Purpose of the Account

Creating history of each year at Ardmore High School by publishing a yearbook.

### Sources of Income

donations, yearbook sales, business/side jobs, commissions & fundraisers

### Expenditures

Publishing yearbook, student incentive + rewards, class materials, equipment, fundraising products, travel expenses and donations

Elizabeth Savage  
Name of Sponsor

Elizabeth Savage  
Sponsor's Signature

### Approval of Request

[Signature]  
Principal  
5-6-2025  
Date of Approval

[Signature]  
Superintendent  
7/15/25  
Date of Approval

\_\_\_\_\_  
Board of Education  
\_\_\_\_\_  
Date of Approval

# Annual Activity Account Review | Approval

For School Year: 25-26

856 <b>Account No.</b>	AHS Dugout Club <b>Activity Account Name</b>	AHS <b>School Site</b>
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**Mission or Purpose of the Account**

All necessities needed for the activity associated with this account.

**Sources of Income**

ticket sales, concessions, donations, advertising, commissions, fees, fundraisers, camps

**Expenditures**

Equipment, team meals, hotels, team travel expenses, officials, ~~coaches, stipends~~, fees, concession supplies/equipment, transportation expenses, judges, practice gear, student incentives, shirts, misc camps, travel mileage, donations, fundraiser products.

Reed Downing  
Name of Sponsor

  
Sponsor's Signature

Josh Newby  
Name of Sponsor

  
Sponsor's Signature

Approval of Request		
 Principal	 Superintendent	_____ Board of Education
<u>6-24-25</u> Date of Approval	<u>7/15/25</u> Date of Approval	_____ Date of Approval

# Annual Activity Account Review | Approval

For School Year: \_\_\_\_\_

<b>859</b> Account No.	<b>AHS FCCLA</b> Activity Account Name	<b>AHS</b> School Site
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### Mission or Purpose of the Account

Provide programming to FCCLA Members, Travel, and leadership training

### Sources of Income

Dues, Fees, Fundraisers, Commissions, and Donations

### Expenditures

Travel, Hotel, Dues, Fees, Fundraising rewards, incentives, scholarships, student clothing/gear and donations, fundraising products/supplies

Kaytlyn Tucker  
Name of Sponsor

Kaytlyn Tucker  
Sponsor's Signature

Kelly Carrell  
Name of Sponsor

Kelly Carrell  
Sponsor's Signature

Approval of Request		
<u>Kelly Carrell</u> Principal <u>4/30/25</u> Date of Approval	<u>Andy D'S</u> Superintendent <u>7/15/25</u> Date of Approval	_____ Board of Education  _____ Date of Approval

For School Year: 2025-2026

863  
Account No.

AHS Library Activity Fund  
Activity Account Name

AHS  
School Site

Mission or Purpose of the Account

The purpose of the AHS Library Activity Fund is to receive monetary funds from fundraisers and donations that will be used for the purchase of library supplies.

Sources of Income

Cash and/or checks from fundraisers and/or donations.  
Fundraisers, fees, donations, commissions

Expenditures

Supplies for the library, rewards/incentives, donations, fundraising products/supplies,

Heather Graham  
Name of Sponsor

Heather Graham  
Sponsor's Signature

Kelly Carrell  
Name of Sponsor

Kelly Carrell  
Sponsor's Signature

Approval of Request

Kelly Carrell  
Principal  
5/28/25  
Date of Approval

Andrew  
Superintendent  
7/15/25  
Date of Approval

\_\_\_\_\_  
Board of Education  
\_\_\_\_\_  
Date of Approval

# Annual Activity Account Review | Approval

For School Year: 2025-2026

864 Account No.	AHS Misc Activity Account Name	AHS School Site
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### Mission or Purpose of the Account

Supplement funds for students benefit

### Sources of Income

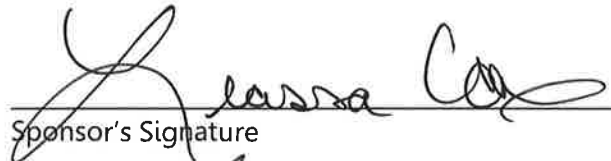
Student Parking, Southern Market Vending, Coca-Cola Vending, Sales, Donations and Fundraising, fees and commissions

### Expenditures

Fundraiser products, donations, fees, travel expenses, student parking passes, refreshments for meetings & after school study sessions, parent/teacher conference and recognitions, student awards and new student school supply items for students in need, shipping, classroom supplies

Leassa Cox

Name of Sponsor

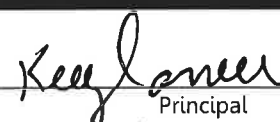

  
Sponsor's Signature

Kelly Carrell

Name of Sponsor

  
Sponsor's Signature

### Approval of Request

 Principal <u>4/30/25</u> Date of Approval	 Superintendent <u>7/15/25</u> Date of Approval	_____ Board of Education  _____ Date of Approval
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# Annual Activity Account Review | Approval

For School Year: 2025-2026

875 <b>Account No.</b>	AHS POWERLIFTING <b>Activity Account Name</b>	AHS/AMS <b>School Site</b>
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### Mission or Purpose of the Account

TO TEACH AN UNDERSTANDING OF THE RULES FOR POWERLIFTING AND ASSOCIATED WITH THE SPORT. INSTALL FUNDAMENTAL CORE VALUES THAT CAN BE USED AFTER THEY HAVE GRADUATED. HAVE STUDENTS HAVE A FEEL OF SUCCESS IN THE SPORT THAT MAINTAINS A LIFETIME USE OF LIFTING.

### Sources of Income

SPONSOR A LIFTER FOR A MONTH, WORKING CONCESSION AT THE AMS BASKETBALL GAMES, AND ANY DONATIONS THAT WE RECEIVE FOR THE PROGRAM, *fundraisers, fees, commissions*

### Expenditures

HOTEL ROOM FOR REGIONALS AND STATE POWERLIFTING MEETS, MEALS FOR REGIONAL AND STATE MEETS, CLOTHING FOR THE LIFTERS, AND ANY EQUIPMENT NEEDED FOR THE YEAR SUCH AS CHALK, BELTS, WRAPS, AND ANY FEES ASSOCIATED WITH THE SPORT, *donations, fundraising products/supplies, student reward/incentives*

ALLEN COLEY

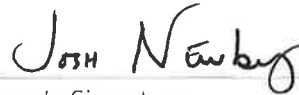
Name of Sponsor



Sponsor's Signature

JOSH NEWBY

Name of Sponsor



Sponsor's Signature

### Approval of Request

 Principal AD 6-11-25 Date of Approval	 Superintendent 7/16/25 Date of Approval	Board of Education Date of Approval
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# Annual Activity Account Review | Approval

For School Year: 2025-2026

878  
Account No.

AHS Varsity Cheer  
Activity Account Name

High School  
School Site

### Mission or Purpose of the Account

To promote unity and spirit through out Ardmore City Schools and the community.

### Sources of Income

donations, fundraisers, fees, sponsorships and/or commissions

### Expenditures

Anything necessary to promote school spirit and unity throughout the school and community. Such as uniforms, travel gear, pomos, shoes, snacks, meals, accessories, team shirts, choreography, camp, travel expenses, hotels, judges, camp gear, clinic fees, supplies + products necessary, donations, fundraising products/

Elizabeth Savage  
Name of Sponsor

Elizabeth Savage  
Sponsor's Signature

### Approval of Request

W. Jarrell  
Principal  
5-6-2025  
Date of Approval

Archie  
Superintendent  
7/16/25  
Date of Approval

\_\_\_\_\_  
Board of Education  
\_\_\_\_\_  
Date of Approval

For School Year: 25/26

884  
Account No.

Ams Library  
Activity Account Name

Ams  
School Site

Mission or Purpose of the Account

To provide the library with funds for activity & growth.

Sources of Income

fundraiser, donations, commissions, fees

Expenditures

books, decor, games, student incentives/rewards, fundraising products/supplies, library supplies, donations.

Sonya Markle  
Name of Sponsor

Sony Markle  
Sponsor's Signature

Kim Roberts  
Name of Sponsor

Kim Roberts  
Sponsor's Signature

Approval of Request

Principal	<u>[Signature]</u> Superintendent	Board of Education
Date of Approval	<u>7/14/25</u> Date of Approval	Date of Approval

For School Year: 2025-2026

888 Account No.	Spirit of the Tigers Activity Account Name	Admin School Site
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### Mission or Purpose of the Account

Provide funding for support and assistance for ACS students, families and staff who are in need, including homeless students

### Sources of Income

Donations

### Expenditures

Payment of specific needs/fees, as requested and approved. Purchase of specific items, as needed, requested and approved.

Sabra Emde

Name of Sponsor



Sponsor's Signature

Holly Noble and Lisa Carpenter

Name of Sponsor



Sponsor's Signature

### Approval of Request

Principal	 Superintendent	Board of Education
Date of Approval	7/16/25 Date of Approval	Date of Approval

# Annual Activity Account Review | Approval

For School Year: 25-26

897 <b>Account No.</b>	AHS Tiger Track Meet <b>Activity Account Name</b>	AHS <b>School Site</b>
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**Mission or Purpose of the Account**

Any necessities needed for all track meets and the track programs at Ardmore.


**Sources of Income**

Ticket sales, concessions, donations, advertising, commissions, fees, fundraisers, camps, scrimmages, gate

**Expenditures**

Equipment, team meals, hotels, team travel expenses, officials, ~~coaches stipends~~, fees, concession supplies/equipment, transportation expenses, judges, practice gear, student incentives, shirts, misc operating supplies, coaches reimbursements, coaches meals, clothing, entry fees, clinic fees, camps, travel mileage, donations, fundraisers products, awards


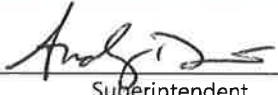
Kim Kirkland  
Name of Sponsor

  
Sponsor's Signature

Josh Newby  
Name of Sponsor

  
Sponsor's Signature

**Approval of Request**

 Principal  <u>6-24-25</u> Date of Approval	 Superintendent  <u>7/16/25</u> Date of Approval	 Board of Education   Date of Approval
--	---	--

For School Year: 2025-2026

911  
Account No.

Charles Evans Welfare Account  
Activity Account Name

CE  
School Site

### Mission or Purpose of the Account

Staff funded account that allows us to buy refreshments fro staff as well as supplies fro the lounge. This account also allows us to buy flowers/ plants as needed for staff experiencing sickness, loss births and weddings.

### Sources of Income

Yearly dues paid by staff, donations, and profit form vending machines in teacher's lounge, fundraisers

### Expenditures

Flower arragements, plants, papergoods for staff use as well as refresments such as coffee, candy, donuts, soda, donations, rewards, etc, bereavement items, shower supplies/refreshments

Debra Fields  
Name of Sponsor

Debra Fields  
Sponsor's Signature

Maria Salazar  
Name of Sponsor

Maria Salazar  
Sponsor's Signature

### Approval of Request

<u>Debra Fields</u> Principal <u>7/8/2025</u> Date of Approval	<u>Angela</u> Superintendent <u>7/16/25</u> Date of Approval	_____ Board of Education _____ Date of Approval
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# Annual Activity Account Review | Approval

For School Year: 25-26

918 <b>Account No.</b>	AHS Girls Fastpitch <b>Activity Account Name</b>	AHS <b>School Site</b>
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**Mission or Purpose of the Account**

All necessities needed for the activity associated with this account.

**Sources of Income**

ticket sales, concessions, donations, advertising, commissions, fees, fundraisers, camps

**Expenditures**

Equipment, team meals, hotels, team travel expenses, officials, ~~coaches, stipends~~, fees, concession supplies/equipment, transportation expenses, judges, practice gear, student incentives, shirts, misc camps, travel mileage, donations, fundraiser products.

Marki Kennedy  
Name of Sponsor

*Marki Kennedy*  
Sponsor's Signature

Josh Newby  
Name of Sponsor

*Josh Newby*  
Sponsor's Signature

Approval of Request		
<i>Josh Newby</i> Principal	<i>Andy De...</i> Superintendent	Board of Education
<u>6-24-25</u> Date of Approval	<u>7/14/25</u> Date of Approval	Date of Approval

# Annual Activity Account Review | Approval

For School Year: 25-26

919 <b>Account No.</b>	AHS Soccer <b>Activity Account Name</b>	AHS <b>School Site</b>
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### Mission or Purpose of the Account

Any Necessities needed for the soccer team and coaches.

### Sources of Income

Ticket sales, concessions, donations, advertising, commissions, fees, fundraisers, camps

### Expenditures

Equipment, team meals, hotels, team travel expenses, officials, ~~coaches stipends~~, fees, concession supplies/equipment, transportation expenses, judges, practice gear, student incentives, shirts, misc operating supplies, coaches reimbursements, coaches meals, clothing, entry fees, clinic fees, camps, travel mileage, donations, fundraisers products

Kim Kirkland  
Name of Sponsor

  
Sponsor's Signature

Josh Newby  
Name of Sponsor

  
Sponsor's Signature

### Approval of Request

 Principal  <u>6-25-25</u> Date of Approval	 Superintendent  <u>7/16/25</u> Date of Approval	  Board of Education  Date of Approval
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# Annual Activity Account Review | Approval

For School Year: 25-26

921 Account No.	AHS State Track Meet Activity Account Name	AHS School Site
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### Mission or Purpose of the Account

Any necessities needed for all track meets and the track programs at Ardmore.

### Sources of Income

Ticket sales, concessions, donations, advertising, commissions, fees, fundraisers, camps, scrimmages, gate

### Expenditures

Equipment, team meals, hotels, team travel expenses, officials, ~~coaches stipends~~, fees, concession supplies/equipment, transportation expenses, judges, practice gear, student incentives, shirts, misc operating supplies, coaches reimbursements, coaches meals, clothing, entry fees, clinic fees, camps, travel mileage, donations, fundraisers products, awards


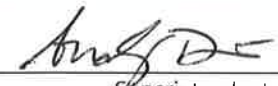
Kim Kirkland  
Name of Sponsor

  
Sponsor's Signature

Josh Newby  
Name of Sponsor

  
Sponsor's Signature

### Approval of Request

 Principal <u>6-24-25</u> Date of Approval	 Superintendent <u>7/14/25</u> Date of Approval	_____ Board of Education _____ Date of Approval
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# Annual Activity Account Review | Approval

For School Year: 2025-2026

938  
Account No.

Benevolence  
Activity Account Name

AHS  
School Site

### Mission or Purpose of the Account

Incentive, Awards, Retirement, Bereavement

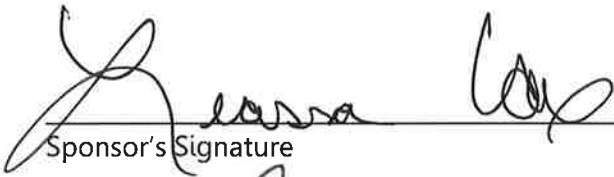
### Sources of Income

Donations and no student access vending machine in lounge, fundraisers

### Expenditures

Retirement parties, refreshments for staff gatherings, incentives and awards for staff, bereavement, shower supplies/refreshments, donations, fundraising products/supplies


Leassa Cox  
Name of Sponsor


  
Sponsor's Signature

Kelly Carrell  
Name of Sponsor

  
Sponsor's Signature

### Approval of Request

  
Principal  
4/30/25  
Date of Approval

  
Superintendent  
2/16/25  
Date of Approval

\_\_\_\_\_  
Board of Education  
\_\_\_\_\_  
Date of Approval

# Annual Activity Account Review | Approval

For School Year: 25-26

943 <b>Account No.</b>	AHS Football Camp <b>Activity Account Name</b>	AHS <b>School Site</b>
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**Mission or Purpose of the Account**

Money for the sport associated with this activity and/or necessities.


**Sources of Income**

Ticket sales, concessions, donations, advertising, commissions, fees, fundraisers, camps, scrimmages, gate

**Expenditures**

Equipment, team meals, hotels, team travel expenses, officials, ~~coaches stipends~~, fees, concession supplies/equipment, transportation expenses, judges, practice gear, student incentives, shirts, misc operating supplies, coaches reimbursements, coaches meals, clothing, entry fees, clinic fees, camps, travel mileage, donations, fundraisers products

Kim Kirkland  
Name of Sponsor

  
Sponsor's Signature

Josh Newby  
Name of Sponsor

  
Sponsor's Signature

Approval of Request		
 Principal	 Superintendent	Board of Education
<u>6-24-25</u> Date of Approval	<u>7/16/25</u> Date of Approval	Date of Approval

# Annual Activity Account Review | Approval

For School Year: 25-26

944 <b>Account No.</b>	AHS Tiger Boys Basketball <b>Activity Account Name</b>	AHS <b>School Site</b>
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**Mission or Purpose of the Account**

All necessities needed for the activity associated with this account.

**Sources of Income**

ticket sales, concessions, donations, advertising, commissions, fees, fundraisers, camps

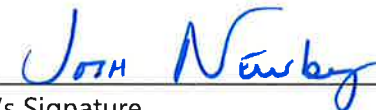
**Expenditures**

Equipment, team meals, hotels, team travel expenses, officials, ~~coaches, stipends~~, fees, concession supplies/equipment, transportation expenses, judges, practice gear, student incentives, shirts, misc camps, travel mileage, donations, fundraiser products.

Daekwon Cubit  
Name of Sponsor

  
Sponsor's Signature

Josh Newby  
Name of Sponsor

  
Sponsor's Signature

Approval of Request		
<u></u> Principal	<u></u> Superintendent	_____ Board of Education
<u>6-24-25</u> Date of Approval	<u>7/16/25</u> Date of Approval	_____ Date of Approval

# Annual Activity Account Review | Approval

For School Year: 25-26

<b>945</b> Account No.	<b>AHS Advertising</b> Activity Account Name	<b>AHS</b> School Site
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### Mission or Purpose of the Account

Any necessity needed for activities or maintenance issues to the stadium/field house or other athletic facilities.

### Sources of Income

Scoreboard advertising, sponsorship, donations, fees, commissions


### Expenditures

Athletic supplies, equipment, stadium expenses for maintenance, general repairs and equipment, donations, fees

Kim Kirkland  
Name of Sponsor

  
Sponsor's Signature

Josh Newby  
Name of Sponsor

  
Sponsor's Signature

Approval of Request		
<u></u> Principal	<u></u> Superintendent	_____
<u>6-24-25</u> Date of Approval	<u>7/16/25</u> Date of Approval	_____
		Board of Education
		_____
		Date of Approval

# Annual Activity Account Review | Approval

For School Year: 25-26

951 Account No.	AHS Lady Tiger Basketball Activity Account Name	AHS School Site
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### Mission or Purpose of the Account

All necessities needed for the activity associated with this account.

### Sources of Income

ticket sales, concessions, donations, advertising, commissions, fees, fundraisers, camps

### Expenditures

Equipment, team meals, hotels, team travel expenses, officials, ~~coaches, stipends~~, fees, concession supplies/equipment, transportation expenses, judges, practice gear, student incentives, shirts, misc camps, travel mileage, donations, fundraiser products.



David Vann  
Name of Sponsor

  
Sponsor's Signature

Josh Newby  
Name of Sponsor

  
Sponsor's Signature

### Approval of Request

 Principal <u>6-24-25</u> Date of Approval	 Superintendent <u>7/16/25</u> Date of Approval	_____ Board of Education  _____ Date of Approval
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# Annual Activity Account Review | Approval

For School Year: 25-26

964 Account No.	AHS Sports Medicine Activity Account Name	964 School Site
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### Mission or Purpose of the Account

All necessities needed for the activity associated with this account.

### Sources of Income

Ticket sales, concessions, donations, advertising, commissions, fees, fundraisers, camps

### Expenditures

Equipment, meals, hotels, travel expenses, officials, ~~coaches, stipends~~, fees, concession supplies/equipment, transportation expenses, judges, gear, student incentives, shirts, misc, camps, travel mileage, donations, fundraiser products.

Kim Kirkland  
Name of Sponsor

  
Sponsor's Signature

Josh Newby  
Name of Sponsor

  
Sponsor's Signature

Approval of Request		
 Principal	 Superintendent	Board of Education
<u>6-24-25</u> Date of Approval	<u>7/16/25</u> Date of Approval	_____ Date of Approval

# Annual Activity Account Review | Approval

For School Year: 25-26

972 <b>Account No.</b>	AHS Golf <b>Activity Account Name</b>	AHS <b>School Site</b>
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**Mission or Purpose of the Account**

All necessities needed for the activity associated with this account.


**Sources of Income**

ticket sales, concessions, donations, advertising, commissions, fees, fundraisers, camps


**Expenditures**

Equipment, team meals, hotels, team travel expenses, officials, ~~coaches, stipends~~, fees, concession supplies/equipment, transportation expenses, judges, practice gear, student incentives, shirts, misc camps, travel mileage, donations, fundraiser products.

Zack Birth  
Name of Sponsor

  
Sponsor's Signature

Josh Newby  
Name of Sponsor

  
Sponsor's Signature

Approval of Request		
 Principal	 Superintendent	_____ Board of Education
<u>6-24-25</u> Date of Approval	<u>7/16/25</u> Date of Approval	_____ Date of Approval

# Fundraiser Request | School Year 2025-26

**Submit this completed form to the Business Office at least 10 days before each school board meeting**

<div style="border: 1px solid black; padding: 2px; text-align: center;">907</div> <b>Activity Acct #</b>	<div style="border: 1px solid black; padding: 2px;">Special Olympics</div> <b>Activity Account Name</b>
<div style="border: 1px solid black; padding: 2px;">AMS</div> <b>School</b>	<div style="border: 1px solid black; padding: 2px; text-align: center;">                 06/  <del>08/01/25-08/01/26</del> </div> <b>Fundraiser Date</b>

**Fundraiser Requested** 16 oz. bottled water to be sold in the building for \$1.00 per bottle. Cases of bottled water are to be donated by parents of participating Special Olympics athletes.

**Purpose of Fundraiser** Proceeds will go toward Special Olympic expenses. Expenses includes: entry fees, meals/snacks, team t-shirt, equipment and supplies (such as canopies, ice chests, blankets, sunscreen, umbrellas, etc.) as needed for practices, competitions and state summer games room/board fees.

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?  
 No  Yes

*If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.*

<b>What expenditures will you have with this fundraiser?</b> Cost to purchase product, cost to make product...etc... None- cases of water to be donated by participants	\$0 <b>Estimated Expense</b>	\$ 100% net profit <b>Estimated Net Profit After Expenses</b>
---	---------------------------------	--

**Is this fundraiser to sell a food item "**

**No** [Complete Page 1 Only]       **Yes**      Complete both pages to determine Eligibility for your food fundraiser

**Is this fundraiser a raffle "**

**No**       **Yes**      If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

**As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.**

Donna Stanton  
 \_\_\_\_\_  
 Sponsor's Name

Kim Roberts  
 \_\_\_\_\_  
 Principal/Administrator Name

*Donna Stanton*  
 \_\_\_\_\_  
 Sponsor's Signature

*Kim Roberts*  
 \_\_\_\_\_  
 Principal/Administrator Signature

Communications Office

**Design Review for Spirit Items**

Approved       Denied

N/A

\_\_\_\_\_  
Communications Liaison

Central Office Administration

Date Received by Bus Ofc: 6-10-25

Date Received by Supt Ofc: \_\_\_\_\_

Approved       Denied

\_\_\_\_\_  
Superintendent

Board of Education

Date of Board Meeting: \_\_\_\_\_

Approved       Denied

\_\_\_\_\_  
Board of Education

Activity Account Name: Special Olympics

Activity Account Number: 907

School: AMS

List in detail the  
food items you are  
proposing to sell.

na

### Please review & select which option below matches your food fundraiser

#### Option #1

My food items **ARE NOT ready to consume**-type items and can be sold during the school day [12 a.m. to 4 p.m.]

△ If this is your option, no calculator tool is necessary

#### Option #2

My food items **ARE ready to be consumed**-type AND I want to sell them during the school day. [12 a.m. to 4 p.m.]

△ If this is your option, the calculator tool is required to determine if your food items can be approved. Please complete the calculator tool. If your items pass the calculator test, please attach a copy of the approval page and a copy of the food label(s) to this fundraiser request, submit to your principal for their approval, and then to the Business Office. If your food item(s) do not pass the calculator test, then you will not be able to have the fundraiser without an exception from your principal.

Calculator Tool: <http://healthymeals.nal.usda.gov/smartsnacks>

#### Option #3


My food items **ARE ready to consume**-type items, however, I will not be selling them during the school day [12 a.m. to 4 p.m.]

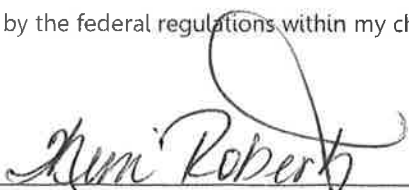
△ If this is your option, no calculator tool is necessary

#### Option #4

My fundraiser is a brochure or catalog and my items will not be released to students until the end of the school day.

My signature below affirms my choice. I further agree to abide by the federal regulations within my chosen option.

  
\_\_\_\_\_  
Sponsor

  
\_\_\_\_\_  
Principal

# Fundraiser Request | School Year 2025-26

Submit this completed form to the Business Office at least 10 days before each school board meeting

**#939** Activity Acct #      **Public Relations** Activity Account Name

**Administration** School      **All Year** Fundraiser Date

**Fundraiser Requested** **Spirit items**

**Purpose of Fundraiser** **raise money for Staff Appreciation**

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?  
 No  Yes  
If yes, design information must be submitted to the Communications Office at the Administration Center for pre approval.

**What expenditures will you have with this fundraiser?**  
Cost to purchase product, cost to make product...etc...

**\$20 per shirt**

**\$2000.00** Estimated Expense      **\$1000.00** Estimated Net Profit After Expenses

**Is this fundraiser to sell a " food item "**

**No** [Complete Page 1 Only]       **Yes** Complete both pages to determine Eligibility for your food fundraiser

**Is this fundraiser a " raffle "**

**No**       **Yes** If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.

**Megan Manley**  
Sponsor's Name  
**Megan Manley**  
Principal/Administrator Name

**[Signature]**  
Sponsor's Signature  
**[Signature]**  
Principal/Administrator Signature

**Communications Office**

**Design Review for Spirit Items**

Approved       Denied

**[Signature]**  
Communications Liaison

**Central Office Administration**

Date Received by Bus Ofc: **6-11-25**

Date Received by Supt Ofc: \_\_\_\_\_

Approved       Denied

**[Signature]**  
Superintendent

**Board of Education**

Date of Board Meeting: \_\_\_\_\_

Approved       Denied

\_\_\_\_\_  
Board of Education

# Fundraiser Request | School Year 25-26

Submit this completed form to the Business Office at least 10 days before each school board meeting

943	AHS Football Camp
Activity Acct #	Activity Account Name

AHS	July 16-30, 2025
School	Fundraiser Date

**Fundraiser Requested** Fan Pledge

**Purpose of Fundraiser** To raise funds for football equipment

Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?  
 No  Yes  
 If yes, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser? Cost to purchase product, cost to make product...etc...	\$0.00	\$0.00	\$14,000
\$0.00	Estimated Expense	Estimated Net Profit After Expenses	

**Is this fundraiser to sell a food item "**

**No** [Complete Page 1 Only]       **Yes**      Complete both pages to determine Eligibility for your food fundraiser

**Is this fundraiser a raffle "**

**No**       **Yes**      If yes, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

**As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.**

Kim Kirkland  
Sponsor's Name

*Kim Kirkland*  
Sponsor's Signature

Josh Newby  
Principal/Administrator Name

*Josh Newby*  
Principal/Administrator Signature

Communications Office	
<b>Design Review for Spirit Items</b>	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Communications Liaison	

N/A

Central Office Administration	
Date Received by Bus Ofc: <u>6-26-25</u>	
Date Received by Supt Ofc: _____	
<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Superintendent	

Board of Education	
Date of Board Meeting: _____	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
_____ Board of Education	

# Fundraiser Request | School Year 25-26

Submit this completed form to the Business Office at least 10 days before each school board meeting

<div style="border: 1px solid black; padding: 2px; text-align: center;">943</div> <p><b>Activity Acct #</b></p>	<div style="border: 1px solid black; padding: 2px;">AHS Football Camp</div> <p><b>Activity Account Name</b></p>
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<div style="border: 1px solid black; padding: 2px;">AHS</div> <p style="text-align: center;"><b>School</b></p>	<div style="border: 1px solid black; padding: 2px; text-align: center;">August 1-31, 2025</div> <p style="text-align: center;"><b>Fundraiser Date</b></p>
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**Fundraiser Requested** Football discount cards

**Purpose of Fundraiser** To raise funds for football equipment

**Is this fundraiser to sell spirit items which will use the district's logo, mascot and/or school colors?**  
 No  Yes  
 If **yes**, design information must be submitted to the Communications Office at the Administration Center for pre-approval.

What expenditures will you have with this fundraiser? Cost to purchase product, cost to make product...etc...	<div style="border: 1px solid black; padding: 2px;">\$0.00</div>	<div style="border: 1px solid black; padding: 2px; text-align: center;">\$ 0.00</div> <p style="text-align: center; background-color: black; color: white; font-size: small;">Estimated Expense</p>	<div style="border: 1px solid black; padding: 2px; text-align: center;">\$ 8,000</div> <p style="text-align: center; background-color: black; color: white; font-size: small;">Estimated Net Profit After Expenses</p>
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**Is this fundraiser to sell a food item "**

**No** [Complete Page 1 Only]       **Yes**      Complete both pages to determine Eligibility for your food fundraiser

**Is this fundraiser a raffle "**

**No**       **Yes**      If **yes**, include with the fundraiser request a list of your raffle items that will be submitted to the Board of Education for approval.

**As a reminder, if you are a club or organization that will need to use a district facility for your fundraising event, contact the Business Office to see if the facility is available and to determine if any facility usage costs may be incurred with your event. 580.221.3001 Ext 1221.**

Kim Kirkland  
 \_\_\_\_\_  
 Sponsor's Name

*Kim Kirkland*  
 \_\_\_\_\_  
 Sponsor's Signature

Josh Newby  
 \_\_\_\_\_  
 Principal/Administrator Name

*Josh Newby*  
 \_\_\_\_\_  
 Principal/Administrator Signature

Communications Office

**Design Review for Spirit Items**

Approved      *NA*       Denied

\_\_\_\_\_

Communications Liaison

Central Office Administration

Date Received by Bus Ofc: *6-26-25*

Date Received by Supt Ofc: \_\_\_\_\_

Approved       Denied

*Anthony D...*

Superintendent

Board of Education

Date of Board Meeting: \_\_\_\_\_

Approved       Denied

\_\_\_\_\_

Board of Education

# Ardmore City Schools

## *Board Policy*

<b>Section: Curriculum/Instruction</b>	<b>EA-M</b>
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### FLAGS

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

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

The school day begins with a flag salute. However, students not wishing to participate in the pledge will not be required to do so. A notice to this effect will be posted in a conspicuous place in each school building and/or classroom.

Flags representing United States Military branches may also be flown on school premises with the approval of the administration. No other flags shall be flown on school property at any time. In the event other flags are flown on school premises, individuals involved will be directed to remove them from the premises.

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

**PERSONAL ELECTRONIC DEVICES**

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

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

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:
  - a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure); or
  - b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or
2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or
3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

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

“Personal electronic device” means a personal device capable of connecting to a smart phone, 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 use in classroom instruction.

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student/parent/guardian at the Administrators discretion, at the end of the school day. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition.

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis

REFERENCE: 70 O.S. §1-126  
70 O.S. §24-101.1, et seq.  
70 O.S. §24-102

THIS POLICY REQUIRED BY LAW.

MEMO: 2025-2026 Student Handbook Revisions

ARDMORE HIGH SCHOOL | ARDMORE MIDDLE SCHOOL | GRADE CENTERS

- ACS Student Cell Phone Policy Information
- Student Transportation Safety Code Violation/Consequences
- General Updates [staff, dates, etc.]

Information on updates to cell phone policy and transportation are on pages 2, 3, 4 of this memo.

# Ardmore City Schools Student Cell Phone Policy

**Effective Date:** August 1, 2025

**Applies To:** All students, grades PK–12

**Legal Reference:** Oklahoma State Law (SB 1312, 2025) – Cell Phone Ban in Public Schools

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## Policy Statement

In compliance with state law and in the interest of improving student focus, safety, and emotional well-being, **students are prohibited from utilizing or using personal mobile devices (including but not limited to cell phones, smartwatches, smartglasses, earbuds, laptops, tablets, and other wearable communication devices)** during the instructional day, including class changes.

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## Permitted Use

The use of personal electronic devices is allowed only:

- **Before the first bell and after final dismissal**
- **In the case of a documented emergency or health condition (IEP/504 accommodation)**

**Devices must be powered off and stored in a backpack or designated location throughout the instructional day.**

Offense	Consequence
1st	Warning: device confiscated and returned to student after school
2nd	Device confiscated; parent/guardian must retrieve; written warning issued
3rd	Device confiscated; parent retrieval; student assigned one day of In-School Detention (ISD) / Restore
4th	Device confiscated; parent retrieval; student suspended Out-of-School (OSS) for 1 day
<b>Refusal to comply / Chronic violations</b>	Administrative discretion that may result in a longer-term suspension or loss of extracurricular privileges

**⚠ Important Notes**

- The district is **not responsible for lost, stolen, or damaged devices.**
- This policy includes **Cell phones, smartwatches, smartglasses, earbuds, laptops, tablets, and other wearable communication devices.**
- Staff may utilize school-issued communication devices or apps for approved instructional purposes.

## Student Transportation Safety Code Violation / Consequences

- Disciplinary actions for school bus conduct violations will be determined jointly by the Building Principal and the Transportation Director.

First Offense: A written warning will be sent home to the parent/guardian. Depending on the severity of the violation, the student may also lose bus privileges.

Second Offense: The student will lose bus privileges for a period of time to be determined by the Building Principal and the Transportation Director.

Third Offense: The student will lose bus privileges for an extended period of time or possibly for the remainder of the semester or school year, depending on the nature and frequency of the violations.

Vaping/Smoking of any kind will result in an immediate suspension from the bus for the remainder of the school year.



2025-2026

**AHS**

Ardmore High School

STUDENT HANDBOOK

**RAISE THE BAR.**



# Welcome to Ardmore High School

- Physical Address: Ardmore High School, 701 Veterans Blvd, Ardmore, OK 73401
- Mailing Address: Ardmore High School, PO Box 1709, Ardmore, OK 73402
- Phone Number: 580-226-7680
- Fax Number: 580-221-3012
- Attendance: 580-226-7688
- Athletic Department: 580-221-3052
- Athletic Dept Fax: 580-221-3011

**Attendance Reporting Line:**  
**580 - 226 - 7688**

## Key Contacts

- Principal: Kelly Carrell
  - Assistant Principal: Lacy Barton
  - Assistant Principal: Scott Davis
  - Dist Coord of Acad Programs/Testing: Darrah Birth
  - Administrative Assistant: Leassa Cox
  - Receptionist, Debra K Johnson
  - Attendance Clerk: Delores Jessie
  - School Nurse: Keista Thompson
  - Student Services Advisor: Melissa Fairmaner
  - Counselor: McKinzie Ray
  - Counselor: Dena York
  - Athletic Director: Josh Newby
  - AD Administrative Assistant: Kim Kirkland
- email: [kcarrell@ardmoreschools.org](mailto:kcarrell@ardmoreschools.org)  
email: [lbarton@ardmoreschools.org](mailto:lbarton@ardmoreschools.org)  
email: [sdavis@ardmoreschools.org](mailto:sdavis@ardmoreschools.org)  
email: [dbirth@ardmoreschools.org](mailto:dbirth@ardmoreschools.org)  
email: [leassacox@ardmoreschools.org](mailto:leassacox@ardmoreschools.org)  
email: [djohnson@ardmoreschools.org](mailto:djohnson@ardmoreschools.org)  
email: [djessie@ardmoreschools.org](mailto:djessie@ardmoreschools.org)  
email: [keistrathompson@ardmoreschools.org](mailto:keistrathompson@ardmoreschools.org)  
email: [mfairmaner@ardmoreschools.org](mailto:mfairmaner@ardmoreschools.org)  
email: [mray@ardmoreschools.org](mailto:mray@ardmoreschools.org)  
email: [dyork@ardmoreschools.org](mailto:dyork@ardmoreschools.org)  
email: [jnewby@ardmoreschools.org](mailto:jnewby@ardmoreschools.org)  
email: [kkirkland@ardmoreschools.org](mailto:kkirkland@ardmoreschools.org)

## Visitors to our Campus

All parents and visitors on campus must report to the front office. Visitations and conferences should be arranged in advance through the office. Friends and relatives should receive administrative approval prior to visiting the school. School visitation by other students will not be allowed.

## Student & Parent Responsibility

All students and parents are expected to know and to follow the information contained in this student handbook. All school policies are available to students and parents via the district's website: [www.ardmoreschools.org](http://www.ardmoreschools.org)

Official School Colors  
Cardinal & White  
Official School Mascot  
TIGER



Website: [www.ardmoreschools.org](http://www.ardmoreschools.org)

### Notice of Non-Discrimination

The Ardmore Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status.

This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and service, facilitates access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race ancestry, or county of origin and directed toward an employ, a student, or a visitor.

Board Policy DA-A, DA-A.1

## Our Website

Be sure to visit our website for more information: [www.ardmoreschools.org](http://www.ardmoreschools.org). Each school has their own webpage and there you can find a directory of staff, to include your child's teacher. Also, on the website you can find the district's academic year calendar, student handbooks and other valuable parent information. Please note that all Board Policies and Administrative Procedures referred to in this handbook can be found in their entirety on the website under School Board/Board Policies.

## WenGage Parent Portal

Parents and students can keep up with grades and attendance through the WenGage Portal. Contact the office to learn more or to get set up.

## Staff-Student Communication Systems

To ensure the safety, security, and privacy of our students, and to maintain a professional standard of communication, Ardmore City Schools has notified all personnel of the required use of approved platforms for all digital communications with students.

➤ **Approved Communication Platforms:**

- All digital communications between Ardmore City Schools personnel and students must be conducted through the official Ardmore City Schools email system or Thrillshare Rooms.
- These platforms have been approved by the Board of Education for their compliance with safety, security, and privacy standards.

➤ **Prohibited Communication Methods:**

- Personnel are prohibited from using personal email accounts, social media platforms, or any other non-approved digital communication methods to communicate with students.

➤ **Compliance and Monitoring:**

The use of Ardmore City Schools email and Thrillshare Rooms ensures that all communications are subject to monitoring and review to maintain appropriate professional boundaries and to ensure the safety and well-being of our students

## Code of Conduct - General Principles

- ✓ Accept responsibility for your education, decisions, words, and actions.
- ✓ Act in a way that best represents your school, parents, community, and self to promote a safe, healthy environment in which to learn.
- ✓ Be active in the school and community.
- ✓ Maintain a balance between academics and co-curricular activities continually giving your best effort to each.
- ✓ Support your fellow students and their activities.
- ✓ Respect cultural diversity, individuality, and the choices and rights of others.

This information can be clarified by a listing of specific rules and the consequences that will result if you choose not to observe those rules. However, no listing of rules can be all inclusive. You will be subject to disciplinary action any time your behavior is disruptive, illegal, or inconsiderate of others.

## Privacy at School

The Board of Education expects all actions and activities associated with the school to be conducted within the confines of the law and with the best interests of students and staff in mind.

- To
- (a) ensure compliance with state and federal privacy laws,
  - (b) reduce the risk of stifling the free exchange of ideas,
  - (c) shield young people from potential embarrassment, and
  - (d) otherwise limit the disruption of the educational environment for students and staff, **the district does not permit the audio or visual recording of communications or activities occurring in classrooms, offices, or common areas during the regular school day without prior written consent of a district administrator and upon such terms and conditions deemed appropriate by the district administrator.** Any person who believes consent has been unreasonably withheld may appeal the decision to the superintendent of schools, whose decision shall be final.

District-owned security cameras are in place around the district, to include classrooms, for the purpose of increasing security for students and staff. Any cameras located within a classroom will not be used to conduct evaluations of a teacher's performance as required by law, the collective bargaining agreement or as evidence to support the discipline of a teacher. Any video captured will be viewed by authorized district personnel only and only when deemed necessary. Video can be used for the enforcement of board policy, administrative procedures and other reasons provided through state and federal law. Video will be reviewed any time a district administrator feels that a child or staff member is in danger.

### **Duties of Your Board of Education**

The Board of Education's responsibility is not to run the schools, but to see that they are well run. They in turn hire a superintendent to take care of all day-to-day administrative matters. The Board is vested only as a member of the board of education while they are conducting an official meeting. When you see them out in public, they are citizens just like you and me. When you share a concern about an issue with a board member, they should direct you back to the appropriate school official who can help you. If you provide a board member with too much information about a situation, they may have to recuse themselves from hearing and deciding on your concern if brought before the entire board of education in an official meeting.

### **Superintendent of Schools**

The Ardmore Board of Education recognizes that the superintendent of schools is the executive officer of the board of education and the administrative head of the school system. As executive officer of the board, the superintendent shall carry out all policies adopted by the board. The superintendent is responsible for all day-to-day, administrative matters. The board shall seek the superintendent's recommendation on school matters.

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# Parent Concerns

The Ardmore School District recognizes that parents and other school patrons have a fundamental right to discuss concerns that they might have with the district. However, it is also recognized that there must be an orderly procedure for addressing these concerns as follows:

1. If a parent's concern is directed toward a teacher, the parent should make an appointment with the teacher.
2. After the initial meeting, if the concern is not settled, the parent should discuss the problem with the principal.

3. If the issue is not resolved, an appointment should be made with the assistant superintendent for personnel, followed by the superintendent.
4. After exhausting all of these available channels, the parents may appeal to the Board of Education following [Policy BB-D.1](#). The Board's action shall be a final determination of the grievance.

**As a reminder, the superintendent will require you to visit with your principal about a concern in their building prior to contacting the superintendent. Your principal should always be given the opportunity to hear your concern and assist you. If you are not satisfied at that level, your next call should be to the assistant superintendent.**

## Admission

**Residency:** Reference Board Policy FBA

It is the policy of the Ardmore Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody who holds legal residence within the district as defined in 70 O.S. § 1-113(C). Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113.

An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. The residency officer shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes in a major degree to the support of the child.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend. At this time, proof of residency is required at enrollment each year.

NOTE: If a divorce has been granted, the decree will state which parent has legal custody. If the decree awards joint custody and each parent contributes a "substantial degree" to the child's support while they have custody, the residence in which the child resides on a regular basis determines the legal residency of the child for school attendance.

### **Take II Referral Process**

ACS students may NOT be referred to any alternative education program without first making a referral to the district's alternative program, Take Two Academy. This includes referrals to GED programs, Empower, or any online academic provider. The purpose of this screening process is to identify possible resources and alternatives to students leaving the traditional school setting.

**Homeless Students:** Reference Board Policy FB-A

In accordance with the Federal McKinney Homeless Assistance Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education that may exist in district policies or practices. No child or youth shall be discriminated against in this school district because of homelessness. For more information, contact the district’s Homeless Liaison at 580.221.3001 Ext 1252.

**Immunizations:** Reference Board Policy FE-G

The Ardmore Board of Education shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of known hazards that may threaten or endanger the health of our children or educators.

The board of education shall require that no child be admitted to this school unless and until certification for a licensed physician or authorized representative of the State Department of Health is presented to the school administrators that such child has received or is in the process of receiving the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds.

If a parent or guardian is unable to pay for the required immunizations, the school will refer the student to the State Department of Public Health for assistance.

As provided in the Parents’ Bill of Rights, a student shall not be vaccinated at school or on school grounds or receive a vaccine as part of the mobile vaccination effort without prior written authorization, including the signature of the parent or legal guardian of the student for the vaccine or group of vaccines to be administered during a single visit.

### Bell Schedule

Tuesdays, Wednesdays Thursdays, Fridays				Mondays ONLY		
Description Period	Start Time	End Time		Description Period	Start Time	End Time
1 <sup>st</sup> Period	8:15 AM	9:08 AM		1 <sup>st</sup> Period	8:50 AM	9:43 AM
2 <sup>nd</sup> Period	9:12 AM	10:00 AM		2 <sup>nd</sup> Period	9:47 AM	10:35 AM
RTI	10:00 AM	10:35 AM		3 <sup>rd</sup> Period	10:39 AM	11:27 AM
3 <sup>rd</sup> Period	10:39 AM	11:27 AM		4 <sup>th</sup> Period A	11:31 AM	12:19 PM
4 <sup>th</sup> Period A	11:31 AM	12:19 PM		4 <sup>th</sup> B Lunch	11:27 AM	12:02 PM
4 <sup>th</sup> B Lunch	11:27 AM	12:02 PM		4 <sup>th</sup> Period B	12:06 PM	12:54 PM
4 <sup>th</sup> Period B	12:06 PM	12:54 PM		4 <sup>th</sup> A Lunch	12:19 PM	12:54 PM
4 <sup>th</sup> A Lunch	12:19 PM	12:54 PM		5 <sup>th</sup> Period	12:58 PM	1:46 PM
5 <sup>th</sup> Period	12:58 PM	1:46 PM		6 <sup>th</sup> Period	1:50 PM	2:38 PM
6 <sup>th</sup> Period	1:50 PM	2:38 PM		7 <sup>th</sup> Period	2:42 PM	3:35 PM
7 <sup>th</sup> Period	2:42 PM	3:35 PM				

### Grading Scales

Administrative Procedure EA-A.4

**REGULAR GRADING SCALE FOR STANDARD COURSES & ALL PRE-AP COURSES AT AHS & AMS**

<b>90 – 100</b>		<b>80 - 89</b>		<b>70 - 79</b>		<b>60 – 69</b>		<b>Below 60</b>
<b>A [4.0]</b>		<b>B [3.0]</b>		<b>C [2.0]</b>		<b>D [1.0]</b>		<b>F [0.00]</b>

**ADVANCED PLACEMENT GRADING SCALE**

<b>90 – 100</b>		<b>80 - 89</b>		<b>70 - 79</b>		<b>60 – 69</b>		<b>Below 60</b>
<b>A [5.0]</b>		<b>B [4.0]</b>		<b>C [3.0]</b>		<b>D [2.0]</b>		<b>F [0.00]</b>

Beginning with the 2021-2022 school year at Ardmore High School only, letter grades will be given for student aides, athletics, drill team, cheerleading, weightlifting, etc.

Students enrolled concurrently in one or more college or university courses are eligible for the honor roll if they are enrolled in at least three courses at Ardmore High School.

### **ACS Administration Center - 611 Veterans Blvd**

Students are not allowed in the ACS Administration building or parking lot at any time unless they are in a class that meets there. **This is considered an off-campus violation.**

### **Academic Integrity**

Honesty, integrity, responsibility and mutual respect are the keys to true learning. Specifically, academic integrity means honesty and responsibility in all areas of a student's life. These standards include the expectation that no student will engage in the following unacceptable behaviors.

1. **Cheating**: Cheating is defined as the dishonest violation of rules or giving or receiving of unauthorized information in academic, extracurricular or other school work, so as to give or gain an unfair advantage.
2. **Plagiarism**: Plagiarism is copying the language, structure, style, idea and/or thought of another person and representing it as one's own original work or using information obtained from printed or electronic sources that is not appropriately cited.
3. **Fabrication**: the falsification or invention of any information or citation in an academic exercise.
4. **Fraud**: Fraud is defined as "a deception deliberately practiced in order to secure unfair or unlawful gain."

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Misconduct occurs when a student knowingly engages in these behaviors or when a reasonable student would understand that the behavior constitutes misconduct. Students who are caught in this type of misconduct will receive a zero on the test or assignment and will not be allowed to re-do it. He/she will then be assigned to ISD for 1-3 days, and his parent will be notified. If a second offense occurs, student will receive 3-5 days of ISD. A third offense will warrant 3 days out of school suspension.

### **Backpacks, Athletic Bags/Musical Instruments**

- Backpacks may be used to transport materials to and from school.
- Upon entering the school building, backpacks must be stored on the "backpack shelves" in the AHS main entry.
- Backpacks may not be carried into the classrooms or left in the hallway.
- Bags that are permitted such as purses must be no larger than 4 ½ inches by 6 ½ inches. [Please see clear bag guidelines for extracurricular activities.] All athletic bags must be taken to the locker room before school.
- No student will be allowed to go to his/her car or parking lot during school without a pass from the office. The exception will be SOTC and Murray State College – Ardmore Campus students leaving or returning from class.
- Musical instruments must be stored in the orchestra/band rooms.
- Staff searching bags in metal detectors are not liable for any loss or damaged items or materials in the bags or bins.

### **Cafeteria**

**Breakfast is served from 7:20 a.m. – 8:10 a.m. All students may eat breakfast and lunch in the cafeteria for FREE.**

The cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch is offered. Ardmore High School serves breakfast and lunch free of charge to every student from the meal line or students may pay for ala carte selections at the snack bar.

The cafeteria is provided for a student's convenience. In order to keep a clean, attractive, orderly environment, the student is required to:

- wait his/her turn in line;
- do not cut in front of others;
- deposit all lunch litter in wastebaskets;
- return all trays and utensils to the dishwashing area;
- leave the table and floor in a clean condition for others.

Students may eat outside as long as trash is picked up. Plates, glasses, and silverware are not to be taken outside of the cafeteria.

**Cell Phone Ban in Public Schools: Oklahoma State Law (SB 1312, 2025) and ACS Board Policy FC-G**  
**Effective Date: August 1, 2025** **Applies to: All Students, Grades PK – 12**

**🔒 Policy Statement**

In compliance with state law and in the interest of improving student focus, safety, and emotional well-being, **students are prohibited from utilizing or using personal mobile devices (including but not limited to cell phones, smartwatches, smartglasses, earbuds, laptops, tablets, and other wearable communication devices)** during the instructional day, including class changes.

**📱 Permitted Use**

The use of personal electronic devices is allowed only:

- Before the first bell and after final dismissal
- In the case of a documented emergency or health condition (IEP/504 accommodation)

*Devices must be powered off and stored in a backpack or designated location throughout the instructional day.*

OFFENSE	CONSEQUENCE
1 <sup>st</sup>	Warning: device confiscated and returned to student after school.
2 <sup>nd</sup>	Device confiscated; parent/guardian must retrieve; written warning issued.
3 <sup>rd</sup>	Device confiscated; parent/guardian must retrieve; student assigned one day of In-School Detention (ISD) / Restore
4 <sup>th</sup>	Device confiscated; parent/guardian must retrieve; student suspended Out-of-School (OSS) for one (1) day.
Refusal to Comply Chronic Violations	Administrative discretion that may result in a longer-term suspension or loss of extracurricular privileges.

**⚠️ Important Notes**

- The district is **not responsible for lost, stolen, or damaged devices.**
- This policy includes **cell phones, smartwatches, smartglasses, earbuds, laptops, tablets, and other wearable communication devices.**
- Staff may utilize school-issued communication devices or apps for approved instructional purposes.

### **Closed Campus Policy**

**AHS is a closed campus.** Closed Campus: Ardmore High School has a closed campus policy. Only students attending Southern Tech or Murray State College are allowed to leave campus. Parents will need to be present to check their child out of school unless it has been approved in advance by the principal. Students are not allowed to leave during lunch. Students who are absent for more than 15 minutes during the 4th hour period will be counted absent.

### **Counseling Services**

The guidance and counseling program is an integral part of the total education process. It is organized and implemented by school counselors with the support of teachers, administrators, students, parents and community resources. The comprehensive guidance program is developmental, proactive and preventative, focusing on the whole student, physically, emotionally, socially and cognitively with the total school environment. School counselors offer: preventive guidance, individual and small group counseling, student/parent conferences, academic and behavior interventions, liaison for community resources and referrals, Student Assistance Team, career development and college information.

### **Course/Class Changes**

The student's selection of subjects provides the basis for the master schedule of classes and individual schedules. All of this is completed during the summer months. No course changes will be made after the first day of school without principal approval.

### **Daily Announcements**

Daily announcements concerning school activities will be made via the school system.

### **Dances/School Events**

The high school administration has jurisdiction over student conduct while at or on a school sponsored event/activity. The high school administration will remove any students and/or students' guest who is violating the school's rules and regulations, appropriate disciplinary action will be taken.

**The high school administration will review and have final approval of the guest list for school sponsored dances. Non-AHS guests may not attend school events/dances without the high school administration's advance approval.**

### **Deliveries for Students - Flowers, Gifts, Food, Etc.**

Deliveries to students of flowers, gifts, food, etc. are not permitted during the school day.

### **Dress Code**

ACS students must represent himself/herself appropriately at all times by dressing modestly at school. Clothing that may be fun or appropriate on the weekends or after the school day, may not be appropriate for school. The dress code is based on the premise of recognizing fashion without sacrificing decency, safety, and appropriateness. Clothing should not be disruptive and/or should not distract from the learning environment.

#### **Clothing standards for all students shall include, but are not limited to the following:**

- ❖ Clothing must promote modesty.
- ❖ Students must wear shoes at all times.
- ❖ Wearing an unauthorized head cover of any kind in the building is considered inappropriate.
- ❖ All unauthorized caps, hats, hoodies, do-rags, stocking caps, etc., will be removed when inside the building at AHS.
- ❖ Students who choose to wear shorts should keep modesty in mind. Students may be asked to change if an adult finds the student's attire inappropriate. No bicycle or short-shorts allowed.
- ❖ Skirts must be of appropriate length.

- ❖ Halter tops, tube tops, tank tops, or spaghetti straps will not be allowed.
- ❖ Skirts and blouses must completely cover the midriff and stomach. Shirts and blouses must be modest in coverage.
- ❖ Legging must be worn with thigh-length or fingertip length tops. If you have a question, do not wear the item.
- ❖ No clothes with large holes or cutouts that cause indecency.
- ❖ No undergarments may be visible, including those underneath sheer outer garments.
- ❖ Inappropriate words, vulgar connotations / innuendo, or any article of clothing that could cause a disruption to the educational process are not to be worn.
- ❖ Nothing that may be regarded as gang-related colors or emblems may be worn or displayed.
- ❖ Sagging is prohibited. Clothing must fit properly at the waist. Under garments, including shorts worn under jeans, must be covered.

If a student's appearance is in violation of the Dress Code and/or considered by a teacher to be indecent, causes a distraction or is a safety concern, the teacher will notify an administrator. ACS Personnel will determine what is appropriate. A student will be required to change the clothing in question before returning to class. Fashions change but appropriate school wear is our expectation.

### **Food/Drinks in the Building**

Food, candy, and drinks are to be consumed in the cafeteria, not in the halls, mall areas, or classrooms. Only clear plastic water bottles with a lid are allowed in the hallways and in the classrooms. No outside containers other than clear plastic. For the safety of all, this will be strictly enforced.

### **Gambling**

Students are not permitted to bring items for gambling purposes including but not limited to dice, cards or other items used in games of chance. Students participating in gambling behaviors will receive disciplinary consequences from an administrator.

### **Graduation Cap & Gown**

During the first semester, seniors will be able to order graduation announcements and caps/gowns at school from the selected company's representative. These materials will be delivered in early April.

### **Inappropriate Displays of Affection**

Overly affectionate behavior is not acceptable at school or on school-sponsored activities. Students are expected to keep their hands to themselves and not publicly display affection. Students participating in this behavior will be subject to disciplinary consequences.

### **Incompletes or "I's"**

All "Incompletes" recorded at the end of a grade reporting period will become "F's" at the end of two weeks.

### **Jurisdiction**

The district has jurisdiction over its students during the regular school day and while they go to and from school by district transportation. The district's jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location.

### **Library Services**

With a well-rounded book collection and thirty-six computers, the AHS library enriches and supports the learning environment. Our mission is to promote the skills and experiences that will enable young adults to use libraries and information resources for lifelong learning.

### **Loitering & Hallway Movement between Classes**

Students are not to loiter in the halls between classes. Students are expected to move directly to the next class, to the restroom, to their locker, etc. A student not in class during class time must have his pass signed by a teacher, indicating his permitted destination.

### **Mace/Pepper Spray**

These are considered weapons and cannot be brought onto school property. This is considered a dangerous instrument/weapons violation.

### **Personal Property**

***Students are not to bring toys, radios, excessive money, valuables, electronic machines to school (MP3 players, iPods, headphone sets) or any electronic games, etc. to school. Ardmore High School will make every reasonable effort to protect the personal property of its students and its staff. However, AHS will not be responsible for any loss of personal property stolen or destroyed at school.***

### **Petitions/Fliers**

A petition for any cause may not be circulated in a school building without the approval of the principal.

### **Report Cards**

All grade and attendance information can be found on the parent portal in WenGage.

### **Reporting False Information/Lying**

Reporting false information or lying to a school representative or outside authority will be addressed by the administration and consequences will be given.

### **School Parking/Driving Regulations**

In accordance with the policy of the board of education, the following rules and regulations shall govern student parking at the public schools:

1. Students who drive vehicles to school park at their own risk and must understand that the school will not be held responsible for damage to a vehicle. Although the parking areas are monitored, students are encouraged to keep vehicles locked.
2. Students who wish to park a motor vehicle in any school parking area must register the vehicle with the school and must possess an appropriate and valid Oklahoma license.
3. Once parked, student vehicles must remain stationary until school is dismissed, unless the student is excused for the day or attending concurrent enrollment or SOTC classes. This includes moving from student parking Field House parking.
4. Students may not sit in, or upon, or congregate around vehicles at any time during school.
5. Vehicles shall not be driven on any grass area, around the middle school, or upon or into any area not designated as a driveway or parking area.
6. Tags, bumper stickers, signs, or flags that suggest profanity, advertise tobacco or drugs, or are inflammatory or degrade another person because of race, gender, creed, or culture are prohibited.
7. All state laws, city laws, ordinances, and school rules and regulations shall be strictly enforced.
8. Stereos should be used in a manner that does not disturb school operations or neighbors. Failure to observe this regulation will be cause enough to have the student barred from driving to school.
9. Any student in violation of any of these rules, on the first offense, may be suspended from operating a vehicle on school premises for two (2) weeks. A second violation shall result in the permanent suspension of driving privileges on school premises.
10. School Resource Officer will monitor and help enforce these rules and regulations.

Procedure for Obtaining a Parking Permit:

- **All vehicles parked on school grounds must be registered.**
- Complete Parking Permit Application.
- Pay the \$10 parking fee.
- Provide copy of driver's license & insurance.
- Hang parking permit on rearview mirror.
- **Notify an administrator on any day you are driving a vehicle other than the one registered with the high school principal's office or if you drive a vehicle without a permit or sell your vehicle and need a replacement parking sticker.**
- Students applying for and receiving parking permits are responsible for fully understanding and abiding by the AHS School Parking/Driving Regulations.
- Cost of Student Parking Pass replacement is \$5.00.

Parking/Driving Regulations:

- **OFF CAMPUS PARKING IS NOT ALLOWED.**
- **A student must park in the assigned student parking lot.**
- Parking in the designated Faculty Parking area is not permitted.
- Students may not move their vehicles once parked.
- **No parking is allowed at the Ardmore Schools Administration Center, 611 Veterans Blvd or in the front of the building.**
- Automobiles are to be parked front end to curb.
- The school is not responsible for the automobile or its contents.
- Parking lot and automobiles are off limits during the school day. **Student may not go to their vehicles at any time during the school day without written permission from a principal.**
- Students must exit vehicles upon arrival; loitering in vehicles is not permitted.
- Student vehicles are subject to search for reasonable cause (drugs, alcohol, stolen property, weapons, or other contraband).
- Students to whom a permit is issued are responsible for the contents of the vehicle.
- Parking regulations are strictly enforced. It is considered a privilege to park on school grounds.
- No speed over 15 mph or any reckless driving on school grounds is allowed.

Procedure for Leaving Campus during the School Day

A student **must** receive a permit from the attendance office to leave the school grounds **at any time** during the school day. Failure to follow proper checkout procedure will result in truancy. **Parents checking students out at lunchtime are required to enter the building and check out his/her student with the attendance clerk. Leaving campus without authorization will result in detention and/or in-school detention. Please note: Students may not be picked up or receive food in parking lot; no outside food services; parents must deliver student lunches to the AHS office.**

Proficiency Based Testing

Grades 1-7	Grade 8	Grades 9-12		
<ul style="list-style-type: none"><li>▪ Reading</li><li>▪ Mathematics</li><li>▪ Science</li><li>▪ Language Arts</li><li>▪ Social Studies</li></ul>	<ul style="list-style-type: none"><li>▪ Reading</li><li>▪ Mathematics</li><li>▪ Science</li><li>▪ Language Arts</li><li>▪ Civics</li></ul>	<ul style="list-style-type: none"><li>▪ Oklahoma History</li><li>▪ World History</li><li>▪ Government</li><li>▪ World Geography</li><li>▪ English I, II, III IV</li><li>▪ General Math</li></ul>	<ul style="list-style-type: none"><li>▪ Pre-Algebra</li><li>▪ Algebra I, II</li><li>▪ Geometry</li><li>▪ Spanish I</li><li>▪ French I</li><li>▪ Physical Science</li></ul>	<ul style="list-style-type: none"><li>▪ Earth Science</li><li>▪ Biology I</li><li>▪ Chemistry</li><li>▪ Physics</li></ul>

All new or currently enrolled students have an opportunity to request a proficiency assessment for the purpose of evaluating appropriate grade or course placement. New students will have thirty (30) days from the enrollment date to request a proficiency assessment. A request may be initiated by a new student or the student's teacher, parent, or legal guardian.

For more information or to see the complete policies, contact your school principal or review board policy located on the homepage of the district's website: [www.ardmoreschools.org](http://www.ardmoreschools.org). [Board Policy EB-C & EB-C.1A]

### **Secret Societies**

The Board of Education has the power to regulate and control all secret letter organizations, social orders, societies, and fraternities with the schools under its jurisdiction. No function of any such organization may be carried on in any school, on any school grounds, or at any school-related function, and all students who are members of such organizations will be bound by the policies of the Oklahoma Secondary Schools Activities Association.

### **Sex Education:** Reference Board Policy EI-A

It is the policy of the Ardmore Board of Education that all curriculum and materials, including supplementary materials which will be used to teach or will be used for or in connection with a sex education class or program which is designed for the exclusive purpose of discussing sexual behavior or attitudes, or any test, survey or questionnaire whose primary purpose is to elicit responses on sexual behavior or attitudes, shall be available through the superintendent or designee for inspection by the parents or guardians of the students who will be involved with the class, program, test, survey, or questionnaire.

Such curriculum, material, class, program, test, survey, or questionnaire shall include information about consent and shall have as one of its primary purposes the teaching of or informing students about the practice of abstinence.

The term "consent" means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any time. Consent cannot be:

1. Given by an individual who:
  - a. is asleep or is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or
  - b. is under duress, threat, coercion or force; or
2. Inferred under circumstances in which consent is not clear including, but not limited to:
  - a. the absence of an individual saying "no" or "stop", or
  - b. the existence of a prior or current relationship or sexual activity.

The superintendent or designee shall provide prior written notification to the parents or guardians of the students of their right to inspect the curriculum and material and of their obligation to notify the school in writing if they do not want their child to participate in the class, program, test, survey, or questionnaire.

No student will be required to participate in a sex education class or program that discusses sexual behavior or attitudes if a parent or guardian of the student objects in writing. If the type of program referred to is a part of or is taught during a credit course, a student may be required to enroll in the course but shall not be required to receive instruction in or participate in the program if a parent or guardian objects in writing.

The superintendent or designee shall approve all curriculum and materials which will be used for the purpose of discussing sexual behavior or attitudes and any test, survey or questionnaire used to elicit responses on sexual behavior or attitudes prior to the use of such materials.

Teachers involved in the class, program, test or survey shall submit curriculum, materials, tests, or surveys to the superintendent or designee for approval before they are used in the classroom or school.

### **Standardized Testing**

Students are advised to plan an individual testing program so that maximum benefit can be gained from available standardized tests. **Although the SAT (Scholastic Aptitude Test) and ACT (American College Test) programs are college entrance examinations, they are used by many colleges and agencies for determining scholarship awards.**

- Ardmore High School intends to select the ACT for the College – and Career-Readiness Assessment.

The following is a proposed schedule for testing for the serious college-bound student. For more information, see a guidance counselor.

- **Sophomore Year:** PSAT for practice, PLAN (Pre-ACT)
- **Junior Year:** PSAT in fall (*This is the National Merit Scholarship Qualifying Test;*) ACT given in April for State Testing
- **Senior Year:** Repeat ACT and SAT exams as often as possible.

### **Student Activity Fees**

In order to eliminate money-raising projects, students must pay the class dues: Senior Dues - \$30, Junior Dues - \$20, Sophomore Dues - \$10 & Freshman Dues - \$10.

### **Students: Fees, Fines & Charges**

In accordance with the policy of the board of education, the following areas will require payment of a fee, fine, or charge by the student:

1. Membership dues in student organizations or clubs and admission fees or charges for attending extracurricular activities when membership or attendance is voluntary.
2. Security deposits for the return of material, supplies, or equipment.
3. Items of personal use such as student publications, class rings, annuals, and graduation announcements.
4. Any authorized student health or accident benefit plan.
5. A reasonable fee, not to exceed the actual annual maintenance cost for the use of musical instruments and uniforms owned or rented by the district.
6. Items of personal apparel that become the property of the student and which are used in extracurricular activities.
7. Parking fees and fees for identification cards if applicable.
8. Fines assessed for lost, damaged, or overdue library books and textbooks.
9. Other fees, fines, or charges specifically permitted or required by law.

Payments to schools for lost or damaged instructional materials will be deposited in the school activity fund as a line-item account and will be used to purchase replacement materials as necessary.

All lost or damaged materials must be paid for before the end of the school year in which the loss or damage occurs or before a student officially withdraws from the school district.

### **Student Authorized Areas before School & During Lunch**

- Students are restricted to the cafeteria and/or courtyard area before school and during lunch.
- Students needing to enter the building during lunch to go to the library or to see a teacher must have a written pass from the teacher.
- Students are not to loiter in their vehicles or in the parking lot.
- Students are not to return to the parking lot or to their vehicles for any reason during the school day without written permission from an administrator.

### **Student Retention**

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 in grades 9-12 shall be promoted or receive credit for a course of study if a grade average of 60% or above has been achieved for an entire course of study as determined by the teacher.

### **Tardies**

A student is tardy if not seated in the classroom when the tardy bell rings. A student who is more than fifteen (15) minutes late for class is a disruption of the normal operation of school and must be taken seriously. Tardies will be recorded and shown on the student's grade report.

Unexcused tardies accumulate for each semester in each class. After **three** tardies in a class, the student may be referred to lunch detention for disciplinary consequences. For recurring tardies, after **three**, the student will receive disciplinary action, lunch detention, or in school detention. The teacher has the discretion to allow the student to excuse the tardy by an agreement worked out between the student and the teacher. Teacher action is required before an office referral for tardies. Administrative disciplinary action is determined at the discretion of the administrator and may include any alternative available.

### **Textbooks**

Textbooks are issued to students by classroom teachers. The textbook number will be recorded in the teacher's paper grade book or computerized records. Students are responsible for textbooks and must return the book that is issued to them in the similar condition in which it was received. Students who lose or damage school property, to include textbooks, shall be required to pay an amount necessary to restore or replace the property.

### **Title I**

The Improving Academic Achievement of the Disadvantaged Act of 1994 reauthorized the Elementary and Secondary Act of 1965. The purpose of this Act is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments.

- Title I is a federally funded program. Schools become eligible for Title I funds based on the percentage of students who qualify for free and reduced school meals. Schools are designated as Target Assisted Title I or School-wide Title I.
- Federal funds are made available in Target Assisted Title I schools to provide services to a select (targeted) group of students identified as most "at risk" in meeting State content and student performance standards.
- School-wide Title I schools have greater latitude in determining how to organize their programs. They are not required to identify specific children as eligible for services. School-wide programs serve all children in the school.

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### **Tiered Intervention (RtI)**

Response to Intervention (RtI) is a multi-level, system-wide framework for prevention and early intervention that involves determining whether students are learning, progressing and/or excelling when provided with high quality interventions in academics and/or behavior. Ardmore's RtI model involves three levels of support based on student needs. These levels are referred to as tiers.

#### **Tier I includes:**

- Effective, scientifically-based academic instruction and curriculum linked to State standards
- Screening ALL students three times a year (Fall, Winter & Spring) in the areas of reading, math and behavior to identify the effectiveness of programs and the success of students
- Identification of students who may be "at-risk" for future academic problems
- Differentiated instruction for ALL students in the classroom

#### **Tier II includes:**

- Supplemental, research-based intensive small group interventions, delivered in a timely and systematic manner
- Weekly progress monitoring to evaluate the effectiveness of classroom interventions
- Intervention changes based on progress monitoring data

#### **Tier III includes:**

- Intensive, individualized or small group interventions that are most explicit and specially designed to meet individual needs
- Systematic progress monitoring data collected weekly
- Interventions beyond the classroom delivered by an appropriate specialist as necessary

### **Use of Metal Detectors**

When the administration has reasonable cause to believe that weapons are in the possession of unidentified students, when there has been a pattern of weapons found at school, or when violence involving weapons has occurred at the school, the administration is authorized to use stand-up, stationary, or mobile metal detectors.

Any search of a student's person as a result of the activation of the detector will be conducted in accordance with the policy on personal searches. Staff are not held liable for loss or damaged items being checked.

### **WenGage Portal**

Parents and students can keep up with grades and attendance through the WenGage Portal. Contact the office to learn more or to get set up.

## **Students with Disabilities**

All eligible children with disabilities, beginning at age 3, who are residents of the Ardmore School District, have the right to a Free Appropriate Public Education (FAPE) as mandated by the Individuals with Disabilities Education Act (IDEA) Amendments of 2004. Exceptions to FAPE for certain ages are noted under Section 300.122 of the Federal Regulations. Ardmore City Schools is responsible for locating, evaluating, and identifying children with disabilities. A child with a disability means:

<ul style="list-style-type: none"><li>▪ Autism</li><li>▪ Deaf-Blindness</li><li>▪ Emotional Disturbance</li><li>▪ Hearing Impairment, including Deafness</li></ul>	<ul style="list-style-type: none"><li>▪ Intellectual Disabilities</li><li>▪ Multiple Disabilities</li><li>▪ Orthopedic Impairments</li><li>▪ Other Health Impairments</li></ul>	<ul style="list-style-type: none"><li>▪ Specific Learning Disability</li><li>▪ Speech or Language Impairment</li><li>▪ Traumatic Brain Injury</li><li>▪ Visual Impairment</li></ul>
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For Ardmore City Schools' residents needing information regarding eligibility for special education and related services, please contact the Special Services Department at 580.221.3001 Ext 150.

## **Student Transportation & Bus Rules**

The school district **may** provide transportation to and from school for students whose homes are more than one and one-half miles walking distance from the schools attended by such students. Ardmore Schools has established that riding a bus is a privilege. Students not observing these safety regulations and guidelines could be subject to loss of bus riding privileges. It is important that every student be entitled to a safe trip to and from school. Unsafe rider-ship is not tolerated.

**Note: Bus riders are subject to being videotaped while on any school bus.**

### **Conduct of Student**

School bus transportation is a privilege provided for the convenience and safety of the students. Undesirable conduct of the students can create a very dangerous situation. It may not only cause someone to be injured inside the bus, but could also lead to a collision with another vehicle. If the driver is distracted by student behavior, any of the above could result. Quietly visiting with the student sitting next to him/her is permissible. There is to be no loud talking or moving about while the bus is moving. Students are to obey the driver the same as they would a teacher. Tobacco products of any kind are prohibited. Food and drinks are also not allowed on the bus. No one is to put any part of his/her body out of a window or throw objects out of a window. Hands and feet are to be kept out of the aisles. Objects carried on the bus are to be held in the student's lap or placed according to the driver's instructions.

### **Entering the Bus**

All students will get on their bus at school or at their regular stop. Students are to stand back until the bus comes to a complete stop. Once the bus has come to a complete stop, students should line up in an orderly fashion, enter the bus with no pushing and shoving, go directly to a seat, and be seated. The driver will be the judge as to

how many should be in each seat. Seats are not to be held for a student who enters the bus at a later bus stop. Everyone is expected to share seats.

## Departing the Bus

All students are required to remain seated until the bus comes to a complete stop. When the bus stops, students who get off at that stop are to depart the bus single file in a line as quickly as possible and move away from the bus. If a student must cross the street, he or she is to quickly walk approximately ten steps in front of the bus and wait for the driver to signal when it is safe for him or her to cross. **NEVER WALK BEHIND A BUS!**

## Bus Stops

Buses will stop to load and unload only at the designated bus stops shown on the official bus route schedule, updated annually.

## Damaging a School Bus

Any student caught damaging a bus which includes, writing on a bus, tearing or cutting a seat, tearing off padding or defacing a bus in any manner will be suspended from riding a school bus. Parents are legally liable for damages to the school bus made by their child.

✓ First Offense to Damage of a School Bus

A mandatory suspension of ten (10) school days. Payment in full of damages is due before the student may return to riding a bus.

✓ Second Offense for Damaging a School Bus

Mandatory suspension from the riding the bus for the remainder of the school year. Payment in full of damages is due by the end of the current school year and must be paid in full before the student will be allowed to ride the bus the next school year.

## Disciplinary Consequences

### Student Transportation Safety Code Violation/Consequences

- ❖ Disciplinary actions for school bus conduct violations will be determined jointly by the Building Principal and the Transportation Director.

OFFENCE	CONSEQUENCES
1 <sup>st</sup>	A written warning will be sent home to the parent/guardian. Depending on the severity of the violation, the student may also lose bus privileges.
2 <sup>nd</sup>	The student will lose bus privileges for a period of time to be determined by the Building Principal and the Transportation Director.
3 <sup>rd</sup>	The student will lose bus privileges for an extended period of time or possibly for the remainder of the semester or school year, depending on the nature and frequency of the violations.

**VAPING | SMOKING of any kind will result in an immediate suspension from the bus for the remainder of the school year.**

## Bus Passenger Safety Rules

### Before Loading the Bus: Students should do the following

- Be on time at the designated school bus stop, keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to board the bus.
- Be careful when approaching bus stops.
- Do not move toward the bus at the loading zone until the bus has come to a complete stop.
- Respect people and their property while waiting for the bus.
- Receive proper school authorization to be discharged at locations other than the regular bus stop.

**While on the Bus: Students should do the following**

- Keep all parts of the body inside the bus.
- Food and drinks are not allowed on the bus.
- The use or possession of any form of tobacco, alcohol, or drug is prohibited.
- No items considered weapons as outlined in the Weapons Free School Act are allowed on the bus.
- Assist in keeping the bus safe and clean at all times.
- Remember that loud talking, laughing, or unnecessary confusion diverts the driver’s attention away from the road and may result in a serious accident. [The life you save may be your own.]
- Treat bus equipment as you would valuable furniture in your own home. Damages to the bus, including seats, must be paid for by the offender.
- Never tamper with the bus or any of its equipment
- Maintain possession of books, lunches or other articles and keep the aisle clear.
- Help look after the safety and comfort of small children.
- Do not throw objects in or out of the bus.
- Remain in your seat while the bus is in motion.
- Horseplay and fighting on the school bus is prohibited.
- Be courteous to fellow riders, the bus driver, the patrol officers and driver’s assistants.
- Remain quiet when approaching a railroad-crossing stop.
- Remain in the bus during road emergencies, except when it may be hazardous to your safety.

**After Leaving the Bus: Students should do the following**

- Go at least ten (1) feet in front of the bus and stop to check traffic. Wait for the bus driver’s signal, then cross the road.
- Go home immediately, staying clear of traffic.
- Help look after the safety and comfort of small children.

**EXTRA-CURRICULAR TRIPS**

The above rules and regulations apply on all school-sponsored trips. Sponsors should be certified staff members only.

For questions about transportation services, contact the Transportation Department at 580.221.3001 Ext 1314.

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# Attendance

## Board Policy FB-F & Administrative Procedure FB-F.1

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Students are subject to compulsory school attendance and truancy laws as required by the statutes of the State of Oklahoma and regulations of the state Board of Education. **When absent call the Attendance Line 226-7688**

**Excused Absences**

School attendance officers may excuse absences for students who are absent because of accident or injury, death in the family, emergency situations, or other extenuating circumstances. Also, a student who is participating in a school-sponsored activity and has received the prior approval of the principal will receive an excused absence.

**Specifically:**

<ul style="list-style-type: none"> <li>➤ Confirmed Illness by parent or doctor</li> <li>➤ Accident or Injury</li> <li>➤ Medical &amp; Dental Appointments</li> <li>➤ Death in the Family</li> </ul>	<ul style="list-style-type: none"> <li>➤ Religious Holy Days</li> <li>➤ Participation in a Military Funeral Honors Ceremony</li> <li>➤ Emergency Situations</li> <li>➤ Suspensions</li> </ul>
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“Excused absences may be granted to a student by the school attendance officer upon receipt of a certificate from a duly licensed and practicing physician for physical or mental disability; due to “an emergency and at the

request of the parent, guardian, custodian or other person having control of the student; and at the written request of the parent, guardian or person having custody or control of the student for the purpose of observing religious holy days and for the days which the student must travel to and from the site where the student will observe the holy days. The written request must be presented prior to the absence of the student." (Reference: 70 O.S. §10-105)

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a virtual online program approved by the school district, or
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

### **Unexcused Absences**

An unexcused absence is defined to be any absence in which a student is absent from class without approval of the school attendance officer.

### **Attendance Requirement for Receiving Grades and/or Credits Grades 9-12**

- a) Each student is responsible for assigned work missed during any absence.
- b) Class work missed due to an absence may be made up for credit.

Except for suspensions, school activity absences, religious holy days and confirmed illnesses, all absences will be counted. [NOTE: if at any time "parent-confirmed" illnesses become excessive or suspicious, the superintendent or his/her designee may require a doctor's note.]

Grades 9-12: If a student is absent more than 7% of the semester (10 unexcused absences), an "F" will be recorded if that was the grade earned; if the student would have earned a passing grade, an "NC" will be recorded. In case of extenuating circumstances, the principal or designee will make the final decision. Please note: if a student misses 15 minutes or more of a class period, they are marked absent.

## **Responsibilities Pertaining to Student Attendance Requirements**

Responsibilities of students and their parent, guardian, custodian or person having control of a child concerning attendance:

1. Each child who has reached the age of five (5) years or is under the age of eighteen (18) years and who has not finished four (4) years of high school work must be enrolled.
2. In the event of a student's absence, the absence will be considered to be accruing toward truancy as defined in Oklahoma Statutes. It is the responsibility of the parent(s) to notify the school when a student is absent.
3. The school administration neither encourages nor condones students missing school for family vacations. When this occurs, the student's absence will be recorded as a documented unexcused absence, as it is not within the guidelines of what is accepted for an "excused" absence.

When a parent/guardian continues with the family vacation during the school year, the following procedures must be followed:

- a) The parent(s) will contact the attendance officer in advance.
- b) The parent(s) and the attendance officer will discuss the duration of the absence, the procedure for students to follow for completion of their work and the date such work is due to the teacher(s). (The attendance officer will share this information with the teacher(s) involved. However, the teacher(s) will not be obligated to initiate arrangements with the student.)

- c) The student will be held responsible for making specific arrangements with teacher(s) for assignments.

**Note:** All absentee documentation must be provided to the school within 10 school days of the absence. Any documentation received after that time, may not be accepted. All absentee documentation must be original documents, no copies and the validity of the documentation can be verified.

**Note: Perfect Attendance**

**In order to qualify for "perfect attendance" student must be in attendance all day each day for every class. All absences, including excused and early or late arrivals count when identifying Perfect Attendance recipients.**

**Excessive Unexcused Absences**

Oklahoma Law states that a student is truant if they have 4 or more days or parts of days within a four-week period without a valid excuse OR 10 or more days or parts of days within a semester. Prior to a student becoming truant, Ardmore City Schools will initiate intervention as follows:

Once a student has three (3) unexcused absences within four consecutive weeks, the behavior interventionist and/or attendance clerk, along with the school principal, will initiate the following process and document each step thoroughly as a log entry in WenGage.

- 1) Principal (or his/her designee) makes contact with parent by phone and mails letter to parent discussing the number of unexcused absences, time frame and request for meeting to address the issue before it gets to the point of truancy. [Principal or his/her designee and/or behavior interventionist will document the outcome of the phone call as log entry in WenGage.] If no phone contact can be made, please consider a home visit by behavior interventionist and school resource officer.
- 2) If the family is non-compliant and attendance issues persist, staff members continue to make contact to support intervention, documenting each attempt as a log entry in WenGage, until law has been violated [4 unexcused absences within a consecutive four-week period or 10 in a semester). At this point, referral is made to the district attorney's office for truancy by the school principal, behavior interventionist, or school resource officer.

If a student is passing the course but received an NC due to absences, the student must take a competency exam to regain the credit for that course. Students receiving NC can only regain the credit for current semester only.

**Referral To District Attorney for Truancy**

Referral is to be initiated by school principal, behavior interventionist, or the school resource officer based upon information and documentation provided by school attendance clerk.

The letter to the district attorney will be generated and signed by the principal. All supporting documentation will be included with the letter and sent to the district attorney's office. Document as log entry in SIS that referral has been sent to the district attorney's office.

School principal [or designee] will notify the superintendent's secretary and the district homeless liaison of the referral via email, including a copy of the letter to the DA in the interoffice mail.

District Attorney's office will be addressing truancy once a month on a regular basis. Behavior interventionist, district homeless liaison, and principal will follow-up with the district attorney's office, as needed, to ensure case is being worked.

All district personnel will cooperate with any requests made by the district attorney's office pertaining to the truancy case.

**Reminder: Academic success is directly related to being in attendance at school. When a student is identified as truant or has excessive absences, summer school or retention may be options to help the student get caught up academically.**

**Excessive Absences Appeal Procedure:**

With each absence, a student should submit evidence to the Attendance Clerk as to the reasons for his/her absences, such as hospitalization, chronic illness, orthodontist appointments, dental appointments, doctor appointments, or other circumstances beyond his/her control. In the event that a student exceeds the 10 allowed absences, this evidence will be presented to a committee composed of an administrator, a counselor, and one of the student's teachers. This committee will decide whether the student shall be granted a waiver/extension due to the circumstances, or be given no credit (NC) for his/her class(es).

If a waiver/extension is granted, additional requirements could be in effect, which could include but are not limited to, attendance at summer school, an attendance contract with academic requirements, etc. If at any time a student has not completed his/her academic requirements as set forth in board policy, [see *below*] retention [at the elementary level] and/or loss of credit for semester resulting in no credit (NC) and the necessity to repeat said course or courses [at the secondary level] can occur.

**See Administrative Procedure:**

- EA-A.3 [Student Retention Regulation]

## **Your Graduation Requirements**

### **Reference Board Policy EA-H**

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The Ardmore Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 24 units of credit be earned in the subject areas listed below to be eligible for graduation. All students, in order to graduate from an Oklahoma public school, will be required to complete the "college preparatory/work ready curriculum units or sets of competencies" at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the "core curriculum" option.

**The "college preparatory/work ready curriculum" will include the following**

**LANGUAGE ARTS: 4 Units**

- Grammar
- Composition
- Literature
- Or any English course approved for college admission requirements.

**LABORATORY SCIENCE: 3 Units**

Limited to:

- Physical Science
- Biology
- Chemistry
- Physics
- Or any lab science course with content and/or rigor equal to or above Biology and approved for college admission requirements.
- Note: Science courses above Biology I may be taught at a high school or technology center. High school students may substitute the 4<sup>th</sup> unit of credit for science by completing four vocational unit credits at the Southern Oklahoma Technology Center.
- Students completing the alternative education program through Take Two Academy are required to complete three (3) units of science instead of four (4).

**MATHEMATICS: 3 Units**

Limited to:

- Algebra I
- Algebra II
- Geometry
- Trigonometry
- Math Analysis
- Calculus
- Advanced Placement Statistics
- Or any math course with content and/or rigor above Algebra I and approved for college admission requirements. Note: Math courses above Algebra I may be taught at a high school or technology center.

**HISTORY & CITIZENSHIP SKILLS: 3 Units**

Including:

- (1) American History
- (½) unit of U.S Government,
- (½) unit of Oklahoma History,
- And (1) units from the subjects of History, Government, Geography, Economics, Civics, or Non-Western Culture and approved for college admission requirements.

**Same Foreign Language or Non-English Language (2 Units) OR Computer Technology (2 Units):**

- Approved for college admission requirements, whether taught at a high school or technology center, including Computer Programming, Hardware, and Business Computer Applications such as Word Processing, Data Bases, Spreadsheets, and Graphics, excluding Keyboarding or Typing courses.

**For those graduating prior to July 1, 2018, 1 additional unit selected from the above categories or career technology education courses approved for college admission requirements.**

**For those graduating after July 1, 2018, 1 additional unit selected from the above categories or career and technology education courses, currently enrolled course, Advanced Placement courses or International Baccalaureate courses approved for college admission requirements; and**

**One (1) Unit or set of competencies of Fine Arts such as Music, Art, or Drama, or one (1) unit of Speech.**

24 Total Units Required for Graduation  
(17 Units of Core Subjects + 7 Units of Electives)

**In order to graduate from the district with a standard diploma, students shall complete the following core curriculum units at the secondary level:**

**Standard Diploma**

- A. In accordance with 70 O.S. § 1210.508-6 beginning with the 2024-2025 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall complete and submit a Free Application for Federal Student Aid (FAFSA).
- B. A student shall not be required to comply with the provisions of subsection A of this section if: 1. The student's parent or legal guardian submits a signed form authorizing the student to opt out of the requirement of subsection A of this section; 2. A student age eighteen (18) or older submits a signed form authorizing him or her to opt out of the requirement of subsection A of this section; or 3. A school counselor authorizes a student to opt out of the FAFSA graduation requirement.

In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act.

All students are strongly encouraged to complete two units or sets of competencies of foreign language classes and two units or sets of competencies of physical and health education as part of the core curriculum.

Credits may be given for the above-referenced classes when the courses are taken in the seventh or eighth grades if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained. Students taking high school courses while attending AMS will receive high school credit. The letter grade earned will be recorded on the student's high school transcript.

Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher and which provide for the teaching and learning of the appropriate skills and knowledge in the PASS may, upon approval of the State Board of Education and the school district board of education, be counted for academic credit and toward meeting state graduation requirements.

No student will be allowed to receive credit more than once for completion of the same unit or set of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six periods, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes and physical education classes.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exception from the graduation requirements will be based on rules established by the State Department of Education on or before July 1 of each year.

All course credit earned through examination by students in required curriculum areas shall be appropriately noted on the student's transcript and/or student record. Completion may be recorded with a letter grade or pass notation, credits earned by a student through examination in accordance with the provisions of 210:35-27-2 shall be transferrable to or from any school district within the State of Oklahoma in which the student was enrolled, is currently enrolled, or may be enrolled. Credit for units of secondary coursework in curriculum areas required for graduation count toward meeting the requirements for the high school diploma.

All students shall be required to receive instruction in cardiopulmonary resuscitation [CPR] and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.

Students who start ninth grade prior to or during the 2016-2017 school year will be required to complete an assessment in order to graduate with a standard diploma. The assessment required will be one that is required or has been required by the Oklahoma School Testing Program or an alternative assessment as approved by the superintendent. The highest-achieved score on the assessment and any business and industry-recognized endorsements attained will be reflected on the student's transcript.

**Note:**

As a condition of receiving accreditation from the State Board of Education, all students in grades 9-12 shall enroll in a minimum of 7 periods, or the equivalent in block scheduling, or rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes.

### **Important Reminders Concerning Course Work for Graduation: Admin Proc EA-H.2**

Senior students with questions regarding graduation requirements should visit with the senior counselor.

1. Freshmen and sophomores must pass courses in sequence [i.e., they cannot enroll in English II if they have not passed English I. Each course description should reflect the prerequisites of that course].
2. All students must be enrolled in a full schedule of classes as offered by the high school.
3. Driver Education will only be taught in summer school or before school during the regular semesters.
4. ***A senior who is short one credit or less may participate in the graduation ceremonies.***

### **Early Graduation: Board Policy EA-HA**

Early graduation of students from Ardmore High School is discouraged. School district officials feel that there are many opportunities that may be of benefit to the student who stays the traditional four years in the high school setting. However, the following policy has been designed for those who choose an early exit.

- ✓ A student who chooses to graduate early, exiting the class with whom the student enters the ninth grade and advancing one full academic year, may do so with the appropriate number of credits necessary for graduation as set by the Ardmore Board of Education and by passing all exit tests established by the local and state boards of education. Students will receive a class ranking and will be eligible for class honors and scholarship awards.

A student who chooses to graduate early must make application by the beginning of the student's **junior** year, so that an appropriate education plan may be developed. Students must make application through the senior counselor's office. Credits may be earned by the traditional method, by exam, **internet online courses**, or by correspondence from an institution accredited by the Oklahoma State Department of Education.

#### **AHS Administrative Policy:**

##### **Graduation Ceremonies**

Ardmore City Schools recognizes that graduation ceremonies are important events for our students, parents, guests and the community. To ensure that our graduation ceremonies are dignified and enjoyable for our participants and guests, the district sets forth the following administrative policy:

- Seniors who have completed all of their graduation requirements as set forth by the Board of Education will be allowed to participate in the graduation ceremony at the end of the school year, unless they are serving a long-term suspension. Students who are under long-term suspensions will not be allowed to participate in end of the year senior activities. These activities include but are not limited to: senior breakfast, senior lunch, as well as the graduation ceremony.
- A student who lacks one credit may participate in the graduation ceremony, with the actual diploma being awarded only after all requirements have been met.

##### **Student Dress for Graduation Ceremony**

Students must come properly dressed for the ceremony. Traditional dress for academic graduation is the cap and gown. The cap and gown are not to be altered in any way. No jewelry, flowers or other adornments are to be displayed on the cap or gown.

- Only honor cords, sashes and awards that are earned and issued by Ardmore City Schools are to be worn.
- Military Stoles are approved for graduation.
- Native American Students may wear tribal regalia during graduation. Refer to Board Policy FH-A

##### **Student Behavior**

Silly string, beach balls and other such items are not permitted during the ceremony. As this is an official school function, the use of cell phones or any wireless telecommunication device is not allowed. Students will be checked for contraband before entry into the venue. These items will be confiscated when seen.

##### **Guest Expectations**

In order to maintain the dignity of this special occasion, please inform your guests that signs, banners, balloons and noise makers are not allowed at the Convention Center or at any venue where AHS graduation ceremonies are to take place.

# Your Academic Opportunities

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**There are many ways to get ahead academically at Ardmore High School. Maybe it's through the Advanced Placement Program or through Concurrent Enrollment at Murray State College.**

To find out more about the Advanced Placement Program, contact your counselor.

To find out more about Concurrent Enrollment opportunities at Murray State College, contact your school counselor or Murray State College.

## **Southern Oklahoma Technology Center**

The Southern Oklahoma Technology Center is located within two miles of Ardmore High School. The school offers the students with full-time occupational education. For more information, students should contact the Southern Oklahoma Technology Center for admission requirements.

## **Concurrent Enrollment: Board Policy EA-I**

The following information is provided by Murray State College. This information is contained in the Murray State College Concurrent Student Handbook and on the Murray State College High School Concurrent Enrollment Program Packet.

## **Procedure for Admission of High School Concurrent Students**

**Step 1:** Student must complete an online MSC Application for admission ([www.mscol.edu](http://www.mscol.edu))

**Step 2:** Student must complete a MSC Concurrent Enrollment Form signed by the student, parent/legal guardian, high school counselor and high school principal.

**Step 3:** Student must complete a MSC Enrollment Planning Form signed by the student.

**Step 4:** Student must submit an official high school transcript (with high school GPA calculated by high school) and National ACT (SAT) scores

### **Note:**

- (a) There is no secondary assessment for admissibility of concurrent students who do not meet National ACT or SAT criteria
- (b) Also, high school student may not enroll in zero-level courses designed to remove high school curricular deficiencies.

## **Eligibility**

To be eligible for concurrent enrollment, a high school junior or senior must:

1. Have participated in the National American College Testing (ACT) program and scored a minimum composite of 19 or the equivalent on the Scholastic Aptitude Test (SAT) or have a high school non-weighted GPA of 3.0.
2. Have a minimum sub-score of 19 on the National ACT (or equivalent SAT) before being allowed to enroll in a college level course in the sub-score subject area.

### **For example:**

- 19 in the English ACT sub-score to enroll in English courses;
- 19 in the Math ACT sub-score to enroll in math courses;
- 19 in the Science ACT sub-score to enroll in science courses;
- 19 in the Reading ACT sub-score to enroll in other college courses.

Note: If the student is admissible (meets criteria in number 1) and does not have the sub-scores on the ACT, the concurrent student may take the Accuplacer exam at Murray State College for the purposes of

course placement only. Students may obtain information about taking the Accuplacer test through the MSC Testing Center on the Ardmore campus.

3. Be eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year, as stated by the high school principal.
4. Have a workload of no more than the equivalent of 19 semester credit hours in a regular semester (1/2 high school unit equals 3 college semester credit hours). Non-academic high school units are excluded from the workload calculation.
5. Excess hours must be approved by MSC by submitting a completed Overload Petition Form. Have the signed approval of the high school principal, signed recommendation of the high school counselor, and the signed permission of the parent/legal guardian.

**Senior Tuition Waiver Program through the Murray State College – Ardmore Campus**

The Senior Tuition Waiver Program, contact Murray State College – Ardmore Campus for the specifics and guidelines. Please visit with your high school counselor about course opportunities that may be available to you. Grading Scale for Concurrent Enrollment is the same as for all standard courses at Ardmore High School.

**Concurrent Enrollment for Academic Credit: Admin Proc EA-I.1**

The following higher education courses commonly taken through concurrent enrollment have been reviewed by the Oklahoma State Department of Education and approved for academic credit:

Course	Academic Credit
• College Algebra	• 1 unit High School Algebra II
• General Biology	• 1 unit High School Biology II
• General Botany	• 1 unit High School Botany
• English Composition I	• ½ unit English IV
• English Composition II	• ½ unit English IV
• Introduction to Chemistry	• 1 unit High School Chemistry
• Chemistry I	• 1 unit High School Chemistry
• American History Survey to 1877	• ½ unit High School U.S. History
• American History Survey from 1877	• ½ unit High School U.S. History
• Introduction to Geography	• ½ credit High School World Geography
• American Federal Government	• ½ credit High School American Government
• Introduction to Speech	• ½ credit High School Speech

Students seeking academic credit for courses not listed above may submit the Application for Academic Credit – Concurrent Enrollment form to the Oklahoma State Department of Education for review of course curriculum with the Oklahoma *Priority Academic Student Skills*. Students should contact their school counselor for assistance in submitting this request.

## Your Academic Honors Opportunities

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**Valedictorian/Salutatorian: Admin Proc EA-K.1**

The high school principal will select the Valedictorian(s) and Salutatorian(s) from the members of the graduating senior class. All grades up to and including the 1<sup>st</sup> semester of the senior year will be calculated for all subjects [except athletics, cheerleading, pom squad, and student aides] based on the grading system in effect at Ardmore High School.

To be eligible for **Valedictorian**, (1) the student(s) must have been in attendance at Ardmore High School for at least the full senior year; (2) must be a Distinguished Honors Scholar, and (3) have maintained a Grade Point Average (GPA) of 4.0 or the highest GPA at the end of the 1<sup>st</sup> semester of the senior year.

To be eligible for **Salutatorian**, (1) the student(s) must have been in attendance at Ardmore High School for at least the full senior year; (2) must be a Distinguished Honors Scholar, and (3) have maintained the second highest Grade Point Average (GPA) at the end of the 1<sup>st</sup> semester of the senior year.

**Distinguished Honors Scholar - (Valedictorian status for scholarship consideration only): Board Policy EA-KA**

**Guidelines**

1. Student must have a minimum **GPA of 3.8**
2. Student must complete **12 full credit** units of Honor Core Courses. At least one full credit unit must be taken from each core area.
3. Qualification will be based on completion of the 1<sup>st</sup> Semester of the senior year.
4. College courses taken through dual enrollment may fulfill requirements in a core area. Advanced approval from the principal is required before the student enrolls in a college course.

Any student that meets all of these qualifications at the end of the 1<sup>st</sup> Semester of their senior year will be considered as a Valedictorian for scholarship consideration only.

These students will be recognized at graduation as the Distinguished Honors Scholars in representation of their graduating class.

The following core courses may be offered. Students should meet with their counselors regarding course availability each year and to set up their course plan.

<b>Math</b>	Pre-AP Algebra I, Pre-AP Algebra II, Pre-AP Geometry, Pre-AP Calculus, AP Calculus,
<b>English</b>	Pre-AP English I, II, III and IV, AP English III and IV, AP Language and Composition, AP Literature and Composition
<b>Science</b>	AP Environmental Science, Pre-AP Biology I, Biology II, AP Biology, Physics, Pre-AP Chemistry, and AP Chemistry
<b>Social Studies</b>	AP American History

**New Students**

**Any new student entering Ardmore High School from a school that did not offer Pre AP and AP classes may meet these same requirements by completing 3.0 credit core classes in at least three different core areas for each year that they are in attendance at Ardmore High School.**

**National Merit Scholarship Program**

To be eligible to participate in the National Merit program, a student must:

1. Be enrolled full-time as a high school student, progressing normally toward graduation or completion of high school and planning to enter college no later than the fall following graduation;
2. Be a citizen of the U.S. or a permanent U.S. resident in the process of becoming a citizen;
3. Take the PSAT/NMSQT during the third year in grades 9-12.
4. Those students identified as semifinalists can become finalists and compete for a merit scholarship by continuing to meet all requirements for participating in the competition if they:
  - are enrolled full-time in the last year of high school and are planning to enroll full time in college in the following fall;
  - have a consistently high record of academic performance in all grades 9-12;
  - are fully endorsed and recommended by the designated school official;
  - submit the merit scholarship application;
  - take the SAT I: Reasoning Test and earn scores that confirm the PSAT/NMSQT performance that resulted in semifinalist standing;
  - provide all information and documentation requested.

### **National Honor Society**

Membership in the local chapter is an honor bestowed upon a student. Students with a 3.5 GPA or above will be invited to apply. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Freshmen (9<sup>th</sup> graders) are not eligible for membership. The academic prerequisite is a minimum cumulative scholastic grade average of 3.5 GPA, which is set by the local faculty council. The council may also specify a prerequisite number of academic courses in recognition of varying degrees of difficulty of courses of study. The student disciplinary record will be reviewed during the selection process. In addition, students are evaluated on the basis of service to the school and community, leadership in the school and community, and character. Selection for National Honor Society is never made on the basis of grades alone. Selection is by a majority vote of the faculty council. The chapter sponsor is an ex-officio member of the council.

Membership in the National Honor Society is a responsibility as well as an honor. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, leadership, and character. Students will be expected to help with enrollment and parent/teacher conferences. These guidelines and requirements are established by the sponsoring organization, the National Association of Secondary School Principals.

### **Oklahoma Honor Society**

The purpose of this society is to promote high standards of scholarship among the students in the high schools of Oklahoma. The top ten percent (10%) of each class making the highest average may be nominated. A certificate of membership for each person approved will be given to each at the honors assembly. Membership, which is for one year only, is based on the last two completed semesters. For freshmen, it is based on only the one semester they have completed at the time of the yearly selection. This organization is sponsored by the Oklahoma Association of Secondary School Principals.

### **The MORE Foundation**

A group of local businessmen and representatives of local foundations formed a scholarship foundation in 1990 like no other known in the nation. Students admitted to the MORE Scholarship Program will receive \$500 per semester for the first two years of college. When the student reaches junior and senior status, the scholarship increases to \$1,000 per semester, making it a potential award of \$6,000. This is to encourage completion of their degree. For more information, contact your high school counselor.

### **Scholarship Information**

All scholarship information is kept in the counseling lobby throughout the year. Most scholarships become available in January. College-specific scholarships are due in February and the deadlines are very stringent. Scholarship's information can be accessed through the district's website. [www.ardmoreschools.org](http://www.ardmoreschools.org). Students are encouraged to stop by the counselors' office often to get the latest scholarship information available.

### **Oklahoma's Promise (formerly OHLAP)**

The Oklahoma Legislature has set up a unique program for eighth-, ninth- and 10th-grade students that will help pay for their college education. For more information, please contact a high school counselor. Applications must be submitted no later than the end of the student's sophomore year.

### **Honor Roll: Admin Proc EA-A.4**

First and second semester honor rolls will be submitted to the Daily Ardmoreite for publication.

#### ✓ **Principals' Honor Roll:**

Students must have a **no grade lower than a B for the semester**. However, it is acceptable for a student to have a C during a nine-week grading period, as long as the overall semester average is a B or higher.

Example 1: Sally made an A in math for the first 9 weeks and a C in Math for the second 9 weeks. Her semester grade would be a "B" as the A and C are averaged. Sally would qualify for the Principals Honor Roll.

Example 2: Sally made a D in math for the first 9 weeks and an A in math for the second 9 weeks. Sally had a grade lower than a C so she is not eligible for the Principals' Honor roll.

✓ Superintendent's Honor Roll

Students who have no grade lower than an "A" for the semester will be named to the Superintendent's Honor Roll.

Principals Note: Students with an incomplete or NC are not eligible for the honor roll.

## **Extracurricular/Athletic Opportunities**

**Board Policies: FG-A, FG-A.1 & FG-A.1a**

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### **Extracurricular Activities**

An extracurricular activity is defined as any activity sponsored by the school and at the convenience of the school that causes students to be absent from curricular class periods.

The following are considered extracurricular activities:

1. Student government and its related activities and organization.
2. Music festivals or contests, speech contests, debates, dramatics contests.
3. Organized activities that are part of interscholastic athletics.
4. Organized activities that are part of intramural athletics.
5. All types of interscholastic competition.
6. Special interest clubs.

In an effort to provide a reasonably safe and educationally sound extracurricular activities program, the following guidelines shall be observed:

1. Only drivers currently licensed to operate a school bus shall operate a school bus on any school sponsored activity.
2. There must be an adult sponsor, in addition to the bus driver for each extracurricular activity that requires school furnished transportation.
3. All activities must be scheduled through the principal's office and placed on the calendar at the specific school office. The calendar will reflect the time, place and time of departure.
4. Students may not ride in private vehicles to or from any extracurricular activity without prior written consent of the requesting student's parent or guardian and consent of the activity's sponsor.
5. Evidence of insurance shall be required for each student who participates in an extracurricular activity.
6. All extracurricular activities shall operate within the rules and guidelines of the Oklahoma State Department of Education and the Oklahoma Secondary School Activities Association.

While all students are encouraged to participate in extracurricular activities, the following requirements must be met:

1. A student must be passing in all subjects he/she is enrolled in during a semester to participate as outlined by the OSSAA. For more information on academic eligibility, please see your principal or athletic director.
2. The student must meet the school's attendance policy as indicated in this handbook and Board Policy.
3. The student must be in good standing within the rules of the activity.

## Student Eligibility for Extracurricular Activities (Participation Requirements)

### **Absences**

1. All students who are members of school activity groups, including 4-H are limited to ten absences per year per class period. Any deviation from the ten days absence rule shall not exceed five days.
2. It is the responsibility of the student to plan and be responsible for these absences. The student should check with sponsors at the beginning of the school year to aid in selection of events that the student may wish to attend.
3. The principal will keep or cause to be kept a record of those days or class periods missed due to school activities. These records will be open for inspection by the student, parent or guardian of the student, sponsors, and other teachers daily to aid the student in planning absences throughout the year.
4. Any absence over the maximum of the ten absences without the written permission of the Internal Activities Review Committee shall be counted as an unexcused absence in accordance with local board policy.

### **Sponsor/Teacher Responsibilities**

1. It is the responsibility of the sponsor/teacher to prepare a list of activities that the student may attend during the school year and advise students of this list. These activities should be prepared and given to the principal at the beginning (or as soon as possible) of the school year.
2. The sponsor/teacher should help the student select only those activities that will be of benefit to the student and/or the school.
3. Sponsor/teacher should check activity absentee lists regularly in order to help students plan for future absences.
4. Sponsor/teacher should strive not to be absent from any class period more than ten times due to attendance at activities.

### **Criteria for Earning the Right to Represent the School in Activities or Contests beyond Ten Days**

1. Athletics – Guidelines as set forth by Oklahoma Secondary School Activities Association for participation beyond district competition.
2. Fine Arts (Vocal, Instrumental, Speech, Drama & Debate) Guidelines as set forth by Oklahoma Secondary School Activities Association for participation beyond district competition.

### **Extracurricular/Athletic Eligibility Calculation & Reporting**

A student's eligibility will be determined on **Thursday of each week**. After eligibility is reported on Thursday an Eligibility Report is created. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked and will run Monday through Sunday evening. If a student is placed on the ineligible listing, they may not participate in athletics or any extra-curricular activity until they achieve passing grades and are no longer listed as ineligible. ***See the complete rules on scholastic eligibility as provided and required by the OSSAA.***

## **AHS Administrative Policy:**

### **Extracurricular/Athletic Attendance Eligibility**

If a student has 10 or more absences [excluding school activities] in a semester, they will be put on attendance probation for a week and be ineligible the second week.

During that time, they will be given the opportunity to make up their time in detention. If the time is not made up, they will remain ineligible until their detention time has been served. Detention will be determined by school administration.

Students can be put back on the ineligible list for any additional absences in the semester. Doctor's notes must be brought to the attendance clerk for any additional absences.

Eligibility for attendance will follow the same format as eligibility for grades.

## **Competitive Athletics**

The Ardmore Athletic Department wants all student athletes' experience while participating in sports to be a memorable and fun experience. Participation in student athletics is a privilege, not a requirement or obligation; therefore, students must earn the privilege to be a part of the athletic program. The Ardmore Athletic Department encourages all students to be a part of a sport.

### **Student Clubs & Organizations**

Parents or guardians of students will notify the school administration that they are withholding permission for their child(ren) to join or participate in one or more clubs or organizations. Parents or guardians shall be responsible for preventing their child from participating in a club or organization in which permission is withheld. Parents or guardians are also responsible for retrieving their child(ren) from attendance at a club or organization in which participation is withheld.

Visit our website: [ardmoreschools.org](http://ardmoreschools.org) for a list of Student Clubs & Organizations

### **AHS PROM**

Students attending the Prom must meet attendance and grade requirements.

- No more than 10 days excused and/or unexcused absences in each semester. [Fall and Spring]
- No NC or Failing Grade on Grade Report
- All out of district guests must be approved by the principals of both districts.
- No out-of-state PROM guests allowed

# Spectator Code of Conduct – Athletics Program

The following code of conduct for spectators should serve as a model for sports fans at all school-sponsored athletic events:

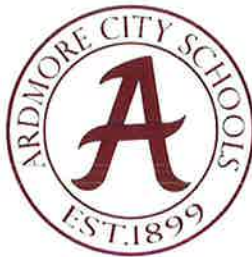
BELIEVING THAT sportsmanship is a by-product of a spirit of tolerance and good will and the centering of attention on the good qualities involved, and

BELIEVING THAT my conduct is an important part of the school's athletic program,

I PLEDGE to act in accordance with these principles.

As an athletic spectator, I will:

1. Exemplify the highest moral character, behavior, and leadership so as to be a worthy example.
2. Maintain and exhibit poise, self-discipline during and after the contest.
3. Conduct myself in such a manner that attention is drawn not to me but to the participants playing the game.
4. Regulate my actions at all times so that I will be a credit to the team I support, knowing the school gets the praise or blame for my conduct since I represent the school the same as does the athlete.
5. Support all reasonable moves to improve good sportsmanship.
6. Treat a visiting team and spectators as guests, being courteous and fair.
7. Avoid actions that will offend the individual athlete.
8. Accept the judgment of the coach.
9. Honor the rights of visitors in a manner in which I would expect to be treated.
10. Respect the property of the school.
11. Display good sportsmanship by being modest in victory and gracious in defeat.
12. Pay respect to both teams as they enter for competition.
13. Appreciate the good plays by both teams.
14. Show sympathy for an injured player.
15. Regard the officials as guests and treat them as such.
16. Direct my energies to encouraging my team rather than booing the officials.
17. Believe that the officials are fair and accept their decisions as final.
18. Learn the rules of the game in order to be a more intelligent fan.
19. Consider it a privilege and duty to encourage everyone to live up to the spirit of the rules of fair play and sportsmanship.
20. Realize that privileges are invariably associated with great responsibilities and that spectators have great responsibilities.
21. Realize that obscene cheers, littering, throwing of objects, and verbal indignities directed toward athletes, spectators, or officials have no place in school athletics.



## CLEAR BAG GUIDELINES

### PROHIBITED BAGS



**BACKPACK**



**PURSE**



**CLEAR  
BACKPACK**



**TINTED PLASTIC  
TOTE**



**PRINTED PATTERN  
PLASTIC BAG**



**OVERSIZED  
TOTE**



**MESH BAG**



**CAMERA BAG**



**BINOCULAR  
CASE**



**FANNY  
PACK**

### APPROVED BAGS



**CLEAR TOTE**  
12" x 6" x 12"



**SMALL CLEAR  
CLUTCH BAG**  
4.5" x 6.5"



**PLASTIC  
FREEZER BAG**  
1 GALLON

ALL CARRIED ITEMS ARE SUBJECT TO SEARCH. ALL PROHIBITED ITEMS MUST BE RETURNED TO THE OWNER'S CAR OR DISCARDED.

# Health & Safety

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## **Food Allergies: Board Policy FE-A.1**

It is the responsibility of the parent or guardian to:

1. Notify the school of a child's allergies and provide updates as necessary.
2. Help establish a core team of, but not limited to, the child's physician, school principal, school nurse, teacher, guidance counselor, and food service manager to develop and implement a plan that addresses the child's needs, including the school transportation, classroom, cafeteria, assemblies, etc. A detailed food allergy action plan should also be included.
3. Provide written medical documentation, instructions, and prescribed medications, using the food allergy action plan as a guide. A photo of the child must also be included.
4. Provide the child with a medic-alert bracelet identifying the life-threatening allergy. The bracelet should be worn at all times while at school or school-sponsored events.
5. Replace expired and/or used medications as per the food allergy action plan.
6. Educate the child in the self-management of the food allergy, including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, how to communicate an allergy-related problem, how to read food labels (age appropriate). The child should not accept food from other students.
7. Review guidelines/procedures with the core team members as soon as possible following a reaction.

## **Student Responsibility**

It is the responsibility of the student to:

1. Take a proactive role in the care and management of his/her food allergies (age appropriate).
2. Not accept food items from or trade food items with other students.
3. Avoid food items with unknown ingredients or known allergens.
4. Immediately notify any teacher, administrator, assistant, or school nurse of possible exposure to food allergen.
5. Wear a medic-alert bracelet at all times.

## **Ill Students**

*A child, who is obviously ill or has a fever, should not be sent to school until they are fever free for at least 24 hours. If a child becomes seriously ill at school, we will contact a parent immediately. If we cannot reach the parent, we will use the emergency contact information that the parent has provided. Students have as many days to make up missed work as the number of days they were out of school due to absences.*

**It is the parent's responsibility to keep the school office current on changes of address and phone numbers for the parent and for their emergency contacts. Please remember that we cannot keep seriously ill children at school.**

## **Medication: Administering to Students: Board Policy FE-CA & FE-CA.1**

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

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

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

- A. purpose of the medication,
  - B. time to be administered,
  - C. whether the medication must be retained by student for self-administration,
  - D. termination date for administering the medication, and
  - E. other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma, ~~or an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis~~ is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that ~~the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication.~~

Additionally:

- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- C. Permission for the self-administration of asthma, ~~or anaphylaxis medication, or replacement cystic fibrosis enzymes~~ is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, ~~or anaphylaxis medication, or replacement pancreatic enzyme medication~~ at all times.
- E. Definitions:
  1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.
  2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.

- Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time.
- Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.
- Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

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

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

**Non-prescription medication may only be administered for a specific short-term illness and only for the duration of the illness (i.e., cough, cold, toothache). The medication will be administered in accordance with label directions or written instructions from the student's physician. School must also be able to determine whether the medication is out of date.**

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

- a) **purpose of the medication,**
- b) **time to be administered,**
- c) **termination date for administering the medication, and**
- d) **other appropriate information requested by the principal or the principal's designee.**

*The school will not keep a supply of non-prescription medications for the purpose of dispensing at a parents' request.*

#### **Medical Marijuana: Board Policy CC-BE**

Regardless of a student, employee, parent or any individual's status as a medical marijuana licenses holder, marijuana is not allowed on the premises of the district or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from and attending district sponsored functions, events, and athletic activities, including those district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded

under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

#### Definitions

The terms "marijuana" and "possession of marijuana" will be interpreted by the district in accordance with state and federal law. The term "marijuana" includes, but is not limited to, any form of marijuana; all parts of the plant *Cannabis sativa* L., whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of "marijuana" or "possession of marijuana" will be interpreted in favor of federal law.

#### Nondiscrimination

There will be no discrimination in the district because of an individual's status as a medical marijuana license holder.

#### Overlap with Other District Policies

The district recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana effect many areas of the district's current policies regarding employees, students, parents and individuals on district premises or attending district events. The district will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine district policies in order to assess whether revisions, if any, may be needed to a district policy in order to comply with state and federal law.

#### **Harassment: Board Policies FD-F & FE-K**

It is the policy of this school district that threatening behavior, harassment, intimidation and bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, sexual orientation, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act, or electronic communications. Such behavior is specifically prohibited.

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

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

The superintendent shall develop procedures providing for:

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

**If you feel that your child is being harassed or bullied, please obtain a Harassment/ Bullying Complaint form from your principal's office or from the office of the superintendent. In order for harassment or bullying complaints to be investigated, a form must be submitted to the superintendent. This form is also included in this handbook for your convenience.**

### **Sexual Harassment of Students: Policies FE-K & FE-K.1**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Ardmore Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA-DA applies to sexual harassment of employees.

Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

- a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;
- b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or
- c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

For the purpose of this policy, examples of sexual harassment include, but are not limited to:

- Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.
- Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. Use of e-mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.

Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

### **Reporting Allegations of Sexual Harassment**

- a. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.
  1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then provide the appropriate paperwork to the

2. student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.
  3. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- b. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.

### **Hazing [Board Policy FD-G]**

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

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

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

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

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

### **Tobacco Use Prohibited [Board Policy CC-BA]**

The use of a tobacco product or vapor product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product or vapor product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity.

1. "Educational facility" is defined as any property, building, permanent structure, facility, auditorium, stadium, arena or recreational facility owned, leased, or under the control of the school district.
2. "School Vehicle" is defined as any transportation equipment or auxiliary transportation equipment as defined in 70 O.S. § 9-104.
3. "Chewing tobacco" is defined as any Cavendish, twist, plug, scrap, and any other kinds and forms of tobacco suitable for chewing.
4. "Smoking tobacco" is defined as any granulated, plug cut, crimp cut, ready rubbed, and any other kinds and forms of tobacco suitable for smoking in a pipe or cigarette.
5. "Tobacco product" is defined as any bidis, cigars, cheroots, stogies, smoking tobacco and chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof.

6. "Vapor product" is defined as noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. Vapor product shall also include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetics Act.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited.

Students are also prohibited from possessing tobacco on, in, or upon any school property. If students are found to be carrying cigarettes or other tobacco products, the tobacco product will be confiscated.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined.

### **Safety Drills**

Each school district in Oklahoma is required to conduct security drills throughout the school year: fire, tornado and intruder. Information on each of those can be found on the website. [Reference: Policies CC-C.1, CC-CA-B, CC-CA-B.1 & CC-CA-B.2]

### **Immunizations [Board Policy FE-G]**

The Ardmore Board of Education shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of known hazards that may threaten or endanger the health of our children or educators.

The board of education shall require that no child be admitted to this school unless and until certification for a licensed physician or authorized representative of the State Department of Health is presented to the school administrators that such child has received or is in the process of receiving the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds.

If a parent or guardian is unable to pay for the required immunizations, the school will refer the student to the State Department of Public Health for assistance.

As provided in the Parents' Bill of Rights, a student shall not be vaccinated at school or on school grounds or receive a vaccine as part of the mobile vaccination effort without prior written authorization, including the signature of the parent or legal guardian of the student for the vaccine or group of vaccines to be administered during a single visit.

## **Internet Safety & Guidelines**

### **Board Policy CE-A**

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Ardmore City Schools is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to

supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student | staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

### **Personal Responsibility**

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another of his or her property.

### **Term of the Permitted Use**

A student or staff member who submits to the school, as directed a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

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### **Acceptable Uses**

#### 1. **Educational Purposes Only**

The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

#### 2. **Unacceptable Uses of Network**

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

- a) Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential trade secret information, or copyrighted materials. Even if materials on the networks are not marked with copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
- b) Uses that cause harm to other or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
- c) Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

- d) Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the use or others, including credit card numbers and social security numbers.

3. Netiquette

All users must abide by rules of network etiquette, which include the following:

- a) Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- b) Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- c) Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objections.
- d) Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

4. Cyber Bullying

Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
- Spreading rumors about others through email, IM, or text messages.
- Creating a Website or other social-networking accounts that targets another student or other person(s).
- Sharing face or embarrassing photos or videos of someone with others via a cell phone or the Web
- Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Ardmore City Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.

3. **“Hacking” and other Illegal Activities.** It is a violation of this policy to use the school’s computer network or the internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directly information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using McAfee’s Smart Filter BESS Edition for our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254[h](7)), as meaning any picture, image, graphic image file, or other visual depiction that

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

#### Privacy

Network and Internet access is provided as a tool for the user’s education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

#### Failure to Follow Policy

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment or the staff member’s employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

#### Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user’s use of its computer networks or the Internet

under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agrees to cooperate with the school in the event the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

#### Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

Annually, students and/or parents must read and sign the Internet Access Conduct during enrollment.

#### **Acceptable Use for School-Owned Technology**

For students who are issued a device and device charger from Ardmore City Schools to use for virtual learning, the following applies:

This equipment is and at all times remains the property of Ardmore City Schools and is being provided to the student for educational purposes only for the current academic school year. The student may not deface or destroy this property in any way. Inappropriate use of the device/charger may result in the student losing their right to use the device. The equipment will be returned when requested by Ardmore City Schools, if the student withdraws from the school district, returns to the traditional school setting or at the end of the school year. It may only be used by the student for non-commercial purposes, in accordance with the district's policies and rules, the District's Acceptable Use Policy, as well as local, state, and federal statutes. Student may not install or use any software other than software owned or approved by the district and make available to the student in accordance with this Agreement. One user with specific privileges and capabilities has been set up on this device for the exclusive use of the student to which it has been assigned. The student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account. The student may not make any attempt to add, delete access, or modify other user accounts or on any school-owned computer. School district identification labels are not to be removed or modified. If they become damaged or missing, contact your school for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the machine. An email account will be available for each student to use for appropriate academic communication with other students and staff only. This email is for communication within the school district. Student agrees to use best efforts to ensure that district property is not damaged or rendered inoperable by any such electronic virus while in student's possession. The student acknowledges and agrees that the student's use of the device is a privilege and that by the student's agreement to the terms hereof, the student acknowledges the student's responsibility to protect and safeguard the district property and to return the same in good condition repair upon request of Ardmore City Schools.

#### **Parent/Guardian/Student understands that the student is expected to:**

- Take reasonable steps to ensure the device is not damaged or stolen.
- Leave all Ardmore City Schools labeling in place and in its original condition.
- Not add stickers or marking to the device.
- Use device at home for educational purposes only
- Not slam device screens shut. This breaks the screens of the device.
- Not throw/sling your backpack with the device in it.

#### **Parent/Guardian understands that they are expected to:**

- Supervise and monitor my student's use of the device.
- Pay the cost of repairing or replacing the device if the device becomes damaged, lost, or stolen, or if my student leaves Ardmore City Schools without returning the device.
- I understand this cost may be mitigated if I choose to participate in the Student Technology Protection Plan.

### **District Responsibilities for the Use of this Device**

The district will comply with the Children's Internet Protection Act (CIPA) to prevent the inappropriate use of this device and/or the Internet whether the device is being used at school or at home. Any malfunction of the device that is not the result of negligence or inappropriate use will be repaired according to the Student Technology

Protection Plan. The district will have devices available that can be checked out to students whose devices are being repaired or replaced.

## **Student Behavior & Discipline**

### **Board Policy FD-A**

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

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- ✓ The seriousness of the offense;
- ✓ The effect of the offense on other students;
- ✓ Whether the offense is physically or mentally injurious to other people;
- ✓ Whether the incident is isolated or habitual behavior;
- ✓ The manifestation of a disability;
- ✓ Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Tobacco/Vaping
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature

15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, of country or origin and directed toward another student, an employee, or a visitor.
17. Sexual harassment
18. Gang related activity or action
19. Verbal or written language which demeans another student, employee or visitor on the basis of age, gender, sexual orientation or disability
20. All student pranks involving vandalism of any sort on school property will have consequences deemed by the principal up to the inability to walk on graduation day.

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

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

1. Conference with student
2. Conference with parent
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavior contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

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

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

### **Self Defense**

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered a violation of this provision. The privilege of self-defense is limited. A claim of self-defense in the use of physical force will not exempt a student from discipline when:

- the student provokes, invites, or encourages the use of physical force by another;
- the student has the opportunity to avoid force or to inform a school official of the threatened use of force; or
- the student uses force after the other party abandons or attempts to abandon a fight or confrontation.

### **Controlled Dangerous Substances**

A student shall be considered in possession of any dangerous substance as described in Section 7 of the School Code Prohibiting Serious Student Misconduct. Anyone who uses any article as a weapon to threaten or injure another person will be considered in violation of this policy.

A student shall be considered in possession of a dangerous substance as described, regardless of the amount, if such substance is found on or near the student's person, in his/her purse, backpack, portfolio, in the student's desk, locker, vehicle, or other property of the student while on the school premises or attending a school sponsored function, activity, or event.

### **Search of Individuals: Board Policy FC-A, FC-A.1 & FC-A.2**

In accordance with the policy of the Board of Education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to search at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. Student cannot be required to "lift" their shirt. No clothing except cold weather outer garments, shoes, and hand and head coverings, except religious head coverings, will be removed before or during a search.
7. Items that may be seized during a lawful search – in addition to those mentioned in paragraph 1 above – shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the

current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

### **Arson/Fire Play**

Students are not allowed to carry objects which can produce fire (i.e. lighter, matches, etc.). These items will be confiscated by the administration and the appropriate intervention will be implemented. In addition, playing with a lighter or matches constitutes fire play and will result in disciplinary intervention by a principal. Finally, any fire generated by a student will be considered arson and the authorities will be notified.

### **Gang Activity: Board Policy FD-E & FE-E.1**

The board recognizes that the harm done by the presence and activities of gangs in public schools exceed the immediate consequences of activities including violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of educational processes and school activities. Therefore, gangs and gang activities are prohibited in this school district.

1. **Definition:**

For the purposes of these regulations, a "gang" is any group of two or more persons whose purpose include the encouragement, support, or commission of illegal acts or acts in violation of disciplinary rules of this school district.

2. **Prohibitions:**

No student on or about school property or at any school-related activity shall:

- a. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in or affiliation with any gang;
- b. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang;
- c. Engage in any act, in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - 1) Soliciting membership in or affiliation with any gang;
  - 2) Soliciting any person to pay for "protection," or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
  - 3) Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property;
  - 4) Engaging in violence, extortion, or any other illegal act or other violation of school policy;
  - 5) Soliciting any person to engage in physical violence against any other person.

3. **Application & Enforcement:**

- a. In determining, as part of the application and enforcement of these regulations, whether acts, conduct, or activities are gang-related, school officials are encouraged to exercise judgment based upon current circumstances in their schools, neighborhoods, and community.
- b. The removal of gang-related graffiti shall be a priority in maintenance of school property. All such graffiti on school property shall be removed or covered within 24 hours of its first appearance to school officials, or as soon thereafter as possible, unless additional time is needed to obtain replacements for damaged items.
- c. School officials should also encourage private property owners to promptly remove or cover gang-related graffiti on private property in school neighborhoods.

- d. School officials are to work closely with local law enforcement officials in controlling gang-related activities. Local law enforcement can provide school officials with information regarding gang activities in the area, including names and characteristics of local gangs.
  - e. The superintendent, in consultation with the appropriate building principals, should report instances of gang-related criminal acts or acts of serious disruption to local law enforcement authorities for further action.
4. Violations of Policy:  
Students who violate school policy and these regulations shall be subject to the full-range of school disciplinary measures, in addition to applicable criminal and civil penalties.
5. Disciplinary Procedures:
- a. When a staff member or contract person has reasonable, individualized suspicion that a student is in violation of school policy and these regulations, the student will be sent to the principal or the principal's designee.
  - b. Upon determination of violation, the principal or designee will make a reasonable effort to notify the student's parent or guardian as soon thereafter as possible. The student will be suspended until the parents attend a conference with the principal or designee to apply disciplinary procedures.
  - c. Depending on the severity of the violation or the reoccurrence of the violation, the principal may suspend the student from school for a period not less than three (3) days and not more than the remainder of the semester and the succeeding semester.
6. Parents must be contacted and come for a conference with the principal or designee.

**Weapons-Free Schools: Board Policy FD-D**

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

*"... any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy club, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."*

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

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. *(For more information, see Note 2 in Board Policy FD-C, which is located in the principal's office or the office of the superintendent)*

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.

## **Student Conduct Code**

### **Administrative Procedure FD-A.2**

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The Ardmore Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district.

All students shall observe the Student Conduct Code, all guidelines set forth in the student handbook distributed to each student at the beginning of each school year and all rules and regulations formulated by the school administration in fulfillment of Board of Education policies.

The following codes are considered "major offenses." A student found to be in violation of any of the following major offenses may be subject to suspension from school and could include reporting to law enforcement and state agencies. Guidelines in the Student Discipline Policy will be followed with regard to any violation. Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction.

#### **Code #1 - Disruption of School**

A student shall not by use of violence, force, noise, profanity, coercion, threat, intimidation, fear, passive resistance, immorality, or any other conduct, cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

#### **Code #2 - Damage or Destruction of School Property**

A student shall not cause or attempt to cause damage or destruction to school property or steal school property.

#### **Code #3 - Damage or Destruction of Private Property**

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds.

#### **Code #4 - Assault on a School Employee**

A student shall not cause or attempt to cause physical injury, behave in such a way as could reasonably cause physical injury, or threaten or abuse, either verbally or otherwise, a school employee.

"Felony charges may be filed against any person(s) committing an aggravated assault or battery upon any school employee." [OK State Legislation, 2001]

**Code #5 - Physical Abuse of a Student or Other Person Not Employed by the School**

A student shall not do serious bodily injury to any person:

- On the school grounds, during or immediately before or after school hours;
- On the school grounds at any other time when school is being used by a school group;
- Off the school grounds at a school activity, function, or event; or
- On the way to and from school.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered a violation of this provision.

**Code #6 - Weapons & Dangerous Instruments**

A student shall not possess, handle or transmit any object that can be considered a weapon:

- On the school grounds during and immediately before or immediately after school hours;
- On the school grounds at any other time when the school is being used by a school group;
- Off the school grounds at any school activity, function, or event; or
- On the way to and from school.

**Code #7 - Controlled Dangerous Substances & Intoxicating Beverages**

A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.

**Code #8 - Gang or Gang-Related Activity**

A student shall not engage in any activity at school which could be construed to be gang activity or gang-related activity. This shall include activity which would violate any school policy or wear or display any apparel or paraphernalia that would be identifiable as associating with any gang.

**Code #9 – Harassment, Intimidation & Bullying**

Students shall not engage in harassment, intimidation or bullying of students or staff members. This includes intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, sexual orientation, color, national origin, religion, marital status or disability.

**Code #10 – Tobacco**

The use of a tobacco product or vapor product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product or vapor product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity. Students violating this guideline will also be reported to the ABLE Commission where they could issue a fine of \$100 for the first offense and \$200 for subsequent offenses.

**Any student suspended for any reason will be provided with their appeal options and the process for appeal when the suspension is issued to the parent/guardian.**

# Student Suspensions

## Board Policy FD-B

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### **Suspension Policy for Out of School Placement**

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:
  - ✓ Violations of policy or regulations
  - ✓ Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2)
  - ✓ Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
  - ✓ Possession of a dangerous weapon or a controlled dangerous substance while at school or within two thousand (2,000) feet of public-school property, or at a school event (Uniform Controlled Dangerous Substances Act)
  - ✓ Possession of a firearm may result in out-of-school suspension of not less than one year
  - ✓ Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
  - ✓ Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See Board Policy FD-C)
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty. (See Board Policy FD-AA)
5. Students suspended out-of-school who are on individualized education plan pursuant to IDEA, I.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

### **Procedural Steps to Suspension**

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation.  
A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.
2. In-school placement.  
In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's administrator/principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the principal.
3. Out-of-school suspension.

**CATEGORY I: SUSPENSION OF FIVE (5) DAYS OR LESS**

- A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the appeal procedures. A student suspended out-of-school will be placed in a supervised,
  - B. structured environment in either a home-based school work assignment setting or another appropriate setting.
  - B. If a student is suspended out-of-school for five (5) days or less the district may provide an education plan.
  - C. Students who are suspended for 5 days or less may have their appeal reviewed by the principal. The decision of the principal is final.
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**CATEGORY II: SUSPENSION OF 6-10 DAYS**

- A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the appeal procedures. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.
- B. If a student is suspended out-of-school for six to ten days, the district may provide an education plan. If a student is suspended for six to ten days and is found guilty of acts as described above, the school administration shall provide the student with an educational plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.
- C. For suspensions of six to ten days, students and/or parents may have their appeal reviewed by a Suspension Appeals Committee. The decision of the Suspension Appeals Committee shall be final.

**CATEGORY III: SUSPENSION OF MORE THAN 10 DAYS**

- A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the appeal procedures. A student suspended out-of-school will be placed in a supervised,

structured environment in either a home-based school work assignment setting or another appropriate setting.

- B. If a student is suspended out-of-school for more than ten days the district may provide an education plan. If a student is suspended for more than ten days and is found guilty of acts as described above, the school administration shall provide the student with an educational plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.
- C. For suspensions over 10 days, students and/or parents may have their appeal reviewed by the Suspension Appeals Committee. Decisions of the Suspension Appeals Committee may be appealed to the Board of Education. The Decision of the Board of Education shall be final.

### **Suspension Appeals Committee**

A Suspension Appeals Committee is hereby established which will consist of a combination of administrators and teachers. The members of the committee shall be appointed by the district's hearing officer or the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

### **Appellate Procedures**

- 1. Any student who has been suspended for one to five days under the steps listed above, or the student's parent(s) may appeal the suspension to the principal. The decision of the principal shall be final.
- 2. Any student who has been suspended for six to ten days under the steps listed above, or the student's parent(s), may appeal the suspension to the Suspension Appeals Committee. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the hearing officer within one (1) day following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the hearing officer shall advise the Suspension Appeals Committee. The Suspension Appeals Committee shall hear the appeal within one (1) day from the date of the notice of intent is filed with the hearing officer. The hearing officer, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - C. During the hearing of the appeal before the Committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
  - D. The Suspension Appeals Committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The Committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within one (1) school day (defined as 24 hours unless a weekend is involved) of the decision.
  - E. Decisions of the Suspension Appeals Committee are final.

3. Any student who has been suspended for more than ten (10) days under the steps listed above, or the student's parent(s), may appeal the suspension to the Suspension Appeals Committee. The following procedures shall govern the appellate process:
- A. The student, or the student's parent(s), shall notify the hearing officer within one (1) day following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the hearing officer shall advise the Suspension Appeals Committee. The Committee shall hear the appeal within one (1) day from the date of the notice of intent is filed with the hearing officer. The hearing officer, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - C. During the hearing of the appeal before the Suspension Appeals Committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
  - D. The Suspension Appeals Committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The Committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within one (1) school day (defined as 24 hours unless a weekend is involved) of the decision.
  - E. The decision of the Suspension Appeals Committee may be appealed to the Board of Education. The decision of the Board of Education shall be final.
  - F. To ask for an appeal of the decision of the Suspension Appeals Committee, the student, or the student's parent(s), shall notify the superintendent in writing within three (3) school days following the decision of the Suspension Appeals Committee.
  - G. Upon receiving written notice of a student's intent to appeal, the superintendent shall advise the Board of Education and a special hearing shall be set, as soon as possible. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - H. During the hearing of the appeal before the Board of Education, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
  - I. The Board of Education shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The Board of Education may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within one (1) school day (defined as 24 hours unless a weekend is involved) of the decision. The decision of the Board of Education shall be final.

**Note: 70 O.S. Section 24-101.3(E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.**

**SEE COPY OF THE SUSPENSION NOTICE INCLUDED IN THIS HANDBOOK.**

# Civility | Conduct of Parents, Visitors and District Employees

## Board Policy GD-B

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It is the intent of the Board of Education to promote mutual respect, civility and orderly conduct among District employees, parents and the public. It is not the intent of the Board to deprive any person of his/her right to freedom of expression. The intent of this Policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the Board encourages positive communication and discourages volatile, hostile or aggressive communications or actions.

### **Expected Level of Behavior**

1. School personnel will treat parents and other members of the public with courtesy and respect.
2. Parents and visitors will treat teachers, administrators and other District employees with courtesy and respect.

### **Unacceptable/Disruptive Behavior**

1. Disruptive behavior includes, but is not necessarily limited to, behavior that interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of a school or facility open to parents/guardians, and the general public. It also covers areas of a school or facility that are not open to parent/guardians and the general public.
2. Using loud and/or offensive language, swearing, cursing or display of temper.
3. Threatening to do bodily or physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior constitutes or may constitute a criminal violation.
4. Damaging or destroying school property.
5. Abusive, threatening or obscene email or voice mail messages.
6. Any other behavior that disrupts the orderly operation of a school, classroom or any other school facility.

### **Authority of School Personnel to Direct Persons to Leave School Facility Premises/Property**

1. Any individual who:
  - a. interferes with the peaceful conduct of activities at a school or at a school facility; or
  - b. commits an act which interferes with the peaceful conduct of activities at a school or at a school facility;or
  - c. enters the school or school facility for the purpose of committing an act that may interfere with the peaceful conduct of activities at the school or school facility; may be directed by the school principal, assistant principal, or in their absence, a person who is lawfully in charge of the school, to promptly leave

the school or school facility. If the person refuses to leave the school premises as directed, the administrator (or other authorized personnel) shall seek the assistance of law enforcement officers and request that law enforcement officers take such action as is deemed necessary.

2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation. If the meeting or conference is on school/facility premises, the employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises. If the person refuses to leave the school premises or school facility as directed, the authorized personnel shall seek the assistance of law enforcement officers and request that law enforcement officers take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement officers.

### **Definitions**

*Interferes with the peaceful conduct* – includes actions that directly interfere with classes, study, student or faculty safety, parking areas or extracurricular activities; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the school; or direct interference with the administration, maintenance or security of property belonging to the school.

### **Misdemeanor**

Any person to whom this Policy applies and who fails to leave the school or school facility as directed or returns within six (6) months thereafter without first obtaining written permission from the Superintendent of Schools, or anyone designated by the Superintendent of Schools or the governing board of the District, is guilty of an offense classified as a misdemeanor under Oklahoma law.

### **Notification of Procedure**

Should a school principal or District administrator decide to ban an individual from school or property or school events, he or she must provide the individual with written notice. In addition, the principal or District administrator issuing the ban must also provide the individual with a Notice of Appeal Rights and information relative to the appeal procedure and send the information to the individual via U.S. Certified Mail, Return Receipt Requested.

## **Statement of Nondiscrimination**

All class offerings, courses, clubs, and extracurricular activities offered at Ardmore High School are open to all students regardless of race, creed, national origin, or sex. The student must meet the necessary prerequisites of grade level and grade point average for admittance to any given course, club, or activity.

The Ardmore Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning

staff, events, students, the public, employment, admissions, financial aid, educational programs and service, facilities access, and individuals, companies, and firms with whom the board does business. Racial discrimination

shall include racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward an employee, a student or a visitor.

## **Title IX | Title VI | Section 504**

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The Ardmore Board of Education welcomes comments and suggestions for improvement from the patrons whom it serves. Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. However, the board has confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution. Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel, complaints about instructional materials, etc.

### **Grievance Procedure for Title IX, Title VI or Section 504**

A grievance for Title IX, Title VI or Section 504 would include the following:

- ❖ Title IX is part of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance.
- ❖ Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance.
- ❖ Section 504 of the Rehabilitation Act of 1973 requires that: No otherwise qualified individual with a disability in the United States ... shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The principal of each school with the Ardmore School District shall be designated as the Title IX, Title VI, Section 504 Building coordinator. For specifics on filing a Title IX, Title VI or Section 504 Grievance, check with the building principal.

## **Notification of Rights – Family Education Rights and Privacy Act**

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Parents and eligible student have the following rights under the Family Education Rights and Privacy Act [FERPA] and Ardmore Board Policy:

- The right to inspect and review the student's educational records;
- The right to seek to correct the student's educational records in a hearing if necessary;
- The right to exercise a limited control over other people's access to the student's educational records;
- The right to report violations of the Act to the Department of Education; and
- The right to be informed about FERPA rights.

If translation to another language is necessary, it can be provided.

All rights and protection given parents under FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. The student then becomes an "eligible student." The adopted policy is included in the district's Board Policies, which can be found on the district's website under Board Policy FF-A.

## **Student Recruitment – Access to Students & Directory Information**

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Ardmore City Schools may disclose any of the items listed as directory information without prior written consent, unless notified in writing to the contrary. The parent, legal guardian of the student, or the student age 18 or over may also provide written notification to the school administration requesting directory information not be released to military service recruiters.

**Ardmore City Schools does not classify any information as directory information.**

Subject to the provisions of state and federal laws, this district shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns, and recruiters representing institutions of higher education.

The Board shall also provide full access for the recruitment of students by regional career-technology centers, regional vocational agricultural centers, inter-district magnet schools, trade schools, charter schools, and inter-district student attendance programs.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meetings where the holding of such meetings will materially and substantially interfere with the proper and orderly operation of the school. Organizations wishing to recruit at the high school must make arrangements with the principal or designee who will determine the schedule for the recruitment meeting. Scheduled visits by recruiters will be made known to the student body. On-campus follow-up meetings with individual students will be permitted only upon the request of the student(s) and with the approval of the building principal or designee.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the superintendent of schools.

## **Title I – Parent's Right to Know**

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In accordance with Parents Right-to-Know requirement under Every Student Succeeds Act [ESSA Section 1112(e)(1)(A)], this is a notification from Ardmore City Schools to every parent/guardian of a student in a Title I school that you have the right to request and receive in a timely manner:

- a. Information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:
  - If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
  - If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
  - The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
  - Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA, Section 1112(e)(1)(A)(i)-(ii)]
  
- b. Information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA, Section 1112(e)(2)(A)]
  
- c. Upon request, parents of an English learner may:
  - Have the child immediately removed from an English Learner (EL) program; [ESSA 1112(e)(3)(A)(viii)(i)].
  - Decline the child's enrollment in an EL program, or choose another program or method of instruction, if available; [ESSA, Section 1112(e)(3)(A)(viii)(ii)]
  - Receive assistance in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity. [ESSA 1112(e)(3)(A)(viii)(iii)]
  
- d. Notification if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned. [ESSA, Section 1112(e)(1)(B)(ii)]

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## **Ardmore City Schools District Resource Center**

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ADDITIONAL RESOURCES ARE AVAILABLE FOR HOMELESS/TRANSITIONAL STUDENTS THROUGH THE DISTRICT RESOURCE CENTER. THANKS TO COMMUNITY DONATIONS AND SUPPORT, THE DISTRICT RESOURCE CENTER OFFERS ASSISTANCE WITH SUCH THINGS AS: SCHOOL SUPPLIES, BACKPACKS, CLOTHING, SHOES, HYGIENE ITEMS, FOOD AND RESOURCE INFORMATION FOR PARENTS AND UNACCOMPANIED YOUTH. FINANCIAL ASSISTANCE IS ALSO AVAILABLE TO PAY FOR FEES, FIELD TRIPS, CLASSES AND OTHER EDUCATION-RELATED NEEDS. CONTACT THE MCKINNEY-VENTO DISTRICT LIAISON AT 580-226-7650, EXT 1252

### **EDUCATION RIGHTS OF HOMELESS/TRANSITIONAL CHILDREN AND YOUTH** **McKinney-Vento Homeless Assistance Act**

The McKinney-Vento Homeless Assistance Act was authorized by Congress, December 2001, as part of the No Child Left Behind legislation. The purpose of the McKinney-Vento Act is to remove barriers to education for homeless/transitional students and provide educational stability.

Who is considered McKinney-Vento eligible? Any child or youth who lacks a fixed, regular and adequate nighttime residence is considered homeless, and includes those who are temporarily sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, camp grounds, emergency shelters, cars, bus or train stations or other similar settings, unaccompanied youth, transitional housing programs and children awaiting foster placement. If you are not sure if a child qualifies, please call 580-221-3001, ext. 1252.

What are the education rights of homeless children and youth? Our schools provide equal and comparable access to all students regardless of their home living situation. McKinney-Vento eligible children and youth have specific rights that include:

- Immediate enrollment, even if you do not have proof of residency, birth and immunization records, or school records. The McKinney-Vento office can assist with obtaining proper documentation once your child is qualified and enrolled under McKinney-Vento.
- Qualification for free school meal programs
- Maintain attendance at the school of origin (if this is in the child's best interest), or enroll in the local school where currently staying.
- Assistance with transportation even if the child is temporarily living outside district boundaries, upon request.
- Appropriate support services and programs for which they are eligible – such programs as gifted, children with disabilities, vocational education, preschool, etc.
- Academic assistance through the district's federally funded Title I program
- Parent or guardian involvement in school activities
- Maintain enrollment in current school for the remainder of the school year (transportation assistance, if needed, upon request)

If you have a student/child who may qualify for McKinney-Vento services or would like more information, please contact the McKinney-Vento district homeless liaison at 580-226-7650, ext. 1252.

#### **Annual Asbestos Notice**

This is to inform you that the Ardmore City Schools is in compliance with regulations established by AHERA (Asbestos Hazard Emergency Response Act) calling for schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure. Tests conducted in 1988 by a licensed laboratory revealed asbestos materials in several areas of our facility. None pose a hazard to any student or employee and they are being maintained in a manner which will ensure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all who use this facility.

If you have any questions, please contact the Office of the Superintendent. A copy of the management plan is also located in this office.



## Meningococcal Disease

### What is meningococcal disease?

Meningococcal disease is a disease caused by the bacteria *Neisseria meningitidis*, also called meningococcus. This bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis.

### How is this disease spread?

Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

### Who is at risk of getting this disease?

Some groups of people have a higher risk of meningococcal disease, such as first year college students living in dormitories or new military recruits living in barracks. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, people without a spleen, and people traveling to parts of the world where meningococcal disease is more common. Exposure to tobacco smoke and having a concurrent upper respiratory infection also increase the risk of meningococcal disease. Infants are at highest risk, but rates decrease after infancy and then increase in adolescence and young adulthood.

### What are the symptoms?

Ten percent or more of people are thought to be carrying *Neisseria meningitidis* in their nose and throat without being ill, which is called “asymptomatic carriage”. Of these people, about 1% can develop illness, which may be meningitis, or a bloodstream infection called septicemia or meningococcemia. As described above, some people can carry the bacteria in their nose and throat without ever becoming ill. Signs of illness may include fever, severe headache, nausea, vomiting, and a rash. People who develop meningitis can have fever, intense headache, nausea, vomiting, stiff neck, and extreme sensitivity to light. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Meningococcal disease has a 15% risk of death if it is not treated promptly.

### How soon do the symptoms appear?

The symptoms may appear two to ten days after infection, but usually within three to four days.

### What is the treatment for meningococcal disease?

Antibiotics, such as penicillin or a cephalosporin such as ceftriaxone, are used to treat meningococcal disease.

### Should people who have been around a person infected with meningococcal disease receive treatment?

When meningococcal disease occurs in one person, only the people who have had recent close contact with that person’s respiratory secretions are recommended to receive antibiotics. These include household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, day care center playmates, etc. Such people are usually advised to obtain a prescription for a specific antibiotic (rifampin, ciprofloxacin, ceftriaxone, or azithromycin) from their physician.

The health department will contact the individuals who are recommended to receive antibiotics and advise them of options to obtain antibiotics. Casual contacts including classmates, co-workers, or those in a factory setting are not at increased risk of disease when a single person has meningococcal illness. When clusters or outbreaks occur, the health department may expand the recommendations for which groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure to *Neisseria meningitidis*.

**Is there a vaccine to prevent meningococcal disease?**

Three types of meningococcal vaccines are available in the United States. They are effective against four of the five most common disease-causing types of meningococcal disease: A, C, Y, and W-135. An additional vaccine is now available that protects against serogroup B but is currently only licensed for people over 10 years or older at increased risk for the disease. Consult with your healthcare provider or the local health department about receiving the vaccine.

## **Enfermedad Meningocócica**

*Actualizado 1/8/2023*

### **¿Qué es la enfermedad meningocócica?**

La enfermedad meningocócica es una enfermedad causada por la bacteria *Neisseria meningitidis*, también llamada meningococo. Esta bacteria puede infectar la sangre, causando septicemia. También puede infectar las membranas que cubren el cerebro y la médula espinal, causando meningitis.

### **¿Cómo se transmite esta enfermedad?**

La enfermedad meningocócica se transmite por contacto directo con la saliva o con gotitas respiratorias de la nariz y la garganta de una persona infectada.

### **¿Quiénes están en riesgo de contraer esta enfermedad?**

Algunos grupos de personas tienen mayor riesgo de contraer la enfermedad meningocócica, como los estudiantes universitarios de primer año que viven en residencias estudiantiles o los nuevos reclutas militares que viven en barracones. Otras personas con mayor riesgo incluyen contactos domiciliarios de una persona que ha tenido esta enfermedad, personas inmunocomprometidas, personas sin bazo y personas que viajan a partes del mundo donde la enfermedad meningocócica es más común. La exposición al humo del tabaco y tener una infección respiratoria alta al mismo tiempo también aumentan el riesgo. Los bebés tienen el mayor riesgo, pero las tasas disminuyen después de la infancia y aumentan nuevamente en la adolescencia y adultez joven.

### **¿Cuáles son los síntomas?**

Se cree que el 10% o más de las personas portan *Neisseria meningitidis* en la nariz y la garganta sin estar enfermas, lo que se conoce como "portador asintomático". De estas personas, aproximadamente el 1% puede desarrollar la enfermedad, que puede ser meningitis o una infección de la sangre llamada septicemia o meningococemia. Como se describió anteriormente, algunas personas pueden portar la bacteria sin enfermarse nunca. Los signos de enfermedad pueden incluir fiebre, dolor de cabeza intenso, náuseas, vómitos y sarpullido. Las personas que desarrollan meningitis pueden presentar fiebre, dolor de cabeza intenso, náuseas, vómitos, rigidez en el cuello y sensibilidad extrema a la luz. Es importante buscar atención médica lo antes posible si aparecen estos síntomas. La enfermedad meningocócica tiene un riesgo de muerte del 15% si no se trata de manera oportuna.

### **¿Cuánto tiempo después de la infección aparecen los síntomas?**

Los síntomas pueden aparecer entre dos y diez días después de la infección, pero usualmente dentro de tres a cuatro días.

### **¿Cuál es el tratamiento para la enfermedad meningocócica?**

Se utilizan antibióticos como la penicilina o una cefalosporina como la ceftriaxona para tratar la enfermedad meningocócica.

**¿Deben recibir tratamiento las personas que han estado cerca de alguien infectado con enfermedad meningocócica?**

Cuando ocurre un caso de enfermedad meningocócica, solo se recomienda que reciban antibióticos las personas que hayan tenido contacto cercano reciente con las secreciones respiratorias de la persona infectada. Esto incluye a miembros del hogar, contactos íntimos, personal de salud que haya realizado resucitación boca a boca, compañeros de juego en guarderías, etc. A estas personas se les suele recomendar obtener una receta de un antibiótico específico (rifampina, ciprofloxacina, ceftriaxona o azitromicina) de su médico.

El departamento de salud se comunicará con las personas a las que se recomienda recibir antibióticos y les informará sobre las opciones para obtenerlos. Los contactos casuales, como compañeros de clase, de trabajo o de fábrica, no tienen un mayor riesgo de contraer la enfermedad cuando solo una persona ha enfermado. Cuando se presentan brotes o grupos de casos, el departamento de salud puede ampliar las recomendaciones sobre quiénes deben recibir antibióticos para prevenir la posible propagación. Los antibióticos no protegen contra exposiciones futuras a *Neisseria meningitidis*.

**¿Existe una vacuna para prevenir la enfermedad meningocócica?**

Hay tres tipos de vacunas meningocócicas disponibles en los Estados Unidos. Son efectivas contra cuatro de los cinco tipos más comunes que causan la enfermedad: A, C, Y y W-135. También está disponible una vacuna adicional que protege contra el serogrupo B, pero actualmente solo está autorizada para personas mayores de 10 años con mayor riesgo de contraer la enfermedad. Consulte con su proveedor de salud o con el departamento de salud local sobre la posibilidad de recibir la vacuna.

Para más información, comuníquese con Prevención y Respuesta a Enfermedades Infecciosas al (405) 426-8710 o visite nuestro sitio web en [oklahoma.gov/health/InfectiousDisease](http://oklahoma.gov/health/InfectiousDisease).

**Name of Student** \_\_\_\_\_ **School Site** \_\_\_\_\_ **Grade Level** \_\_\_\_\_ **Date** \_\_\_\_\_

Suspension Start Date:  Suspension End Date:

Total Days Suspended:  Student May Return to School On:

**School Violation or Violations Resulting in Suspension**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Academic Dishonesty  | <input type="checkbox"/> Dress Code Violation                 | <input type="checkbox"/> Internet   Technology Violation |
| <input type="checkbox"/> Alcohol  | <input type="checkbox"/> False Reporting   Lying              | <input type="checkbox"/> Medication Violation            |
| <input type="checkbox"/> Arson  | <input type="checkbox"/> Fighting   Mutual Altercation        | <input type="checkbox"/> Obscene Behavior                |
| <input type="checkbox"/> Attendance Policy Violation  | <input type="checkbox"/> Gang-Related Behavior   Action       | <input type="checkbox"/> School Threats                  |
| <input type="checkbox"/> Bullying   Harassment  | <input type="checkbox"/> Hate Crime                           | <input type="checkbox"/> Theft   Robbery                 |
| <input type="checkbox"/> Burglary   Breaking & Entering   | <input type="checkbox"/> Hazing                               | <input type="checkbox"/> Threat   Intimidation           |
| <input type="checkbox"/> Bus Incident   | <input type="checkbox"/> Horseplay [hitting/pushing/tripping] | <input type="checkbox"/> Tobacco   Vaping                |
| <input type="checkbox"/> Cell Phone Violation   | <input type="checkbox"/> Illegal Drugs                        | <input type="checkbox"/> Vandalism                       |
| <input type="checkbox"/> Disruption of School   | <input type="checkbox"/> Inappropriate Physical Contact       | <input type="checkbox"/> Weapons Possession              |
| <input type="checkbox"/> Possession of dangerous instruments  |   |  |
| <input type="checkbox"/> General school violations <u>to include but not limited to</u> : failure to follow instructions/school rules, inappropriate language, insubordination, profanity, disruptive behavior, disorderly conduct, disrespectful behavior, defiance, & abusive language. |   |  |

Incident Narrative:

**Special Services | 504 Plan**

Does this student have an IEP?  Yes\*  No      Does this student have a 504?  Yes\*  No

**If "Yes" to either question, contact the district Special Services Department at extension 1120 or at 226.7650**

**Parent/Guardian Suspension Notification**

By Phone: \_\_\_\_\_ In Person: \_\_\_\_\_ Date of Notification: \_\_\_\_\_ Time of Notification: \_\_\_\_\_

Comments:

**Conference With Parent | Guardian**

A conference IS NOT requested with parent/guardian for this suspension.

A conference IS REQUIRED with parent/guardian for this suspension.

A conference MUST BE HELD before the student may return to school.

\_\_\_\_\_ At the beginning of the suspension period  
\_\_\_\_\_ At the end of the suspension period

\_\_\_\_\_ Other

**It is the district policy that the student and/or parent(s) have the right to an appeal hearing on the suspension. Should you have any questions about the policy and its implementation, contact this office for further explanation. District policy also states that when a student is suspended, the student and parent/guardian (if the student is under 18 years of age) will be required to sign a due process and procedure statement indicating that they have heard the charges, have been given a copy of the district policy on suspension, and have been offered an explanation of their rights under law.**

\_\_\_\_\_  
Principal/Administrator in Charge

Phone: \_\_\_\_\_

**AS A REMINDER:**

**A suspended student cannot be in attendance at or participate in any school activities during the suspension period.**

**Name of Student:** \_\_\_\_\_

**Due Process & Procedure Statement**

**By Signing below, I signify:**

- ✓ I have been informed of the suspension
- ✓ I have been given a copy of the district’s suspension policy [Admin Proc FD-B.1]
- ✓ I have been given information regarding my rights of appeal of suspension as shown below and included in [Admin Proc FD-B.1]

**I understand, as the parent/guardian, I may request an appeal hearing as follows:**

- For suspensions of 1-5 days, I may appeal to the **principal only**.
- For suspensions of 6-10 days, I have **one school day** from the date of suspension notification to request an appeal hearing before the Suspension Appeals Committee. The decision of the Suspension Appeals Committee is final.
- For suspensions of 11+ days, I have **one school day** from the date of suspension notification to request an appeal hearing before the Suspension Appeals Committee. The decision of the Suspension Appeals Committee can be appealed to the Board of Education.
- As outlined in Administrative Procedure FD-B.1, Category III: Suspension of more than 10 Days, Paragraph B; services are provided by your school through Google Classroom at the secondary level, Seesaw at the primary level or other programs deemed appropriate by the site administrator.

Date: \_\_\_\_\_ / Time: \_\_\_\_\_

\_\_\_\_\_ Student

\_\_\_\_\_ Parent/Guardian

**To schedule an appeal hearing,  
Contact Mr. Chase Henson, Hearing Officer at 580.371.6188.**

**APPEAL HEARING WAIVER**

The parent/guardian (or student if he/she is 18 years of age or older) may signify their desire to waive their right to appeal by checking the statement below and by signing on the line(s) below.

\_\_\_ I hereby state that **I do not** desire an appeal hearing and I waive the right to such hearing.

\_\_\_\_\_ Student (If 18 or over)

\_\_\_\_\_ Parent/Guardian



**Harassment/Bullying Form for Staff, Students & Parents**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

**Student(s) Initiating Bullying/Harassment:**

Name	Grade	Class	School

**Student Affected:**

Name	Grade	Class	School

**Type of Harassment Alleged:**

Racial	Sexual	Religious	Other (Describe)

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

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Name Calling<br><input type="checkbox"/> Stalking<br><input type="checkbox"/> Inappropriate Gesturing<br><input type="checkbox"/> Staring/Leering<br><input type="checkbox"/> Writing/Graffiti<br><input type="checkbox"/> Threatening<br><input type="checkbox"/> Cyberbullying | <input type="checkbox"/> Taunting/Ridiculing<br><input type="checkbox"/> Inappropriate Touching<br><input type="checkbox"/> Spitting<br><input type="checkbox"/> Demeaning Comments<br><input type="checkbox"/> Stealing<br><input type="checkbox"/> Other (List)<br><input type="checkbox"/> Other (List) | <input type="checkbox"/> Shoving/Pushing<br><input type="checkbox"/> Hitting/Kicking<br><input type="checkbox"/> Flashing a Weapon<br><input type="checkbox"/> Intimidation/Extortion<br><input type="checkbox"/> Damaging Property |
|---|--|---|

Describe the Incident: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Yes, the incident involved physical injury.       No, physical injury was not involved.

Names of witnesses and, if not students or district employees, any address or phone number if you know:

\_\_\_\_\_  
 \_\_\_\_\_

**Physical Evidence**

- |   |   |
|---|---|
| <input type="checkbox"/> Graffiti<br><input type="checkbox"/> Notes<br><input type="checkbox"/> Video/Audio Tape<br><input type="checkbox"/> Other (List) _____ | <input type="checkbox"/> E-Mail<br><input type="checkbox"/> Web Sites<br><input type="checkbox"/> Other (List) _____<br><input type="checkbox"/> Other (List) _____ |
|---|---|

**Staff Reporting an Incident**

Signature of Staff Member Reporting Incident: \_\_\_\_\_

Parent(s) contacted:      Date: \_\_\_\_\_      Time: \_\_\_\_\_

Administrative Response Taken

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**Parent/Student Reporting an Incident**

\_\_\_\_\_  
Signature of Student (In presence of the Investigating Officer) Date

\_\_\_\_\_  
Signature of Investigating Officer Date

Administrative Response Taken

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*Notice: You are cautioned that any reporting of false allegations will be considered a form of harassment and insubordination and shall be grounds for disciplinary action. You must also realize that failure to substantiate your allegations does not in and of itself indicate that you are reporting false allegations and should not be the basis of retaliation, provided you do not take the situation outside of the bounds of this procedure. Remember, you do not have a right to malign or defame without evidence the good name of another individual especially to advance your own personal interests.*







2025-2026

# AMS

Ardmore Middle School

STUDENT HANDBOOK

**RAISE THE BAR.**



# Welcome to Ardmore Middle School

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- Physical Address: Ardmore Middle School, 511 Veterans Blvd, Ardmore, OK 73401
- Mailing Address: Ardmore Middle School, PO Box 1709, Ardmore, OK 73402
- Phone Number: 580-223-2475
- Fax Number: 580-221-3060

**Attendance Reporting Line:  
580 – 221 - 3016**

Official School Colors – Cardinal & White

Official School Mascot – Tiger

Website: [www.ardmoreschools.org](http://www.ardmoreschools.org)

- Principal: Kim Roberts email: [kimroberts@ardmoreschools.org](mailto:kimroberts@ardmoreschools.org)
- Assistant Principal: Wendall Kennedy email: [wkennedy@ardmoreschools.org](mailto:wkennedy@ardmoreschools.org)
- Admin Assistant: Angela Richard email: [arichard@ardmoreschools.org](mailto:arichard@ardmoreschools.org)
- Receptionist: Daniela Moreno email: [dmoreno@ardmoreschools.org](mailto:dmoreno@ardmoreschools.org)
- Attendance Clerk: Shelby Love email: [slove@ardmoreschools.org](mailto:slove@ardmoreschools.org)
- School Nurse: Ariel Brison email: [abrison@ardmoreschools.org](mailto:abrison@ardmoreschools.org)
- Counselor: Kelly Butler email: [kellybutler@ardmoreschools.org](mailto:kellybutler@ardmoreschools.org)
- Athletic Director: Josh Newby email: [jnewby@ardmoreschools.org](mailto:jnewby@ardmoreschools.org)
- AD Admin Assistant: Kim Kirkland email: [kkirkland@ardmoreschools.org](mailto:kkirkland@ardmoreschools.org)

**All AMS staff contact information can be found on the AMS page on the website.**

Board Policies referenced in this handbook can be found in their entirety on the website under School Board/Board Policies.

## Important District Contacts

- Transportation/Bus Department 580.221.3001 Extension 1314
- Child Nutrition Department 580.221.3001 Extension 1240
- Special Education Services 580.221.3001 Extension 1505
- Homeless Liaison 580.221.3001 Extension 1544
- Indian Education Department 580.221.3001 Ext 1231

### Notice of Non-Discrimination

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

Board Policy DA-A, DA-A.1

## Visitors to our Campus

All parents and visitors on campus must report to the front office and sign in at the SAFEid Kiosk. Visitations and conferences should be arranged in advance through the office. Friends and relatives should receive administrative approval prior to visiting the school. School visitation by other students will not be allowed.

## Student & Parent Responsibility

All students and parents are expected to know and to follow the information contained in this student handbook. All school policies are available to students and parents via the district's website: [www.ardmoreschools.org](http://www.ardmoreschools.org)

### Supervision of Students

Supervision of students begins at 7:20 a.m., and ends at 3:25 p.m. Students should be brought to school no earlier than 7:20 a.m. and picked up by 3:25 p.m. (unless they are at an after-school practice or event). All students should be dropped off and picked up in the south parking lot of the campus.

**NOTE: For the safety of all students, all student must go home on game days and return at the start of the game. No supervision for student from 3:25 p.m. to game time.**

## Privacy at School

The Board of Education expects all actions and activities associated with the school to be conducted within the confines of the law and with the best interests of students and staff in mind.

- To ensure compliance with state and federal privacy laws,
- To reduce the risk of stifling the free exchange of ideas,
- To shield young people from potential embarrassment, and
- To otherwise limit the disruption of the educational environment for students and staff, **the district does not permit the audio or visual recording of communications or activities occurring in classrooms, offices, or common areas during the regular school day without prior written consent of a district administrator** and upon such terms and conditions deemed appropriate by the district administrator. Any person who believes that that consent has been unreasonably withheld may appeal the decision to the superintendent of schools, whose decision shall be final.

District-owned security cameras are in place around the district, to include classrooms, for the purpose of increasing security for students and staff. Any cameras located within a classroom will not be used to conduct evaluations of a teacher's performance as required by law, the collective bargaining agreement or as evidence to support the discipline of a teacher. Any video captured will be viewed by authorized district personnel only and only when deemed necessary. Video can be used for the enforcement of board policy, administrative procedures and other reasons provided through state and federal law. Video will be reviewed any time a district administrator feels that a child or staff member is in danger.

## Code of Conduct - General Principles

- ✓ Accept responsibility for your education, decisions, words, and actions.
- ✓ Act in a way that best represents your school, parents, community, and self to promote a safe, healthy environment in which to learn.
- ✓ Be active in the school and community.
- ✓ Maintain a balance between academics and co-curricular activities continually giving your best effort to each.
- ✓ Support your fellow students and their activities.
- ✓ Respect cultural diversity, individuality, and the choices and rights of others.

This information can be clarified by a listing of specific rules and the consequences that will result if you choose not to observe those rules. However, no listing of rules can be all inclusive. You will be subject to disciplinary action any time your behavior is disruptive, illegal, or inconsiderate of others.

## Parent Concerns

The Ardmore School District recognizes that parents and other school patrons have a fundamental right to discuss concerns that they might have with the district. However, it is also recognized that there must be an orderly procedure for addressing these concerns as follows:

1. If a parent's concern is directed toward a teacher, the parent should make an appointment with the teacher.
2. After the initial meeting, if the concern is not settled, the parent should discuss the problem with the principal.

3. If the issue is not resolved, an appointment should be made with the assistant superintendent for personnel, followed by the superintendent.
4. After exhausting all of these available channels, the parents may appeal to the Board of Education following [Policy BB-D.1](#). The Board's action shall be a final determination of the grievance.

**As a reminder, the superintendent will require you to visit with your principal about a concern in their building prior to contacting the superintendent. Your principal should always be given the opportunity to hear your concern and assist you. If you are not satisfied at that level, your next call should be to the assistant superintendent.**

## Our Website

Be sure to visit our website for more information: [www.ardmoreschools.org](http://www.ardmoreschools.org). Each school has their own webpage and there you can find a directory of staff, to include your child's teacher. Also, on the website you can find the district's academic year calendar, student handbooks and other valuable parent information. Please note that all Board Policies and Administrative Procedures referred to in this handbook can be found in their entirety on the website under School Board/Board Policies.

## WenGage Parent Portal

Parents and students can keep up with grades and attendance through the WenGage Portal. Contact the office to learn more or to get set up.

## Staff-Student Communication Systems

To ensure the safety, security, and privacy of our students, and to maintain a professional standard of communication, Ardmore City Schools has notified all personnel of the required use of approved platforms for all digital communications with students.

### 1. **Approved Communication Platforms:**

- All digital communications between Ardmore City Schools personnel and students must be conducted through the official Ardmore City Schools email system or Thrillshare Rooms.
- These platforms have been approved by the Board of Education for their compliance with safety, security, and privacy standards.

### 2. **Prohibited Communication Methods:**

- Personnel are prohibited from using personal email accounts, social media platforms, or any other non-approved digital communication methods to communicate with students.

### 3. **Compliance and Monitoring:**

The use of Ardmore City Schools email and Thrillshare Rooms ensures that all communications are subject to monitoring and review to maintain appropriate professional boundaries and to ensure the safety and well-being of our students

## School-Parent Compact

Our school philosophy is that families, students and school staff should work in partnership to help each student reach his/her potential. **As partners we agree to the following:**

Administrative Responsibilities	Teacher Responsibilities	Family Responsibilities	Student Responsibilities
<p>Through collaborative decision making, create with the involvement of staff, families, students and the community, a compelling school vision and quality educational program with high standards that are widely understood and embraced by the school community.</p> <p>Provide instructional leadership to ensure appropriate instructional practices, high academic standards, student support, and the delivery of a quality core curriculum to all students.</p> <p>Provide a safe, orderly and positive teaching/learning environment.</p> <p>Provide appropriate professional development for staff, families and students to improve teaching and learning and to support collaborative partnerships with families and the community</p> <p>Maintain open two-way communication between the home and school.</p> <p>Respect the school, students, staff and families.</p>	<p>Communicate high expectations for every student;</p> <p>Endeavor to motivate my students to learn;</p> <p>Teach and involve students in classes that are interesting and challenging;</p> <p>Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community;</p> <p>Enforce rules equitably and involve students in creating a warm and caring learning environment in the class;</p> <p>Communicate regularly with families about their child's progress in school;</p> <p>Provide assistance to families on what they can do to support their child's learning;</p> <p>Participate in shared decision making with other school staff and families for the benefit of students; and</p> <p>Respect the school, staff, students and families.</p>	<p>Talk to my child regularly about the value of education;</p> <p>Monitor television viewing and make sure that my child reads every day;</p> <p>Make sure that my child attends school every day, on time, and with homework completed;</p> <p>Support the school's discipline and uniform dress code;</p> <p>Monitor my child's progress in school;</p> <p>Make every effort to attend school events such as parent-teacher conferences, Open House and Back-to-School Night;</p> <p>Ensure that my child receives adequate sleep, regular medical attention and proper nutrition;</p> <p>Participate in shared decision making with school staff and other families for the benefit of students; and</p> <p>Respect the school, staff, students and families.</p>	<p>Believe that I can learn and will learn;</p> <p>Read for at least 30 minutes, five days a week;</p> <p>Come to class on time, ready to learn and with assignments completed;</p> <p>Set aside time every day to complete my homework;</p> <p>Know and follow the school and class rules;</p> <p>Follow the school's uniform dress code;</p> <p>Regularly talk to my parents and my teachers about my progress in school; and</p> <p>Respect my school, classmates, staff and family.</p>

## **Duties of Your Board of Education**

The Board of Education's responsibility is not to run the schools, but to see that they are well run. They in turn hire a superintendent to take care of all the day-to-day administrative matters. The Board is vested only as a member of the board of education while they are conducting an official meeting. When you see them out in public, they are citizens just like you and me. When you share a concern about an issue with a board member, they should direct you back to the appropriate school official who can help you. If you provide a board member with too much information about a situation, they may have to recuse themselves from hearing and deciding on your concern if it is brought before the entire board of education at an official meeting.

## **Superintendent of Schools**

The Ardmore Board of Education recognizes that the superintendent of schools is the executive officer of the board of education and the administrative head of the school system. As executive officer of the board, the superintendent shall carry out all policies adopted by the board. The superintendent is responsible for all day-to-day administrative matters. The board shall seek the superintendent's recommendation on school matters.

# **Admissions Information**

## **Residency: Reference Board Policy FBA**

It is the policy of the Ardmore Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody who holds legal residence within the district as defined in 70 O.S. § 1-113(C). Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113.

An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. The residency officer shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes in a major degree to the support of the child.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend. At this time, proof of residency is required at enrollment each year.

NOTE: If a divorce has been granted, the decree will state which parent has legal custody. If the decree awards joint custody and each parent contributes a "substantial degree" to the child's support while they have custody, the residence in which the child resides on a regular basis determines the legal residency of the child for school attendance.

## **Homeless Students: Reference Board Policy FB-A**

In accordance with the Federal McKinney Homeless Assistance Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education that may exist in district policies or practices. No child or youth shall be discriminated against in this school district because of homelessness. For more information, contact the district's Homeless Liaison at 580.221.3001 Ext 1544.

**Immunizations:** Reference Board Policy FE-G

The Ardmore Board of Education shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of known hazards that may threaten or endanger the health of our children or educators.

The board of education shall require that no child be admitted to this school unless and until certification from a licensed physician or authorized representative of the State Department of Health is presented to the school administrators that such child has received or is in the process of receiving the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds.

The TDAP vaccination is required for seventh grade students before attending school unless an exemption from this vaccine has been granted.

If a parent or guardian is unable to pay for the required immunizations, the school will refer the student to the State Department of Public Health for assistance.

As provided in the Parents' Bill of Rights, a student shall not be vaccinated at school or on school grounds or receive a vaccine as part of the mobile vaccination effort without prior written authorization, including the signature of the parent or legal guardian of the student for the vaccine or group of vaccines to be administered during a single visit.

**Out of District Transfers into Ardmore Schools:** Reference Board Policy FB-C

Ardmore City School's allows students from schools outside the district to apply for transfers to attend. Approvals are based on several things but the major requirements are that the district has room and that a student is in good standing with discipline and attendance from their home district. Students who attend Ardmore on an approved transfer must continue to have appropriate discipline and attendance records to continue attending as a transfer student. Transfer student's records are checked throughout the year for compliance.

**All students are dismissed at 3:10 p.m. Absolutely NO cars in the north parking lot during dismissal time. All cars dropping off or picking up students must use the loop located on the South side of the building.**

**Breakfast is served from 7:20 a.m. to 7:50 a.m.  
All students may eat breakfast and lunch in the cafeteria for FREE.**

The cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced breakfast and lunch is offered. Ardmore Middle School serves breakfast and lunch free of charge to every student from the meal line.

**Assemblies**

At all times, the students' behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at an assembly. Whether guests are present or not, each student is responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, unnecessary clapping, talking during an assembly, throwing items, and any general behavior that distracts from the program. Rules regarding specific behavior and auditorium decorum will be covered during the first student orientation assembly.

## Backpacks, Athletic Bags & Musical Instruments

- **Backpacks are not allowed.**
- **All athletic bags must be taken to the locker room before school.**
- **Bags that are permitted such as purses must be no larger than 4 ½ inches by 6 ½ inches.** [Please see Clear Bag Guidelines for extracurricular activities.]
- Lunch bags/pails must be taken directly to the cafeteria upon dismissal from the gym in the mornings.
- Musical instruments must be stored in the orchestra/band rooms at all times. To ensure proper care, instruments are not allowed in classrooms.

**Cell Phone Ban in Public Schools: Oklahoma State Law (SB 1312, 2025) and ACS Board Policy FC-G**  
**Effective Date: August 1, 2025** **Applies to: All Students, Grades PK – 12**

## Policy Statement

In compliance with state law and in the interest of improving student focus, safety, and emotional well-being, students are prohibited from utilizing or using personal mobile devices (including but not limited to cell phones, smartwatches, smartglasses, earbuds, laptops, tablets, and other wearable communication devices) during the instructional day, including class changes.

## Permitted Use

The use of personal electronic devices is allowed only:

- Before the first bell and after final dismissal
- In the case of a documented emergency or health condition (IEP/504 accommodation)

*Devices must be powered off and stored in a backpack or designated location throughout the instructional day.*

OFFENSE	CONSEQUENCE
1 <sup>st</sup>	Warning: device confiscated and returned to student after school.
2 <sup>nd</sup>	Device confiscated; parent/guardian must retrieve; written warning issued.
3 <sup>rd</sup>	Device confiscated; parent/guardian must retrieve; student assigned one day of In-School Detention (ISD) / Restore
4 <sup>th</sup>	Device confiscated; parent/guardian must retrieve; student suspended Out-of-School (OSS) for one (1) day.
Refusal to Comply Chronic Violations	Administrative discretion that may result in a longer-term suspension or loss of extracurricular privileges.

## Important Notes

- The district is **not responsible for lost, stolen, or damaged devices.**
- This policy includes **cell phones, smartwatches, smartglasses, earbuds, laptops, tablets, and other wearable communication devices.**
- Staff may utilize school-issued communication devices or apps for approved instructional purposes.

### **Counseling Services**

The guidance and counseling program is an integral part of the total education process. It is organized and implemented by school counselors with the support of teachers, administrators, students, parents and community resources. The comprehensive guidance program is developmental, proactive and preventative, focusing on the whole student, physically, emotionally, socially and cognitively with the total school environment. School counselors offer: preventive guidance, individual and small group counseling, student/parent conferences, academic and behavior interventions, liaison for community resources and referrals, Student Assistance Team, career development and college information.

### **School Socials, Dancing and/or Dance Routines**

The middle school administration has jurisdiction over student conduct while at or on a school sponsored event/activity. The middle school administration will remove any student who is violating the school's rules and regulations, and as appropriate, disciplinary action will be taken. **Only AMS students are to attend AMS dances.** Also, middle school students are not eligible to attend an AHS dance as a guest.

Activities of a social nature that engage students in body movement as in dancing or dance routines will be scheduled in the school cafeteria. AMS promotes the positive aspect of student relationships and strongly discourages negative interaction and expression. Students who attend dances, or engage in dance routines and the like, must behave in the appropriate social manner at all times. Negative expressions such as "dirty" dancing, obscene movement or loud, boisterous language will result in immediate removal from the scheduled program and could adversely affect future participation in other activities.

### **Daily Announcements**

Announcements ***approved through the office*** will be made daily concerning school activities only through the school intercom during first hour.

### **Dress Code**

ACS students must represent himself/herself appropriately at all times by dressing modestly at school. Clothing that may be fun or appropriate on the weekends or after the school day, may not be appropriate for school. The dress code is based on the premise of recognizing fashion without sacrificing decency, safety, and appropriateness. Clothing should not be disruptive and/or should not distract from the learning environment.

Dress regulations for students at ACS are based on personal cleanliness and respect for self and for others. AMS personnel will determine what is appropriate. If a student's appearance is in violation of the Dress Code and/or considered by a teacher to be indecent or causing a distraction, the teacher will notify the office. The student will be required to change the clothing in question before returning to class, and any time missed from class due to dress code will be calculated as an absence. Repeat offenses will result in additional disciplinary action.

### **Clothing standards for all students shall include, but are not limited to the following:**

- ❖ Clothing must promote modesty.
- ❖ Students must wear shoes at all times.
- ❖ Wearing an unauthorized head cover of any kind in the building is considered inappropriate.
- ❖ All unauthorized caps, hats, hoodies, do-rags, stocking caps, etc., will be removed when inside the building.
- ❖ Students who choose to wear shorts should keep modesty in mind. Students may be asked to change if an adult finds the student's attire inappropriate. No bicycle or short-shorts allowed.
- ❖ Skirts must be of appropriate length.
- ❖ Halter tops, tube tops, tank tops, or spaghetti straps will not be allowed.

- ❖ Skirts and blouses must completely cover the midriff and stomach. Shirts and blouses must be modest in coverage.
- ❖ Leggings must be worn with thigh-length or fingertip length tops. If you have a question, do not wear the item.
- ❖ No clothes with large holes or cutouts that cause indecency.
- ❖ No undergarments may be visible, including those underneath sheer outer garments.
- ❖ Inappropriate words, vulgar connotations / innuendo, or any article of clothing that could cause a disruption to the educational process are not to be worn.
- ❖ Nothing that may be regarded as gang-related colors or emblems may be worn or displayed.
- ❖ Sagging is prohibited. Clothing must fit properly at the waist. Under garments, including shorts worn under jeans, must be covered.

If a student's appearance is in violation of the Dress Code and/or considered by a teacher to be indecent, causes a disruption or is a safety concern, the teacher will notify an administrator. ACS Personnel will determine what is appropriate. A student will be required to change the clothing in question before returning to class. Fashions change but appropriate school wear is our expectation.

#### **Faculty and Staff**

Teachers are interested in every student and will always be guided in their actions by what they believe to be the best for each individual student.

Teachers have a great responsibility and they must have equal authority. Each teacher is in complete charge of his/her classroom and his/her authority extends into all areas of school activities.

Students should fully understand that any adult staff member has the authority to correct misconduct at any time.

**It is expected that the student will conform to suggestions and corrections by any staff member.** Students should feel free to discuss any problem with their teacher, counselor, or principal at any time.

#### **Food/Drinks in the Building**

No food or drink is allowed in the classroom, halls or mall area of Ardmore Middle Schools. Food, candy, and drinks are to be consumed in the cafeteria. *Food may be permitted in a teacher's classroom at the discretion of the teacher.*

Only Clear plastic water bottles with a lid are allowed in the hallways and in the classrooms. No outside containers other than clear plastic.

#### **Deliveries for Students**

Deliveries from parents, students, or businesses for middle school students during the school day are not allowed, to include birthdays and Valentine's Day. This would include gifts, balloons, all food items, and flowers.

#### **Hall Passes**

Students in the hallway during class time will be issued a hall pass by their teacher. Students in the hallway without a hall pass could receive disciplinary action.

#### **Inappropriate Public Display of Affection**

Overly affectionate behavior is not acceptable at school or on school-sponsored activities. Students are expected to keep hands to themselves and not publicly display affection. Students participating in this behavior could be subject to disciplinary consequences.

### **Inclement Weather - Making the Decision to Close School**

As soon as the district receives word from the Emergency Management Office or the National Weather Service that bad weather is predicted, we begin to monitor the situation very closely. Receiving advanced notice of possible weather is very beneficial. With that said, we all know in Oklahoma that our weather can change for the better or worse very quickly. As parents and staff members, everyone needs as much advance notice as possible to plan for a day when school may not be in session or a day when it is in session and getting to school could take longer. We will do our best to provide you with this advance notice when possible. Our bottom line is always for the safety of our students and our staff.

#### **How will I be notified if school is closed?**

**Upon reaching the decision, the Superintendent or his designee, will notify parents by any or all of the following:**

- ✓ School Messenger call service
- ✓ Posting on Facebook
- ✓ Posting to the Website
- ✓ Local radio & TV stations

#### **PLEASE NOTE:**

**Individual messages sent to the district's Facebook Messenger regarding school closing will not be answered. If school has been closed, it will be posted on the District's Facebook Page. Absent an announcement of closure, school will be in session.**

### **Jurisdiction**

The district has jurisdiction over its students during the regular school day and while they go to and from school by district transportation. ***The district's jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location.***

### **Telephone**

Students will not be called to the telephone for anyone except for their parents and then only if it is an emergency. **Parents will be asked to state the emergency for verification.** Any parent refusing to state the emergency will be required to get the approval of the principal. Students may not use the telephone during class periods, except for school business and/or emergencies. The office telephone is available for students after the academic day has concluded.

### **Textbooks**

Textbooks may be issued to students by classroom teachers. The textbook number will be recorded in the teacher's grade book. Students are responsible for textbooks and must return the book that is issued to them in the similar condition in which it was received. ***In addition, some textbooks are an online version only and each student will be issued a password for usage during class time and for out of class work.***

### **Loitering & Hallway Movement between Classes**

Students are expected to move directly to the next class, to the restroom, to lunch, etc.

### **Library Services**

With a well-rounded book collection and computers, the AMS library enriches and supports the learning environment. Our mission is to promote the skills and experiences that will enable young adults to use libraries and information resources for lifelong learning.

Students are permitted to check out up to six books for a two-week period. There will be overdue charges up to \$1.00 per book. We encourage students to return the book on time so other students will have the same advantages. Any books lost or damaged must be paid for by the student.

All students have access to the internet in the AMS library. Students may use this access for class research, independent research and personal use. A filter is in place for the students' safety. Any student circumventing

the filter or discovered to be in any inappropriate site will be sent to the office for discipline and will be barred from further internet use.

### **Personal Property**

**Students are not to bring toys, toy guns, water guns, radios, excessive money, valuables, electronic machines to school (MP3 players, iPods, headphone sets) or any electronic games, etc. to school.**

Skateboards and roller blades are not allowed at school. If brought, they will be confiscated and parents will be notified to pick them up.

**Ardmore Middle School will make every reasonable effort to protect the personal property of its students and its staff. However, AMS will not be responsible for any loss of personal property stolen or destroyed at school**

### **Petitions/Fliers**

A petition or flier for any cause may not be circulated in a school building without the prior approval of the principal.

### **Reporting False Information/Lying**

Reporting false information or lying to a school representative or outside authority will be addressed by the administration and consequences will be given.

### **Staff-Student Communications**

It is the intent of the Ardmore Board of Education to make students, parents, and guardians aware of allowable communications between students and staff.

School personnel shall refrain from communicating with students outside the school setting. An exception will apply if the school administration receives written consent from a student's parents or guardian, which will outline the nature and method of Staff-Student Communications.

If school personnel engage in communications with students outside the school setting and the communication conflicts with the written permission granted by the parent/guardian of the student, the employee shall be subject to disciplinary action by the school district. Such disciplinary action could include termination of employment with the school district.

### **Student Address & Phone Number Changes**

Parents are requested to keep the office informed about changes in their home address, mailing address, email address, and telephone number. This is necessary in case there is an emergency situation for the student and in order to receive school mail such as report cards, progress reports, special education information, etc.

### **Report Cards**

All report cards can be accessed through the WenGAGE parent portal following each 9-week grading period.

### **Student Authorized Areas**

#### **Before School**

- Students are restricted to the cafeteria and/or gym before school. **Students are not to be in the hallways.**
- Students needing to see the nurse or go to the office **must obtain permission** from the teacher on hall duty.
- Students are not to loiter in the parking lot, outside the building, in the bathrooms, or between the gym and cafeteria.

#### **During Lunch**

Students are restricted to the cafeteria or outside on the north porch/patio.

# All Things Academic

## Academic Integrity

Honesty, integrity, responsibility and mutual respect are the keys to true learning. Specifically, academic integrity means honesty and responsibility in all areas of a student's life. These standards include the expectation that no student will engage in the following unacceptable behaviors.

1. Cheating: Cheating is defined as the dishonest violation of rules or giving or receiving of unauthorized information in academic, extracurricular or other school work, so as to give or gain an unfair advantage.
2. Plagiarism: Plagiarism is copying the language, structure, style, idea and/or thought of another person and representing it as one's own original work or using information obtained from printed or electronic sources that is not appropriately cited.
3. Fabrication: the falsification or invention of any information or citation in an academic exercise.
4. Fraud: Fraud is defined as "a deception deliberately practiced in order to secure unfair or unlawful gain."

Misconduct occurs when a student knowingly engages in these behaviors or when a reasonable student would understand that the behavior constitutes misconduct. Students who are caught in this type of misconduct will receive a zero on the test or assignment and will not be allowed to re-do it. Disciplinary measures for violation will be determined by the administration on a case-by-case basis.

## Curriculum

All students performing below the satisfactory level as measured on state criterion reference tests in reading or math will be required to enroll in a remediation course in reading and/or math in addition to the required courses.

The following courses are required at Ardmore Middle School:

7 <sup>th</sup> Grade	8 <sup>th</sup> Grade
➤ Language Arts	➤ Language Arts
➤ Geography	➤ American History
➤ Science	➤ Science
➤ Math	➤ Three Electives
➤ Three Electives	

\*If a student's test scores indicate that a student needs remediation, they will be placed in a remediation class which will take the place of an elective.

## Course/Class Changes

The student's selection of subjects provides the basis for the master schedule of classes and individual schedules. All of this is completed during the summer months. No course changes will be made after the first week of school without approval by the principal.

## Grading Scale & Corresponding grade point averages

Grades for all courses at Ardmore Middle School will be letter grades as follows:

### Standard Courses & Pre-AP Courses at Ardmore High School & Ardmore Middle School

**A = 90-100 [4.0]    B = 80-89 [3.0]    C = 70-79 [2.0]    D = 60-69 [1.0]    F = Below 60 [0.0]**

NOTE: Pass/Fail will be given for student aides, athletics, drill team, cheerleading, weightlifting, etc.

## Honor Roll

First and second semester honor rolls will be submitted to the Daily Ardmoreite for publication.

✓ **Principals' Honor Roll:**

Students with a "B" average for the semester with no grade lower than a "C" in all courses will be named to the Principal's Honor Roll.

Example 1: Sally made an A in math for the first 9 weeks and a C in Math for the second 9 weeks. Her semester grade would be a "B" as the A and C are averaged. Sally would qualify for the Principals Honor Roll.

Example 2: Sally made a D in math for the first 9 weeks and an A in math for the second 9 weeks. Sally had a grade lower than a C so she is not eligible for the Principals' Honor roll.

✓ **Superintendent's Honor Roll**

Students who have no grade lower than an "A" for the semester will be named to the Superintendent's Honor Roll.

Principals Note: Students with an incomplete or NC are not eligible for the honor roll

**Oklahoma's Promise (formerly OHLAP)**

The Oklahoma Legislature has set up a unique program for 8<sup>th</sup>, 9<sup>th</sup>, & 10<sup>th</sup> grade students that will help pay for their college education. For more information, please contact a school counselor. Applications must be submitted no later than the end of the student's sophomore year.

**Progress Reports**

Faculty members send progress reports home to parents during the fifth week of grading period on all students. Parents may request a confidential progress report providing a two (2) day notice by contacting their child's counselor.

**Proficiency Based Testing**

Grades 1-7	Grade 8	Grades 9-12		
<ul style="list-style-type: none"> <li>▪ Reading</li> <li>▪ Mathematics</li> <li>▪ Science</li> <li>▪ Language Arts</li> <li>▪ Social Studies</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reading</li> <li>▪ Mathematics</li> <li>▪ Science</li> <li>▪ Language Arts</li> <li>▪ Civics</li> </ul>	<ul style="list-style-type: none"> <li>▪ Oklahoma History</li> <li>▪ World History</li> <li>▪ Government</li> <li>▪ World Geography</li> <li>▪ English I, II, III IV</li> <li>▪ General Math</li> </ul>	<ul style="list-style-type: none"> <li>▪ Pre-Algebra</li> <li>▪ Algebra I, II</li> <li>▪ Geometry</li> <li>▪ Spanish I</li> <li>▪ French I</li> <li>▪ Physical Science</li> </ul>	<ul style="list-style-type: none"> <li>▪ Earth Science</li> <li>▪ Biology I</li> <li>▪ Chemistry</li> <li>▪ Physics</li> </ul>

All new or currently enrolled students have an opportunity to request a proficiency assessment for the purpose of evaluating appropriate grade or course placement. New students will have thirty (30) days from the enrollment date to request a proficiency assessment. A request may be initiated by a new student or the student's teacher, parent, or legal guardian.

For more information or to see the complete policies, contact your school principal or review board policy located on the homepage of the district's website: [www.ardmoreschools.org](http://www.ardmoreschools.org). [Board Policy EB-C & EB-C.1A]

**Proficiency-Based Testing Dates for 2025-2026**  
**(Fall) Sept. 2 – 19, 2025 | (Winter) Jan. 6 – 23, 2026, (Spring) April 1 – 24, 2026**

**Promotion Requirements**

Students in the 7<sup>th</sup> and 8<sup>th</sup> grade shall pass the equivalent of four units of core curriculum subjects in order to advance to the next grade.

### **Student Retention**

Students in grades 1-8 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.

In the elementary and middle school, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age.

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.

The complete policy on student retention can be found on the website under Administrative Procedure EA-A.3.

### **Sex Education**

It is the policy of the Ardmore Board of Education that all curriculum and materials, including supplementary materials which will be used to teach or will be used for or in connection with a sex education class or program which is designed for the exclusive purpose of discussing sexual behavior or attitudes, or any test, survey or questionnaire whose primary purpose is to elicit responses on sexual behavior or attitudes, shall be available through the superintendent or designee for inspection by the parents or guardians of the students who will be involved with the class, program, test, survey, or questionnaire.

Such curriculum, material, class, program, test, survey, or questionnaire shall include information about consent and shall have as one of its primary purposes the teaching of or informing students about the practice of abstinence.

The term "consent" means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any time. Consent cannot be:

1. Given by an individual who:
  - a. is asleep or is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or
  - b. is under duress, threat, coercion or force; or
2. Inferred under circumstances in which consent is not clear including, but not limited to:
  - a. the absence of an individual saying "no" or "stop", or
  - b. the existence of a prior or current relationship or sexual activity.

The superintendent or designee shall provide prior written notification to the parents or guardians of the students of their right to inspect the curriculum and material and of their obligation to notify the school in writing if they do not want their child to participate in the class, program, test, survey, or questionnaire.

No student will be required to participate in a sex education class or program that discusses sexual behavior or attitudes if a parent or guardian of the student objects in writing. If the type of program referred to is a part of or is taught during a credit course, a student may be required to enroll in the course but shall not be required to receive instruction in or participate in the program if a parent or guardian objects in writing.

The superintendent or designee shall approve all curriculum and materials which will be used for the purpose of discussing sexual behavior or attitudes and any test, survey or questionnaire used to elicit responses on sexual behavior or attitudes prior to the use of such materials.

Teachers involved in the class, program, test or survey shall submit curriculum, materials, tests, or surveys to the superintendent or designee for approval before they are used in the classroom or school.

## **Title I**

The Improving Academic Achievement of the Disadvantaged Act of 1994 reauthorized the Elementary and Secondary Act of 1965. The purpose of this Act is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments.

- Title I is a federally funded program. Schools become eligible for Title I funds based on the percentage of students who qualify for free and reduced school meals. Schools are designated as Target Assisted Title I or School-wide Title I.
- Federal funds are made available in Target Assisted Title I schools to provide services to a select (targeted) group of students identified as most "at risk" in meeting State content and student performance standards.
- School-wide Title I schools have greater latitude in determining how to organize their programs. They are not required to identify specific children as eligible for services. School-wide programs serve all children in the school.

## **Tiered Intervention (RTI)**

Response to Intervention (RTI) is a multi-level, system-wide framework for prevention and early intervention that involves determining whether students are learning, progressing and/or excelling when provided with high quality instruction and interventions in academics and/or behavior. Ardmore's RTI model involves three levels of support based on student needs. These levels are referred to as tiers.

### Tier I includes:

- Effective, scientifically-based academic instruction and curriculum linked to State standards
- Screening ALL students three times a year (Fall, Winter & Spring) in the areas of reading, math and behavior to identify the effectiveness of programs and the success of students
- Identification of students who may be "at-risk" for future academic problems
- Differentiated instruction for ALL students in the classroom

### Tier II includes:

- Supplemental, research-based intensive small group interventions, delivered in a timely and systematic manner
- Weekly progress monitoring to evaluate the effectiveness of classroom interventions
- Intervention changes based on progress monitoring data

### Tier III includes:

- Intensive, individualized or small group interventions that are most explicit and specially designed to meet individual needs
- Systematic progress monitoring data collected weekly
- Interventions beyond the classroom delivered by an appropriate specialist as necessary

## **Students with Disabilities**

All eligible children with disabilities, beginning at age 3, who are residents of the Ardmore School District, have the right to a Free Appropriate Public Education (FAPE) as mandated by the Individuals with Disabilities Education Act (IDEA) Amendments of 2004. Exceptions to FAPE for certain ages are noted under Section 300.122 of the Federal Regulations. Ardmore City Schools is responsible for locating, evaluating, and identifying children with disabilities. A child with a disability means:

<ul style="list-style-type: none"><li>▪ Autism</li><li>▪ Deaf-Blindness</li><li>▪ Emotional Disturbance</li><li>▪ Hearing Impairment, including Deafness</li></ul>	<ul style="list-style-type: none"><li>▪ Intellectual Disabilities</li><li>▪ Multiple Disabilities</li><li>▪ Orthopedic Impairments</li><li>▪ Other Health Impairments</li></ul>	<ul style="list-style-type: none"><li>▪ Specific Learning Disability</li><li>▪ Speech or Language Impairment</li><li>▪ Traumatic Brain Injury</li><li>▪ Visual Impairment</li></ul>
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For Ardmore City Schools' residents needing information regarding eligibility for special education and related services, please contact the Special Services Department at 580.221.3001 Ext 1505.

## **Student Transportation & Bus Rules**

The school district **may** provide transportation to and from school for students whose homes are more than one and one-half miles walking distance from the schools attended by such students. Ardmore Schools has established that riding a bus is a privilege. Students not observing these safety regulations and guidelines could be subject to

loss of bus riding privileges. It is important that every student be entitled to a safe trip to and from school. Unsafe rider-ship is not tolerated.

**Note: Bus riders are subject to being videotaped while on any school bus.**

### Conduct of Student

School bus transportation is a privilege provided for the convenience and safety of the students. Undesirable conduct of the students can create a very dangerous situation. It may not only cause someone to be injured inside the bus, but could also lead to a collision with another vehicle. If the driver is distracted by student behavior, any of the above could result. Quietly visiting with the student sitting next to him/her is permissible. There is to be no loud talking or moving about while the bus is moving. Students are to obey the driver the same as they would a teacher. Tobacco products of any kind are prohibited. Food and drinks are also not allowed on the bus. No one is to put any part of his/her body out of a window or throw objects out of a window. Hands and feet are to be kept out of the aisles. Objects carried on the bus are to be held in the student's lap or placed according to the driver's instructions.

### Entering the Bus

All students will get on their bus at school or at their regular stop. Students are to stand back until the bus comes to a complete stop. Once the bus has come to a complete stop, students should line up in an orderly fashion, enter the bus with no pushing and shoving, go directly to a seat, and be seated. The driver will be the judge as to how many should be in each seat. Seats are not to be held for a student who enters the bus at a later bus stop. Everyone is expected to share seats.

### Departing the Bus

All students are required to remain seated until the bus comes to a complete stop. When the bus stops, students who get off at that stop are to depart the bus single file in a line as quickly as possible and move away from the bus. If a student must cross the street, he or she is to quickly walk approximately ten steps in front of the bus and wait for the driver to signal when it is safe for him or her to cross. **NEVER WALK BEHIND A BUS!**

### Bus Stops

Buses will stop to load and unload only at the designated bus stops shown on the official bus route schedule, updated annually.

### Damaging a School Bus

Any student caught damaging a bus which includes, writing on a bus, tearing or cutting a seat, tearing off padding or defacing a bus in any manner will be suspended from riding a school bus. Parents are legally liable for damages to the school bus made by their child.

✓ First Offense to Damage of a School Bus

A mandatory suspension of ten (10) school days. Payment in full of damages is due before the student may return to riding a bus.

✓ Second Offense for Damaging a School Bus

Mandatory suspension from the riding the bus for the remainder of the school year. Payment in full of damages is due by the end of the current school year and must be paid in full before the student will be allowed to ride the bus the next school year.

**Student Transportation Safety Code Violation/Consequences**

- ❖ Disciplinary actions for school bus conduct violations will be determined jointly by the Building Principal and the Transportation Director.

OFFENCE	CONSEQUENCES
1 <sup>st</sup>	A written warning will be sent home to the parent/guardian. Depending on the severity of the violation, the student may also lose bus privileges.
2 <sup>nd</sup>	The student will lose bus privileges for a period of time to be determined by the Building Principal and the Transportation Director.
3 <sup>rd</sup>	The student will lose bus privileges for an extended period of time or possibly for the remainder of the semester or school year, depending on the nature and frequency of the violations.

**VAPING | SMOKING of any kind will result in an immediate suspension from the bus for the remainder of the school year.**

**Bus Passenger Safety Rules**

**Before Loading the Bus: Students should do the following**

- Be on time at the designated school bus stop, keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to board the bus.
- Be careful when approaching bus stops.
- Do not move toward the bus at the loading zone until the bus has come to a complete stop.
- Respect people and their property while waiting for the bus.
- Receive proper school authorization to be discharged at locations other than the regular bus stop.

**While on the Bus: Students should do the following**

- Keep all parts of the body inside the bus.
- Food and drinks are not allowed on the bus.
- The use or possession of any form of tobacco, alcohol, or drug is prohibited.
- No items considered weapons as outlined in the Weapons Free School Act are allowed on the bus.
- Assist in keeping the bus safe and clean at all times.
- Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention away from the road and may result in a serious accident. [The life you save may be your own.]
- Treat bus equipment as you would valuable furniture in your own home. Damages to the bus, including seats, must be paid for by the offender.
- Never tamper with the bus or any of its equipment
- Maintain possession of books, lunches or other articles and keep the aisle clear.
- Help look after the safety and comfort of small children.
- Do not throw objects in or out of the bus.
- Remain in your seat while the bus is in motion.
- Horseplay and fighting on the school bus is prohibited.
- Be courteous to fellow riders, the bus driver, the patrol officers and driver's assistants.
- Remain quiet when approaching a railroad-crossing stop.
- Remain in the bus during road emergencies, except when it may be hazardous to your safety.

**After Leaving the Bus: Students should do the following**

- Go at least ten (10) feet in front of the bus and stop to check traffic. Wait for the bus driver's signal, then cross the road.
- Go home immediately, staying clear of traffic.
- Help look after the safety and comfort of small children.

## EXTRA-CURRICULAR TRIPS

The above rules and regulations apply on all school-sponsored trips. Sponsors should be certified staff members only.

For questions about transportation services, contact the Transportation Department at 580.221.3001 Ext 1314.

# Attendance

## Board Policy FB-F & Administrative Procedure FB-F.1

Students are subject to compulsory school attendance and truancy laws as required by the statutes of the State of Oklahoma and regulations of the state Board of Education. **When absent call the Attendance Line 221-3016.**

### **Excused Absences**

School attendance officers may excuse absences for students who are absent because of accident or injury, death in the family, emergency situations, or other extenuating circumstances. Also, a student who is participating in a school-sponsored activity and has received the prior approval of the principal will receive an excused absence.

### **Specifically:**

➤ Confirmed Illness by parent or doctor	➤ Religious Holy Days
➤ Accident or Injury	➤ Participation in a Military Funeral Honors Ceremony
➤ Medical & Dental Appointments	➤ Emergency Situations
➤ Death in the Family	➤ Suspensions

"Excused absences may be granted to a student by the school attendance officer upon receipt of a certificate from a duly licensed and practicing physician for physical or mental disability; due to "an emergency and at the request of the parent, guardian, custodian or other person having control of the student; and at the written request of the parent, guardian or person having custody or control of the student for the purpose of observing religious holy days and for the days which the student must travel to and from the site where the student will observe the holy days. The written request must be presented prior to the absence of the student." (*Reference: 70 O.S. §10-105*)

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a virtual online program approved by the school district, or
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

### **Unexcused Absences**

An unexcused absence is defined to be any absence in which a student is absent from class without approval of the school attendance officer.

### **Attendance Requirement for Receiving Grades and/or Credits Grades 7-8**

- a) Each student is responsible for assigned work missed during any absence.
- b) Class work missed due to an absence may be made up for credit.

Except for suspensions, school activity absences, religious holy days and confirmed illnesses, all absences will be counted. [NOTE: if at any time "parent-confirmed" illnesses become excessive or suspicious, the superintendent or his/her designee may require a doctor's note.]

Grades 7-8: If a student is absent more than 7% of the semester (10 unexcused absences), an "F" will be recorded if that was the grade earned; if the student would have earned a passing grade, an "NC" will be recorded. In case of extenuating circumstances, the principal or designee will make the final decision. Please note: if a student misses 15 minutes or more of a class period, they are marked absent.

## Responsibilities Pertaining to Student Attendance Requirements

Responsibilities of students and their parent, guardian, custodian or person having control of a child concerning attendance:

1. Each child who has reached the age of five (5) years or is under the age of eighteen (18) years and who has not finished four (4) years of high school work must be enrolled.
2. In the event of a student's absence, the absence will be considered to be accruing toward truancy as defined in Oklahoma Statutes. It is the responsibility of the parent(s) to notify the school when a student is absent.
3. The school administration neither encourages nor condones students missing school for family vacations. When this occurs, the student's absence will be recorded as a documented unexcused absence, as it is not within the guidelines of what is accepted for an "excused" absence.

When a parent/guardian continues with the family vacation during the school year, the following procedures must be followed:

- a) The parent(s) will contact the attendance officer in advance.
- b) The parent(s) and the attendance officer will discuss the duration of the absence, the procedure for students to follow for completion of their work and the date such work is due to the teacher(s). (The attendance officer will share this information with the teacher(s) involved. However, the teacher(s) will not be obligated to initiate arrangements with the student.)
- c) The student will be held responsible for making specific arrangements with teacher(s) for assignments.

**Note:** All absentee documentation must be provided to the school within 10 school days of the absence. Any documentation received after that time, may not be accepted. All absentee documentation must be original documents, no copies.

### Note: Perfect Attendance

**In order to qualify for "perfect attendance" student must be in attendance all day each day for every class. All absences, including excused and early or late arrivals count when identifying Perfect Attendance recipients.**

## Excessive Unexcused Absences

Oklahoma Law states that a student is truant if they have 4 or more days or parts of days within a four-week period without a valid excuse OR 10 or more days or parts of days within a semester. Prior to a student becoming truant, Ardmore City Schools will initiate intervention as follows:

Once a student has three (3) unexcused absences within four consecutive weeks, the behavior interventionist and/or attendance clerk, along with the school principal, will initiate the following process and document each step thoroughly as a log entry in WenGage.

- 1) Principal (or his/her designee) makes contact with parent by phone and mails letter to parent discussing the number of unexcused absences, time frame and request for meeting to address the issue before it gets to the point of truancy. [Principal or his/her designee and/or behavior interventionist will document the outcome of the phone call as log entry in WenGage.] If no phone contact can be made, please consider a home visit by the behavior interventionist and school resource officer.
- 2) If the family is non-compliant and attendance issues persist, staff members continue to make contact to support intervention, documenting each attempt as a log entry in WenGage, until law has been violated

[4 unexcused absences within a consecutive four-week period or 10 in a semester). At this point, referral is made to the district attorney's office for truancy by the school principal, assistant principal or school resource officer.

## Referral To District Attorney for Truancy

Referral is to be initiated by school principal, behavior interventionist or the school resource officer based upon information and documentation provided by school attendance clerk.

The letter to the district attorney will be generated and signed by the principal. All supporting documentation will be included with the letter and sent to the district attorney's office. Document as log entry in SIS that referral has been sent to the district attorney's office.

School principal [or designee] will notify the superintendent's secretary and the district homeless liaison of the referral via email, including a copy of the letter to the DA in the interoffice mail.

District Attorney's office will be addressing truancy once a month on a regular basis. Behavior interventionist, district homeless liaison and principal will follow-up with the district attorney's office, as needed, to ensure case is being worked.

All district personnel will cooperate with any requests made by the district attorney's office pertaining to the truancy case.

**Reminder: Academic success is directly related to being in attendance at school. When a student is identified as truant or has excessive absences, summer school or retention may be options to help the student get caught up academically.**

### **Excessive Absences Appeal Procedure:**

With each absence, a student should submit evidence to the Attendance Clerk as to the reasons for his/her absences, such as hospitalization, chronic illness, orthodontist appointments, dental appointments, doctor appointments, or other circumstances beyond his/her control. In the event that a student exceeds the 10 allowed absences, this evidence will be presented to a committee composed of an administrator, a counselor, and one of the student's teachers. This committee will decide whether the student shall be granted a waiver/extension due to the circumstances, or be given no credit (NC) for his/her class(es).

If a waiver/extension is granted, additional requirements could be in effect, which could include but are not limited to, attendance at summer school, an attendance contract with academic requirements, etc. If at any time a student has not completed his/her academic requirements as set forth in board policy, [see below] retention [at the elementary level] and/or loss of credit for semester resulting in no credit (NC) and the necessity to repeat said course or courses [at the secondary level] can occur.

**See Administrative Procedure: EA-A.3 [Student Retention Regulation]**

## Extracurricular/Athletic Opportunities

**Board Policies: FG-A, FG-A.1 & FG-A.1a**

There is something for everyone at Ardmore Middle School. Some of the groups and organizations that students can be a part of are art, band, strings, speech/debate, pom, cheerleading, vocal music and athletics. All are an outgrowth of the elective program. Additional rehearsals preceding performances are scheduled as needed.

### **Extracurricular Activities**

An extracurricular activity is defined as any activity sponsored by the school and at the convenience of the school that causes students to be absent from curricular class periods.

The following are considered extracurricular activities:

1. Student government and its related activities and organization.
2. Music festivals or contests, speech contests, debates, dramatics contests.
3. Organized activities that are part of interscholastic athletics.
4. Organized activities that are part of intramural athletics.

5. All types of interscholastic competition.
6. Special interest clubs.

In an effort to provide a reasonably safe and educationally sound extracurricular activities program, the following guidelines shall be observed:

1. Only drivers currently licensed to operate a school bus shall operate a school bus on any school sponsored activity.
2. There must be an adult sponsor, in addition to the bus driver for each extracurricular activity that requires school furnished transportation.
3. All activities must be scheduled through the principal's office and placed on the calendar at the specific school office. The calendar will reflect the time, place and time of departure.
4. Students may not ride in private vehicles to or from any extracurricular activity without prior written consent of the requesting student's parent or guardian and consent of the activity's sponsor.
5. Evidence of insurance shall be required for each student who participates in an extracurricular activity.
6. All extracurricular activities shall operate within the rules and guidelines of the Oklahoma State Department of Education and the Oklahoma Secondary School Activities Association.

While all students are encouraged to participate in extracurricular activities, the following requirements must be met:

1. A student must be passing in all subjects he/she is enrolled in during a semester to participate as outlined by the OSSAA. For more information on academic eligibility, please see your principal or athletic director.
2. The student must meet the school's attendance policy as indicated in this handbook and Board Policy.
3. The student must be in good standing within the rules of the activity.

#### Student Eligibility for Extracurricular Activities (Participation Requirements)

##### **Absences**

1. All students who are members of school activity groups, including 4-H are limited to ten absences per year per class period. Any deviation from the ten days absence rule shall not exceed five days.
2. It is the responsibility of the student to plan and be responsible for these absences. The student should check with sponsors at the beginning of the school year to aid in selection of events that the student may wish to attend.
3. The principal will keep or cause to be kept a record of those days or class periods missed due to school activities. These records will be open for inspection by the student, parent or guardian of the student, sponsors, and other teachers daily to aid the student in planning absences throughout the year.
4. Any absence over the maximum of the ten absences without the written permission of the Internal Activities Review Committee shall be counted as an unexcused absence in accordance with local board policy.

##### **Sponsor/Teacher Responsibilities**

1. It is the responsibility of the sponsor/teacher to prepare a list of activities that the student may attend during the school year and advise students of this list. These activities should be prepared and given to the principal at the beginning (or as soon as possible) of the school year.
2. The sponsor/teacher should help the student select only those activities that will be of benefit to the student and/or the school.

3. Sponsor/teacher should check activity absentee lists regularly in order to help students plan for future absences.
4. Sponsor/teacher should strive not to be absent from any class period more than ten times due to attendance at activities.

**Criteria for Earning the Right to Represent the School in Activities or Contests beyond Ten Days**

1. Athletics – Guidelines as set forth by Oklahoma Secondary School Activities Association for participation beyond district competition.
2. Fine Arts (Vocal, Instrumental, Speech, Drama & Debate) Guidelines as set forth by Oklahoma Secondary School Activities Association for participation beyond district competition.

**Extracurricular/Athletic Eligibility Calculation & Reporting**

A student's eligibility will be determined on **Monday of each week**. After eligibility is reported on Thursday an Eligibility Report is created. The period of probation and ineligibility will always begin the Monday following the day eligibility is checked and will run Monday through Sunday evening. If a student is placed on the ineligible listing, they may not participate in athletics or any extra-curricular activity until they achieve passing grades and are no longer listed as ineligible. ***See the complete rules on scholastic eligibility as provided and required by the OSSAA.***

**Clubs & Organizations**

Parents or guardians of students will notify the school administration that they are withholding permission for their child(ren) to join or participate in one or more clubs or organizations. Parents or guardians shall be responsible for preventing their child from participating in a club or organization in which permission is withheld. Parents or guardians are also responsible for retrieving their child(ren) from attendance at a club or organization in which participation is withheld.

<b>Name of Club/Organization</b>	<b>It's Mission or Purpose</b>
Student Council	Student government/service
National Junior Honor Society	To promote academics/honor/service
Pom/Cheer	To promote school spirit
Tiny Tigers	An audition only music performance class

**Competitive Athletics**

The Ardmore Athletic Department wants all student athletes' experience while participating in sports to be a memorable and fun experience. Participation in student athletics is a privilege, not a requirement or obligation; therefore, students must earn the privilege to be a part of the athletic program. The Ardmore Athletic Department encourages all students to be a part of a sport.

No parent/guardian should approach a coach at the conclusion of a game or competition to voice a concern. This is not the appropriate time to discuss or express concerns with the coach. Our coaches will not meet with parents during or after a game. When a parent/guardian needs to meet with a coach, they should follow the proper procedure. First, call the coach to schedule an appointment and visit. After the meeting, if the parent/guardian is not satisfied, then the next step would be to take the concern to the Athletic Director. If the parent/guardian is still not satisfied after meeting with the Athletic Director, the parent/guardian should call and schedule a meeting with the Assistant Superintendent for Human Resources, 580-221-3001 Ext 1211.

All athletes and parents must sign the Tiger Pride agreement prior to participating in any sport. In addition, all student athletes must attend a school sport assembly with the athletic department and high school administration office to discuss expectations as a student, citizens, and athlete during the fall semester.

## Spectator Code of Conduct – Athletics Program

The following code of conduct for spectators should serve as a model for sports fans at all school-sponsored athletic events:

BELIEVING THAT sportsmanship is a by-product of a spirit of tolerance and good will and the centering of attention on the good qualities involved, and

BELIEVING THAT my conduct is an important part of the school's athletic program,

I PLEDGE to act in accordance with these principles.

As an athletic spectator, I will:

1. Exemplify the highest moral character, behavior, and leadership so as to be a worthy example.
2. Maintain and exhibit pose, self-discipline during and after the contest.
3. Conduct myself in such a manner that attention is drawn not to me but to the participants playing the game.
4. Regulate my actions at all times so that I will be a credit to the team I support, knowing the school gets the praise or blame for my conduct since I represent the school the same as does the athlete.
5. Support all reasonable moves to improve good sportsmanship.
6. Treat a visiting team and spectators as guests, being courteous and fair.
7. Avoid actions that will offend the individual athlete.
8. Accept the judgment of the coach.
9. Honor the rights of visitors in a manner in which I would expect to be treated.
10. Respect the property of the school.
11. Display good sportsmanship by being modest in victory and gracious in defeat.
12. Pay respect to both teams as they enter for competition.
13. Appreciate the good plays by both teams.
14. Show sympathy for an injured player.
15. Regard the officials as guests and treat them as such.
16. Direct my energies to encouraging my team rather than booing the officials.
17. Believe that the officials are fair and accept their decisions as final.
  
18. Learn the rules of the game in order to be a more intelligent fan.
19. Consider it a privilege and duty to encourage everyone to live up to the spirit of the rules of fair play and sportsmanship.
20. Realize that privileges are invariably associated with great responsibilities and that spectators have great responsibilities.
21. Realize that obscene cheers, littering, throwing of objects, and verbal indignities directed toward athletes, spectators, or officials have no place in school athletics.



## CLEAR BAG GUIDELINES

### PROHIBITED BAGS



**BACKPACK**



**PURSE**



**CLEAR  
BACKPACK**



**TINTED PLASTIC  
TOTE**



**PRINTED PATTERN  
PLASTIC BAG**



**OVERSIZED  
TOTE**



**MESH BAG**



**CAMERA BAG**



**BINOCULAR  
CASE**



**FANNY  
PACK**

### APPROVED BAGS



**CLEAR TOTE  
12" x 6" x 12"**



**SMALL CLEAR  
CLUTCH BAG  
4.5" x 6.5"**



**PLASTIC  
FREEZER BAG  
1 GALLON**

**ALL CARRIED ITEMS ARE SUBJECT TO SEARCH. ALL PROHIBITED ITEMS MUST BE RETURNED TO THE OWNER'S CAR OR DISCARDED.**

# Health & Safety

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## **AIDS Prevention Education for Students**

The Ardmore Board of Education recognizes that Acquired Immune Deficiency Syndrome (AIDS) prevention education should be integrated into the health and family life curriculum, but may also be applied to other curriculum areas. Therefore, AIDS prevention education will be taught according to the following schedule.

### **Students shall receive aids prevention education:**

1. At the option of the school district, a minimum of once during the period from grade five through grade six.
2. A minimum of once during the period from grade seven through grade nine.
3. A minimum of once during the period from grade ten through grade twelve.

The district's AIDS education program must address, at a minimum, the nature, transmission, prevention, and effects of the disease. The program shall be provided in a sequential manner in all grades, taking into consideration the age and maturity of the students and the subject matter of the course. Development of the program should take into account the instructional needs of all students in the district.

The superintendent shall ensure that the information presented as part of the AIDS program is articulated in such a way that transition from grade to grade in the elementary schools and from elementary to secondary approaches to the material will be appropriate for all students.

The superintendent shall ensure that all staff involved in teaching the AIDS education program are properly certified and adequately prepared to teach the material. As necessary, appropriate staff training shall be provided. All employees shall have training in universal precautions.

The district may develop its own AIDS prevention education curriculum and materials (with the approval of the State Department of Health for medical accuracy) or will use the curriculum developed by the Oklahoma State Department of Education.

The district will make the curriculum and materials that will be used to teach AIDS prevention education available for inspection by the parents and guardians of the students who will be involved with the curriculum and materials. Furthermore, the curriculum must be limited in time frame to deal only with factual medical information for AIDS prevention. At least one month prior to teaching AIDS prevention education in any classroom, the district shall conduct for the parents and guardians of the students involved, during weekend and evening hours, at least one presentation concerning the curriculum and materials that will be used for such education. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation.

## **Alcohol & Drug Abuse Preventative Program**

An alcohol and drug abuse prevention program will be taught at grades 6-8 and will include training in life skills, such as problem solving, responsibility, communication, and decision-making. Such programs shall utilize the Curriculum Guides of the Oklahoma State Department of Education, materials supplied by the Oklahoma Alcohol and Drug Abuse Prevention and Life Skills Education Advisory Council, and other materials deemed appropriate for each grade level.

At least one month prior to presenting this instruction, the counselors of the school shall conduct a meeting for parents and guardians of the students involved. They will present the plans for instruction and the materials to be used. The meetings will be held during the evening hours.

No student shall be required to receive this instruction, if the parent or guardian of the student objects in writing (HB 1344-1987)

### **Crime Stoppers**

If a student sees or has information about a crime and needs to report that crime, he/she may do so by calling 221-3055. This call is anonymous and may result in a cash reward.

### **Drills (Fire, Tornado, Intruder & Lockdown)**

Fire, tornado, lockdown and intruder security drills are necessary for the safety of students, staff, and faculty. Students will receive specific directions for reaching a point of safety within or from those areas of the school building in which they may be.

### **Fire Evacuation/Bomb Threat**

The signal to evacuate the building due to a fire will be one long continuous sound of the alarm accompanied by strobe lights. Students should leave the building in an orderly manner and proceed to a location immediately west of the middle school campus.

An intermittent siren sound is the signal for a bomb or chemical threat. As in the fire drill, students should leave the building immediately and in an orderly manner and proceed to the area immediately west of the middle school campus.

### **Food Allergies: Board Policy FE-A.1**

It is the responsibility of the parent or guardian to:

1. Notify the school of a child's allergies and provide updates as necessary.
2. Help establish a core team of, but not limited to, the child's physician, school principal, school nurse, teacher, guidance counselor, and food service manager to develop and implement a plan that addresses the child's needs, including the school transportation, classroom, cafeteria, assemblies, etc. A detailed food allergy action plan should also be included.
3. Provide written medical documentation, instructions, and prescribed medications, using the food allergy action plan as a guide. A photo of the child must also be included.
4. Provide the child with a medic-alert bracelet identifying the life-threatening allergy. The bracelet should be worn at all times while at school or school-sponsored events.
5. Replace expired and/or used medications as per the food allergy action plan.
6. Educate the child in the self-management of the food allergy, including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, how to communicate an allergy-related problem, how to read food labels (age appropriate). The child should not accept food from other students.
7. Review guidelines/procedures with the core team members as soon as possible following a reaction.

### **Student Responsibility**

It is the responsibility of the student to:

1. Take a proactive role in the care and management of his/her food allergies (age appropriate).
2. Not accept food items from or trade food items with other students.
3. Avoid food items with unknown ingredients or known allergens.
4. Immediately notify any teacher, administrator, assistant, or school nurse of possible exposure to food allergen.
5. Wear a medic-alert bracelet at all times.

### **Harassment: Board Policies FD-F & FE-K**

It is the policy of this school district that threatening behavior, harassment, intimidation and bullying of students by other students, personnel, or the public will not be tolerated. This policy is in effect while the students are on school grounds, in school transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, sexual orientation, color, national origin, religion, marital status, or disability.

As used in the School Bullying Prevention Act, "harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Harassment, intimidation, and bullying include, but are not limited to, a gesture or written, verbal, or physical act, or electronic communications. Such behavior is specifically prohibited.

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

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

The superintendent shall develop procedures providing for:

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

**If you feel that your child is being harassed or bullied, please obtain a Harassment/ Bullying Complaint form from your principal's office or from the office of the superintendent. In order for harassment or bullying complaints to be investigated, a form must be submitted to the superintendent. This form is also included in this handbook for your convenience.**

### **Hazing [Board Policy FD-G]**

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

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

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

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

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

### **Ill Students**

*A child, who is obviously ill or has a fever, should not be sent to school until they are fever free for at least 24 hours. If a child becomes seriously ill at school, we will contact a parent immediately. If we cannot reach the parent, we will use the emergency contact information that the parent has provided. Students have as many days to make up missed work as the number of days they were out of school due to absences.*

**It is the parent's responsibility to keep the school office current on changes of address and phone numbers for the parent and for their emergency contacts. Please remember that we cannot keep seriously ill children at school.**

### **Medication: Administering to Students: Board Policy FE-CA & FE-CA.1**

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

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

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

- A. purpose of the medication,
  - B. time to be administered,
  - C. whether the medication must be retained by student for self-administration,
  - D. termination date for administering the medication, and
  - E. other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma, ~~or~~ an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication.

Additionally:

- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents

shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

- C. Permission for the self-administration of asthma, or anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, or anaphylaxis medication, or replacement pancreatic enzyme medication at all times.
- E. Definitions:
1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.
  2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
  3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.
  4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

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

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

**Non-prescription medication may only be administered for a specific short-term illness and only for the duration of the illness (i.e., cough, cold, toothache). The medication will be administered in accordance with label directions or written instructions from the student's physician. School must also be able to determine whether the medication is out of date.**

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

- a) **purpose of the medication,**
- b) **time to be administered,**
- c) **termination date for administering the medication, and**
- d) **other appropriate information requested by the principal or the principal's designee.**

*The school will not keep a supply of non-prescription medications for the purpose of dispensing at a parents' request.*

### **Medical Marijuana: Board Policy CC-BE**

Regardless of a student, employee, parent or any individual's status as a medical marijuana licenses holder, marijuana is not allowed on the premises of the district or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from and attending district sponsored functions, events, and athletic activities, including those district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

#### **Definitions**

The terms "marijuana" and "possession of marijuana" will be interpreted by the district in accordance with state and federal law. The term "marijuana" includes, but is not limited to, any form of marijuana; all parts of the plant *Cannabis sativa L.*, whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of "marijuana" or "possession of marijuana" will be interpreted in favor of federal law.

#### **Nondiscrimination**

There will be no discrimination in the district because of an individual's status as a medical marijuana license holder.

#### **Overlap with Other District Policies**

The district recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana effect many areas of the district's current policies regarding employees, students, parents and individuals on district premises or attending district events. The district will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine district policies in order to assess whether revisions, if any, may be needed to a district policy in order to comply with state and federal law.

### **Metal Detectors**

When the administration has reasonable cause to believe that weapons are in the possession of unidentified students, when there has been a pattern of weapons found at school, or when violence involving weapons has occurred at the school, the administration is authorized to use stand up, stationary, or mobile metal detectors. Any search of a student's person as a result of the activation of the detector will be conducted in accordance with the policy on personal searches.

### **Safety Drills**

Each school district in Oklahoma is required to conduct security drills throughout the school year: fire, tornado and intruder. Information on each of those can be found on the website. [Reference: Policies CC-C.1, CC-CA-B, CC-CA-B.1 & CC-CA-B.2]

### **School-Wide Safety**

The personal safety of the students, parents and employees of the middle school is of utmost importance. A safety team comprised of students, parents and staff meets on a regular basis to address safety issues and concerns. To further enhance school-wide safety, surveillance cameras are located strategically throughout the building. These cameras are used to monitor anyone gaining entrance to the complex and provide an accounting of all areas of the building.

### Security Cameras

Security cameras are in place and are in use in various areas within each school to assist with the safety of students and staff. **As a reminder, this equipment and any audio or video taken by the equipment is the property of the school district and is not a public record.**

### Sexual Harassment of Students: Policies FE-K & FE-K.1

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Ardmore Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA-DA applies to sexual harassment of employees.

Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

- a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;
- b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or
- c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

For the purpose of this policy, examples of sexual harassment include, but are not limited to:

- Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.
- Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. Use of e-mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.

Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

### Reporting Allegations of Sexual Harassment

- a. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.
  1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.

2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- b. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.

**Tobacco Use Prohibited [Board Policy CC-BA]**

The use of a tobacco product or vapor product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product or vapor product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity.

1. "Educational facility" is defined as any property, building, permanent structure, facility, auditorium, stadium, arena or recreational facility owned, leased, or under the control of the school district.
2. "School Vehicle" is defined as any transportation equipment or auxiliary transportation equipment as defined in 70 O.S. § 9-104.
3. "Chewing tobacco" is defined as any Cavendish, twist, plug, scrap, and any other kinds and forms of tobacco suitable for chewing.
4. "Smoking tobacco" is defined as any granulated, plug cut, crimp cut, ready rubbed, and any other kinds and forms of tobacco suitable for smoking in a pipe or cigarette.
5. "Tobacco product" is defined as any bidis, cigars, cheroots, stogies, smoking tobacco and chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof.
6. "Vapor product" is defined as noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. Vapor product shall also include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor products do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetics Act.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited.

Students are also prohibited from possessing tobacco on, in, or upon any school property. If students are found to be carrying cigarettes or other tobacco products, the tobacco product will be confiscated.

Employees are warned that violation of this policy may lead to dismissal action. Patrons who violate this policy will be asked to leave the school premises. Students violating this policy will be disciplined.

# Internet Safety & Guidelines

## Board Policy CE-A

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Ardmore City Schools is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

### **Personal Responsibility**

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another of his or her property.

### **Term of the Permitted Use**

A student or staff member who submits to the school, as directed a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

### **Acceptable Uses**

#### 1. **Educational Purposes Only**

The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

#### 2. **Unacceptable Uses of Network**

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

- a) Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential trade secret information, or copyrighted materials. Even if materials on the networks are not marked with copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.

- b) Uses that cause harm to other or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
- c) Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
- d) Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the use or others, including credit card numbers and social security numbers.

3. Netiquette

All users must abide by rules of network etiquette, which include the following:

- a) Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- b) Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- c) Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objections.
- d) Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

4. Cyber Bullying

Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
- Spreading rumors about others through email, IM, or text messages.
- Creating a Web site or other social-networking accounts that targets another student or other person(s).
- Sharing face or embarrassing photos or videos of someone with others via a cell phone or the Web
- Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Ardmore City Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use

of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.

2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18).

Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.

3. **"Hacking" and other Illegal Activities.** It is a violation of this policy to use the school's computer network or the internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directly information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using McAfee's Smart Filter BESS Edition for our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254[h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- o Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- o Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- o Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

#### Privacy

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

#### Failure to Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in

the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

#### Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

#### Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

Annually, students and/or parents must read and sign the Internet Access Conduct during enrollment.

#### **Acceptable Use for School-Owned Technology**

For students who are issued a device and device charger from Ardmore City Schools to use for virtual learning, the following applies:

This equipment is and at all times remains the property of Ardmore City Schools and is being provided to the student for educational purposes only for the current academic school year. The student may not deface or destroy this property in any way. Inappropriate use of the device/charger may result in the student losing their right to use the device. The equipment will be returned when requested by Ardmore City Schools, if the student withdraws from the school district, returns to the traditional school setting or at the end of the school year. It may only be used by the student for non-commercial purposes, in accordance with the District's policies and rules, the District's Acceptable Use Policy, as well as local, state, and federal statutes. Student may not install or use any software other than software owned or approved by the District and make available to the student in accordance with this Agreement. One user with specific privileges and capabilities has been set up on this device for the exclusive use of the student to which it has been assigned. The student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account. The student may not make any attempt to add, delete access, or modify other user accounts or on any school-owned computer. School district identification labels are not to be removed or modified. If they become damaged or missing, contact your school for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the machine. An email account will be available for each student to use for appropriate academic communication with other students and staff only. This email is for communication within the school district. Student agrees to use best efforts to ensure that district property is not damaged or rendered inoperable by any such electronic virus while in student's possession. The student acknowledges and agrees that the Student's use of the device is a privilege and that by the Students agreement to the terms hereof, the Student acknowledges the Student's responsibility to protect and safeguard the district property and to return the same in good condition repair upon request of Ardmore City Schools.

**Parent/Guardian/Student understands that the student is expected to:**

- Take reasonable steps to ensure the device is not damaged or stolen.
- Leave all Ardmore City Schools labeling in place and in its original condition.
- Not add stickers or marking to the device.
- Use device at home for educational purposes only
- Not slam device screens shut. This breaks the screens of the device.
- Not throw/sling your backpack with the device in it.

**Parent/Guardian understands that they are expected to:**

- Supervise and monitor my student's use of the device.
- Pay the cost of repairing or replacing the device if the device becomes damaged, lost, or stolen, or if my student leaves Ardmore City Schools without returning the device.
- I understand this cost may be mitigated if I choose to participate in the Student Technology Protection Plan.

**District Responsibilities for the Use of this Device**

The district will comply with the Children's Internet Protection Act (CIPA) to prevent the inappropriate use of this device and/or the Internet whether the device is being used at school or at home. Any malfunction of the device that is not the result of negligence or inappropriate use will be repaired according to the Student Technology Protection Plan. The district will have devices available that can be checked out to students whose devices are being repaired or replaced.

## **Student Behavior & Discipline**

### **Board Policy FD-A**

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

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- ✓ The seriousness of the offense;
- ✓ The effect of the offense on other students;
- ✓ Whether the offense is physically or mentally injurious to other people;
- ✓ Whether the incident is isolated or habitual behavior;
- ✓ The manifestation of a disability;
- ✓ Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class

3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Tobacco/Vaping
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, of country or origin and directed toward another student, an employee, or a visitor.
17. Sexual harassment
18. Gang related activity or action
19. Verbal or written language which demeans another student, employee or visitor on the basis of age, gender, sexual orientation or disability
20. All student pranks involving vandalism of any sort on school property will have consequences deemed by the principal up to the inability to walk on promotion day.

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

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

1. Conference with student
2. Conference with parent
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavior contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

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

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

## **Self Defense**

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered a violation of this provision. The privilege of self-defense is limited. A claim of self-defense in the use of physical force will not exempt a student from discipline when:

- the student provokes, invites, or encourages the use of physical force by another;
- the student has the opportunity to avoid force or to inform a school official of the threatened use of force; or
- the student uses force after the other party abandons or attempts to abandon a fight or confrontation.

## **Controlled Dangerous Substances**

A student shall be considered in possession of any dangerous substance as described in Section 7 of the School Code Prohibiting Serious Student Misconduct. Anyone who uses any article as a weapon to threaten or injure another person will be considered in violation of this policy.

A student shall be considered in possession of a dangerous substance as described, regardless of the amount, if such substance is found on or near the student's person, in his/her purse, backpack, portfolio, in the student's desk, locker, vehicle, or other property of the student while on the school premises or attending a school sponsored function, activity, or event.

## **Mace/Pepper Spray**

These are considered weapons and cannot be brought onto school property. This is considered a dangerous instrument/weapons violation.

## **Search of Individuals: Board Policy FC-A, FC-A.1 & FC-A.2**

In accordance with the policy of the Board of Education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.
2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to search at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.

6. Strip searches are forbidden. Student cannot be required to “lift” their shirt. No clothing except cold weather outer garments, shoes, and hand and head coverings, except religious head coverings, will be removed before or during a search.
7. Items that may be seized during a lawful search – in addition to those mentioned in paragraph 1 above – shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

### **Arson/Fire Play**

Students are not allowed to carry objects which can produce fire (i.e. lighter, matches, etc.). These items will be confiscated by the administration and the appropriate intervention will be implemented. In addition, playing with a lighter or matches constitutes fire play and will result in disciplinary intervention by a principal. Finally, any fire generated by a student will be considered arson and the authorities will be notified.

### **Gang Activity: Board Policy FD-E & FE-E.1**

The board recognizes that the harm done by the presence and activities of gangs in public schools exceed the immediate consequences of activities including violence and destruction of property. Gang activities also create an atmosphere of intimidation in the entire school community. Both the immediate consequences of gang activity and the secondary effects are disruptive and obstructive of educational processes and school activities. Therefore, gangs and gang activities are prohibited in this school district.

1. **Definition:**  
For the purposes of these regulations, a “gang” is any group of two or more persons whose purpose include the encouragement, support, or commission of illegal acts or acts in violation of disciplinary rules of this school district.
2. **Prohibitions:**  
No student on or about school property or at any school-related activity shall:
  - a. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign or other item that evidences or reflects membership in or affiliation with any gang;
  - b. Engage in any act, either verbal or nonverbal, including gestures or handshakes, showing membership or affiliation in any gang;
  - c. Engage in any act, in furtherance of the interests of any gang or gang activity, including, but not limited to:
    - 1) Soliciting membership in or affiliation with any gang;
    - 2) Soliciting any person to pay for “protection,” or threatening any person, explicitly or implicitly, with violence or with any other illegal or prohibited act;
    - 3) Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs on school property;
    - 4) Engaging in violence, extortion, or any other illegal act or other violation of school policy;
    - 5) Soliciting any person to engage in physical violence against any other person.

3. Application & Enforcement:

- a. In determining, as part of the application and enforcement of these regulations, whether acts, conduct, or activities are gang-related, school officials are encouraged to exercise judgment based upon current circumstances in their schools, neighborhoods, and community.
- b. The removal of gang-related graffiti shall be a priority in maintenance of school property. All such graffiti on school property shall be removed or covered within 24 hours of its first appearance to school officials, or as soon thereafter as possible, unless additional time is needed to obtain replacements for damaged items.
- c. School officials should also encourage private property owners to promptly remove or cover gang-related graffiti on private property in school neighborhoods.
- d. School officials are to work closely with local law enforcement officials in controlling gang-related activities. Local law enforcement can provide school officials with information regarding gang activities in the area, including names and characteristics of local gangs.
- e. The superintendent, in consultation with the appropriate building principals, should report instances of gang-related criminal acts or acts of serious disruption to local law enforcement authorities for further action.

4. Violations of Policy:

Students who violate school policy and these regulations shall be subject to the full-range of school disciplinary measures, in addition to applicable criminal and civil penalties.

5. Disciplinary Procedures:

- a. When a staff member or contract person has reasonable, individualized suspicion that a student is in violation of school policy and these regulations, the student will be sent to the principal or the principal's designee.
- b. Upon determination of violation, the principal or designee will make a reasonable effort to notify the student's parent or guardian as soon thereafter as possible. The student will be suspended until the parents attend a conference with the principal or designee to apply disciplinary procedures.
- c. Depending on the severity of the violation or the reoccurrence of the violation, the principal may suspend the student from school for a period not less than three (3) days and not more than the remainder of the semester and the succeeding semester.

6. Parents must be contacted and come for a conference with the principal or designee.

**Weapons-Free Schools: Board Policy FD-D**

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

*"... any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy club, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."*

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

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. *(For more information, see Note 2 in Board Policy FD-C, which is located in the principal's office or the office of the superintendent)*

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.

## **Student Conduct Code**

### **Administrative Procedure FD-A.2**

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The Ardmore Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district.

All students shall observe the Student Conduct Code, all guidelines set forth in the student handbook distributed to each student at the beginning of each school year and all rules and regulations formulated by the school administration in fulfillment of Board of Education policies.

The following codes are considered "major offenses." A student found to be in violation of any of the following major offenses may be subject to suspension from school and could include reporting to law enforcement and state agencies. Guidelines in the Student Discipline Policy will be followed with regard to any violation. Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction.

#### **Code #1 - Disruption of School**

A student shall not by use of violence, force, noise, profanity, coercion, threat, intimidation, fear, passive resistance, immorality, or any other conduct, cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

### **Code #2 - Damage or Destruction of School Property**

A student shall not cause or attempt to cause damage or destruction to school property or steal school property.

### **Code #3 - Damage or Destruction of Private Property**

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds.

### **Code #4 - Assault on a School Employee**

A student shall not cause or attempt to cause physical injury, behave in such a way as could reasonably cause physical injury, or threaten or abuse, either verbally or otherwise, a school employee.

"Felony charges may be filed against any person(s) committing an aggravated assault or battery upon any school employee." [OK State Legislation, 2001]

### **Code #5 - Physical Abuse of a Student or Other Person Not Employed by the School**

A student shall not do serious bodily injury to any person:

- On the school grounds, during or immediately before or after school hours;
- On the school grounds at any other time when school is being used by a school group;
- Off the school grounds at a school activity, function, or event; or
- On the way to and from school.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered a violation of this provision.

### **Code #6 - Weapons & Dangerous Instruments**

A student shall not possess, handle or transmit any object that can be considered a weapon:

- On the school grounds during and immediately before or immediately after school hours;
- On the school grounds at any other time when the school is being used by a school group;
- Off the school grounds at any school activity, function, or event; or
- On the way to and from school.

### **Code #7 - Controlled Dangerous Substances & Intoxicating Beverages**

A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.

### **Code #8 - Gang or Gang-Related Activity**

A student shall not engage in any activity at school which could be construed to be gang activity or gang-related activity. This shall include activity which would violate any school policy or wear or display any apparel or paraphernalia that would be identifiable as associating with any gang.

### **Code #9 - Harassment, Intimidation & Bullying**

Students shall not engage in harassment, intimidation or bullying of students or staff members. This includes intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, sexual orientation, color, national origin, religion, marital status or disability.

### **Code #10 - Tobacco**

The use of a tobacco product or vapor product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product or vapor product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity. Students violating this guideline will also be reported to the ABLE Commission where they could issue a fine of \$100 for the first offense and \$200 for subsequent offenses.

**Any student suspended for any reason will be provided with their appeal options and the process for appeal when the suspension is issued to the parent/guardian.**

# Student Suspensions

## Board Policy FD-B

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### Suspension Policy for Out of School Placement

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:
  - ✓ Violations of policy or regulations
  - ✓ Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2)
  - ✓ Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
  - ✓ Possession of a dangerous weapon or a controlled dangerous substance while at school or within two thousand (2,000) feet of public-school property, or at a school event (Uniform Controlled Dangerous Substances Act)
  - ✓ Possession of a firearm may result in out-of-school suspension of not less than one year
  - ✓ Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
  - ✓ All student pranks involving vandalism of any sort on school property
  - ✓ Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See Board Policy FD-C)
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular classroom setting in the district but may be  
  
provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty. (See Board Policy FD-AA)
5. Students suspended out-of-school who are on individualized education plan pursuant to IDEA, I.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

### Procedural Steps to Suspension

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation.  
A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.
2. In-school placement.  
In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's administrator/principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the principal.
3. Out-of-school suspension.

**CATEGORY I: SUSPENSION OF FIVE (5) DAYS OR LESS**

- A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the appeal procedures. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.
- B. If a student is suspended out-of-school for five (5) days or less the district may provide an education plan.
- C. Students who are suspended for 5 days or less may have their appeal reviewed by the principal. The decision of the principal is final.

**CATEGORY II: SUSPENSION OF 6-10 DAYS**

- A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the appeal procedures. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.
- B. If a student is suspended out-of-school for six to ten days, the district may provide an education plan. If a student is suspended for six to ten days and is found guilty of acts as described above, the school administration shall provide the student with an educational plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.
- C. For suspensions of six to ten days, students and/or parents may have their appeal reviewed by a Suspension Appeals Committee. The decision of the Suspension Appeals Committee shall be final.

**CATEGORY III: SUSPENSION OF MORE THAN 10 DAYS**

- A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the appeal procedures. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.

- B. If a student is suspended out-of-school for more than ten days the district may provide an education plan. If a student is suspended for more than ten days and is found guilty of acts as described above, the school administration shall provide the student with an educational plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.
- C. For suspensions over 10 days, students and/or parents may have their appeal reviewed by the Suspension Appeals Committee. Decisions of the Suspension Appeals Committee may be appealed to the Board of Education. The Decision of the Board of Education shall be final.

### **Suspension Appeals Committee**

A Suspension Appeals Committee is hereby established which will consist of a combination of administrators and teachers. The members of the committee shall be appointed by the district's hearing officer or the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

### **Appellate Procedures**

1. Any student who has been suspended for one to five days under the steps listed above, or the student's parent(s) may appeal the suspension to the principal. The decision of the principal shall be final.
2. Any student who has been suspended for six to ten days under the steps listed above, or the student's parent(s), may appeal the suspension to the Suspension Appeals Committee. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the hearing officer within one (1) day following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the hearing officer shall advise the Suspension Appeals Committee. The Suspension Appeals Committee shall hear the appeal within one (1) day from the date of the notice of intent is filed with the hearing officer. The hearing officer, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - C. During the hearing of the appeal before the Committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
  - D. The Suspension Appeals Committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The Committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within one (1) school day (defined as 24 hours unless a weekend is involved) of the decision.
  - E. Decisions of the Suspension Appeals Committee are final.
3. Any student who has been suspended for more than ten (10) days under the steps listed above, or the student's parent(s), may appeal the suspension to the Suspension Appeals Committee. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the hearing officer within one (1) day following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

- B. Upon receiving notice of a student's intent to appeal, the hearing officer shall advise the Suspension Appeals Committee. The Committee shall hear the appeal within one (1) day from the date of the notice of intent is filed with the hearing officer. The hearing officer, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
- C. During the hearing of the appeal before the Suspension Appeals Committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
- D. The Suspension Appeals Committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The Committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within one (1) school day (defined as 24 hours unless a weekend is involved) of the decision.
- E. The decision of the Suspension Appeals Committee may be appealed to the Board of Education. The decision of the Board of Education shall be final.
- F. To ask for an appeal of the decision of the Suspension Appeals Committee, the student, or the student's parent(s), shall notify the superintendent in writing within three (3) school days following the decision of the Suspension Appeals Committee.
- G. Upon receiving written notice of a student's intent to appeal, the superintendent shall advise the Board of Education and a special hearing shall be set, as soon as possible. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
- H. During the hearing of the appeal before the Board of Education, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
- I. The Board of Education shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The Board of Education may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within one (1) school day (defined as 24 hours unless a weekend is involved) of the decision. The decision of the Board of Education shall be final.

**Note: 70 O.S. Section 24-101.3(E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.**

**SEE COPY OF THE SUSPENSION NOTICE INCLUDED IN THIS HANDBOOK.**

# Civility | Conduct of Parents, Visitors and District Employees

## Board Policy GD-B

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It is the intent of the Board of Education to promote mutual respect, civility and orderly conduct among District employees, parents and the public. It is not the intent of the Board to deprive any person of his/her right to freedom of expression. The intent of this Policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the Board encourages positive communication and discourages volatile, hostile or aggressive communications or actions.

### **Expected Level of Behavior**

1. School personnel will treat parents and other members of the public with courtesy and respect.
2. Parents and visitors will treat teachers, administrators and other District employees with courtesy and respect.

### **Unacceptable/Disruptive Behavior**

1. Disruptive behavior includes, but is not necessarily limited to, behavior that interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of a school or facility open to parents/guardians, and the general public. It also covers areas of a school or facility that are not open to parent/guardians and the general public.
2. Using loud and/or offensive language, swearing, cursing or display of temper.
3. Threatening to do bodily or physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior constitutes or may constitute a criminal violation.
4. Damaging or destroying school property.
5. Abusive, threatening or obscene email or voice mail messages.
6. Any other behavior that disrupts the orderly operation of a school, classroom or any other school facility.

### **Authority of School Personnel to Direct Persons to Leave School Facility Premises/Property**

1. Any individual who:
  - a. interferes with the peaceful conduct of activities at a school or at a school facility; or
  - b. commits an act which interferes with the peaceful conduct of activities at a school or at a school facility; or
  - c. enters the school or school facility for the purpose of committing an act that may interfere with the peaceful conduct of activities at the school or school facility; may be directed by the school principal, assistant principal, or in their absence, a person who is lawfully in charge of the school, to promptly leave the school or school facility. If the person refuses to leave the school premises as directed, the administrator (or other authorized personnel) shall seek the assistance of law enforcement officers and request that law enforcement officers take such action as is deemed necessary.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation. If the meeting or conference is on school/facility premises, the employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises. If the person refuses to leave the school premises or school facility as directed, the authorized personnel shall seek the assistance of law enforcement officers and request that law enforcement officers take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement officers.

### **Definitions**

*Interferes with the peaceful conduct* – includes actions that directly interfere with classes, study, student or faculty safety, parking areas or extracurricular activities; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the school; or direct interference with the administration, maintenance or security of property belonging to the school.

### **Misdemeanor**

Any person to whom this Policy applies and who fails to leave the school or school facility as directed or returns within six (6) months thereafter without first obtaining written permission from the Superintendent of Schools, or anyone designated by

the Superintendent of Schools or the governing board of the District, is guilty of an offense classified as a misdemeanor under Oklahoma law.

### **Notification of Procedure**

Should a school principal or District administrator decide to ban an individual from school or property or school events, he or she must provide the individual with written notice. In addition, the principal or District administrator issuing the ban must also provide the individual with a Notice of Appeal Rights and information relative to the appeal procedure and send the information to the individual via U.S. Certified Mail, Return Receipt Requested.

## **Statement of Nondiscrimination**

All class offerings, courses, clubs, and extracurricular activities offered at Ardmore High School are open to all students regardless of race, creed, national origin, or sex. The student must meet the necessary prerequisites of grade level and grade point average for admittance to any given course, club, or activity.

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

## **Title IX | Title VI | Section 504**

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The Ardmore Board of Education welcomes comments and suggestions for improvement from the patrons whom it serves. Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. However, the board has confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution. Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel, complaints about instructional materials, etc.

### **Grievance Procedure for Title IX, Title VI or Section 504**

A grievance for Title IX, Title VI or Section 504 would include the following:

- ❖ Title IX is part of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance.
- ❖ Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance.
- ❖ Section 504 of the Rehabilitation Act of 1973 requires that: No otherwise qualified individual with a disability in the United States ... shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The principal of each school with the Ardmore School District shall be designated as the Title IX, Title VI, Section 504 Building coordinator. For specifics on filing a Title IX, Title VI or Section 504 Grievance, check with the building principal.

## **Notification of Rights – Family Education Rights and Privacy Act**

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Parents and eligible student have the following rights under the Family Education Rights and Privacy Act [FERPA] and Ardmore Board Policy:

- The right to inspect and review the student’s educational records;
- The right to seek to correct the student’s educational records in a hearing if necessary;
- The right to exercise a limited control over other people’s access to the student’s educational records;
- The right to report violations of the Act to the Department of Education; and
- The right to be informed about FERPA rights.

If translation to another language is necessary, it can be provided.

All rights and protection given parents under FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. The student then becomes an “eligible student.” The adopted policy is included in the district’s Board Policies, which can be found on the district’s website under Board Policy FF-A.

## **Student Recruitment – Access to Students & Directory Information**

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Ardmore City Schools may disclose any of the items listed as directory information without prior written consent, unless notified in writing to the contrary. The parent, legal guardian of the student, or the student age 18 or over may also provide written notification to the school administration requesting directory information not be released to military service recruiters.

**Ardmore City Schools does not classify any information as directory information.**

Subject to the provisions of state and federal laws, this district shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns, and recruiters representing institutions of higher education.

The Board shall also provide full access for the recruitment of students by regional career-technology centers, regional vocational agricultural centers, inter-district magnet schools, trade schools, charter schools, and inter-district student attendance programs.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meetings where the holding of such meetings will materially and substantially interfere with the proper and orderly operation of the school. Organizations wishing to recruit at the high school must make arrangements with the principal or designee who will determine the schedule for the recruitment meeting. Scheduled visits by recruiters will be made known to the student body. On-campus follow-up meetings with individual students will be permitted only upon the request of the student(s) and with the approval of the building principal or designee.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the superintendent of schools.

## **Title I – Parent’s Right to Know**

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In accordance with Parents Right-to-Know requirement under the Every Student Succeeds Act [ESSA Section 1112(e)(1)(A)], this is a notification from Ardmore City Schools to every parent/guardian of a student in a Title I school that you have the right to request and receive in a timely manner:

- a. Information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:
  - If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
  - If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
  - The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
  - Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA, Section 1112(e)(1)(A)(i)-(ii)]
- b. Information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA, Section 1112(e)(2)(A)]
- c. Upon request, parents of an English learner may:
  - Have the child immediately removed from an English Learner (EL) program; [ESSA 1112(e)(3)(A)(viii)(i)].
  - Decline the child's enrollment in an EL program, or choose another program or method of instruction, if available; [ESSA, Section 1112(e)(3)(A)(viii)(ii)]
  - Receive assistance in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity. [ESSA 1112(e)(3)(A)(viii)(iii)]
- d. Notification if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned. [ESSA, Section 1112(e)(1)(B)(ii)]

## **Ardmore City Schools District Resource Center**

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ADDITIONAL RESOURCES ARE AVAILABLE FOR HOMELESS/TRANSITIONAL STUDENTS THROUGH THE DISTRICT RESOURCE CENTER. THANKS TO COMMUNITY DONATIONS AND SUPPORT, THE DISTRICT RESOURCE CENTER OFFERS ASSISTANCE WITH SUCH THINGS AS: SCHOOL SUPPLIES, BACKPACKS, CLOTHING, SHOES, HYGIENE ITEMS, FOOD AND RESOURCE INFORMATION FOR PARENTS AND UNACCOMPANIED YOUTH. FINANCIAL ASSISTANCE IS ALSO AVAILABLE TO PAY FOR FEES, FIELD TRIPS, CLASSES AND OTHER EDUCATION-RELATED NEEDS. CONTACT THE MCKINNEY-VENTO DISTRICT LIAISON AT 580-226-7650, EXT 1252

### **EDUCATION RIGHTS OF HOMELESS/TRANSITIONAL CHILDREN AND YOUTH** **McKinney-Vento Homeless Assistance Act**

The McKinney-Vento Homeless Assistance Act was authorized by Congress, December 2001, as part of the No Child Left Behind legislation. The purpose of the McKinney-Vento Act is to remove barriers to education for homeless/transitional students and provide educational stability.

Who is considered McKinney-Vento eligible? Any child or youth who lacks a fixed, regular and adequate nighttime residence is considered homeless, and includes those who are temporarily sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, camp grounds, emergency shelters, cars, bus or train stations or other similar settings, unaccompanied youth, transitional housing programs and children awaiting foster placement. If you are not sure if a child qualifies, please call 580-221-3001, ext. 1252.

What are the education rights of homeless children and youth? Our schools provide equal and comparable access to all students regardless of their home living situation. McKinney-Vento eligible children and youth have specific rights that include:

- Immediate enrollment, even if you do not have proof of residency, birth and immunization records, or school records. The McKinney-Vento office can assist with obtaining proper documentation once your child is qualified and enrolled under McKinney-Vento.
- Qualification for free school meal programs
- Maintain attendance at the school of origin (if this is in the child's best interest), or enroll in the local school where currently staying.
- Assistance with transportation even if the child is temporarily living outside district boundaries, upon request.
- Appropriate support services and programs for which they are eligible – such programs as gifted, children with disabilities, vocational education, preschool, etc.
- Academic assistance through the district's federally funded Title I program
- Parent or guardian involvement in school activities
- Maintain enrollment in current school for the remainder of the school year (transportation assistance, if needed, upon request)

If you have a student/child who may qualify for McKinney-Vento services or would like more information, please contact the McKinney-Vento district homeless liaison at 580-221-3001 ext. 1252.

### **Annual Asbestos Notice**

This is to inform you that the Ardmore City Schools is in compliance with regulations established by AHERA (Asbestos Hazard Emergency Response Act) calling for schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure. Tests conducted in 1988 by a licensed laboratory revealed asbestos materials in several areas of our facility. None pose a hazard to any student or employee and they are being maintained in a manner which will ensure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all who use this facility.

If you have any questions, please contact the Office of the Superintendent. A copy of the management plan is also located in this office.



## Meningococcal Disease

### What is meningococcal disease?

Meningococcal disease is a disease caused by the bacteria *Neisseria meningitidis*, also called meningococcus. This bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis.

### How is this disease spread?

Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

### Who is at risk of getting this disease?

Some groups of people have a higher risk of meningococcal disease, such as first year college students living in dormitories or new military recruits living in barracks. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, people without a spleen, and people traveling to parts of the world where meningococcal disease is more common. Exposure to tobacco smoke and having a concurrent upper respiratory infection also increase the risk of meningococcal disease. Infants are at highest risk, but rates decrease after infancy and then increase in adolescence and young adulthood.

### What are the symptoms?

Ten percent or more of people are thought to be carrying *Neisseria meningitidis* in their nose and throat without being ill, which is called “asymptomatic carriage”. Of these people, about 1% can develop illness, which may be meningitis, or a bloodstream infection called septicemia or meningococcemia. As described above, some people can carry the bacteria in their nose and throat without ever becoming ill. Signs of illness may include fever, severe headache, nausea, vomiting, and a rash. People who develop meningitis can have fever, intense headache, nausea, vomiting, stiff neck, and extreme sensitivity to light. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Meningococcal disease has a 15% risk of death if it is not treated promptly.

### How soon do the symptoms appear?

The symptoms may appear two to ten days after infection, but usually within three to four days.

### What is the treatment for meningococcal disease?

Antibiotics, such as penicillin or a cephalosporin such as ceftriaxone, are used to treat meningococcal disease.

### Should people who have been around a person infected with meningococcal disease receive treatment?

When meningococcal disease occurs in one person, only the people who have had recent close contact with that person’s respiratory secretions are recommended to receive antibiotics. These include household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, day care center playmates, etc. Such people are usually advised to obtain a prescription for a specific antibiotic (rifampin, ciprofloxacin, ceftriaxone, or azithromycin) from their physician.



The health department will contact the individuals who are recommended to receive antibiotics and advise them of options to obtain antibiotics. Casual contacts including classmates, co-workers, or those in a factory setting are not at increased risk of disease when a single person has meningococcal illness. When clusters or outbreaks occur, the health department may expand the recommendations for which groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure to *Neisseria meningitidis*.

**Is there a vaccine to prevent meningococcal disease?**

Three types of meningococcal vaccines are available in the United States. They are effective against four of the five most common disease-causing types of meningococcal disease: A, C, Y, and W-135. An additional vaccine is now available that protects against serogroup B but is currently only licensed for people over 10 years or older at increased risk for the disease. Consult with your healthcare provider or the local health department about receiving the vaccine.

## **Enfermedad Meningocócica**

*Actualizado 1/8/2023*

### **¿Qué es la enfermedad meningocócica?**

La enfermedad meningocócica es una enfermedad causada por la bacteria *Neisseria meningitidis*, también llamada meningococo. Esta bacteria puede infectar la sangre, causando septicemia. También puede infectar las membranas que cubren el cerebro y la médula espinal, causando meningitis.

### **¿Cómo se transmite esta enfermedad?**

La enfermedad meningocócica se transmite por contacto directo con la saliva o con gotitas respiratorias de la nariz y la garganta de una persona infectada.

### **¿Quiénes están en riesgo de contraer esta enfermedad?**

Algunos grupos de personas tienen mayor riesgo de contraer la enfermedad meningocócica, como los estudiantes universitarios de primer año que viven en residencias estudiantiles o los nuevos reclutas militares que viven en barracones. Otras personas con mayor riesgo incluyen contactos domiciliarios de una persona que ha tenido esta enfermedad, personas inmunocomprometidas, personas sin bazo y personas que viajan a partes del mundo donde la enfermedad meningocócica es más común. La exposición al humo del tabaco y tener una infección respiratoria alta al mismo tiempo también aumentan el riesgo. Los bebés tienen el mayor riesgo, pero las tasas disminuyen después de la infancia y aumentan nuevamente en la adolescencia y adultez joven.

### **¿Cuáles son los síntomas?**

Se cree que el 10% o más de las personas portan *Neisseria meningitidis* en la nariz y la garganta sin estar enfermas, lo que se conoce como "portador asintomático". De estas personas, aproximadamente el 1% puede desarrollar la enfermedad, que puede ser meningitis o una infección de la sangre llamada septicemia o meningococemia. Como se describió anteriormente, algunas personas pueden portar la bacteria sin enfermarse nunca. Los signos de enfermedad pueden incluir fiebre, dolor de cabeza intenso, náuseas, vómitos y sarpullido. Las personas que desarrollan meningitis pueden presentar fiebre, dolor de cabeza intenso, náuseas, vómitos, rigidez en el cuello y sensibilidad extrema a la luz. Es importante buscar atención médica lo antes posible si aparecen estos síntomas. La enfermedad meningocócica tiene un riesgo de muerte del 15% si no se trata de manera oportuna.

### **¿Cuánto tiempo después de la infección aparecen los síntomas?**

Los síntomas pueden aparecer entre dos y diez días después de la infección, pero usualmente dentro de tres a cuatro días.

### **¿Cuál es el tratamiento para la enfermedad meningocócica?**

Se utilizan antibióticos como la penicilina o una cefalosporina como la ceftriaxona para tratar la enfermedad meningocócica.

**¿Deben recibir tratamiento las personas que han estado cerca de alguien infectado con enfermedad meningocócica?**

Cuando ocurre un caso de enfermedad meningocócica, solo se recomienda que reciban antibióticos las personas que hayan tenido contacto cercano reciente con las secreciones respiratorias de la persona infectada. Esto incluye a miembros del hogar, contactos íntimos, personal de salud que haya realizado resucitación boca a boca, compañeros de juego en guarderías, etc. A estas personas se les suele recomendar obtener una receta de un antibiótico específico (rifampina, ciprofloxacina, ceftriaxona o azitromicina) de su médico.

El departamento de salud se comunicará con las personas a las que se recomienda recibir antibióticos y les informará sobre las opciones para obtenerlos. Los contactos casuales, como compañeros de clase, de trabajo o de fábrica, no tienen un mayor riesgo de contraer la enfermedad cuando solo una persona ha enfermado. Cuando se presentan brotes o grupos de casos, el departamento de salud puede ampliar las recomendaciones sobre quiénes deben recibir antibióticos para prevenir la posible propagación. Los antibióticos no protegen contra exposiciones futuras a *Neisseria meningitidis*.

**¿Existe una vacuna para prevenir la enfermedad meningocócica?**

Hay tres tipos de vacunas meningocócicas disponibles en los Estados Unidos. Son efectivas contra cuatro de los cinco tipos más comunes que causan la enfermedad: A, C, Y y W-135. También está disponible una vacuna adicional que protege contra el serogrupo B, pero actualmente solo está autorizada para personas mayores de 10 años con mayor riesgo de contraer la enfermedad. Consulte con su proveedor de salud o con el departamento de salud local sobre la posibilidad de recibir la vacuna.

Para más información, comuníquese con Prevención y Respuesta a Enfermedades Infecciosas al (405) 426-8710 o visite nuestro sitio web en [oklahoma.gov/health/InfectiousDisease](http://oklahoma.gov/health/InfectiousDisease).

**Name of Student** \_\_\_\_\_ **School Site** \_\_\_\_\_ **Grade Level** \_\_\_\_\_ **Date** \_\_\_\_\_

Suspension Start Date:  Suspension End Date:

Total Days Suspended:  Student May Return to School On:

**School Violation or Violations Resulting in Suspension**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Academic Dishonesty  | <input type="checkbox"/> Dress Code Violation                 | <input type="checkbox"/> Internet   Technology Violation |
| <input type="checkbox"/> Alcohol  | <input type="checkbox"/> False Reporting   Lying              | <input type="checkbox"/> Medication Violation            |
| <input type="checkbox"/> Arson  | <input type="checkbox"/> Fighting   Mutual Altercation        | <input type="checkbox"/> Obscene Behavior                |
| <input type="checkbox"/> Attendance Policy Violation  | <input type="checkbox"/> Gang-Related Behavior   Action       | <input type="checkbox"/> School Threats                  |
| <input type="checkbox"/> Bullying   Harassment  | <input type="checkbox"/> Hate Crime                           | <input type="checkbox"/> Theft   Robbery                 |
| <input type="checkbox"/> Burglary   Breaking & Entering   | <input type="checkbox"/> Hazing                               | <input type="checkbox"/> Threat   Intimidation           |
| <input type="checkbox"/> Bus Incident   | <input type="checkbox"/> Horseplay [hitting/pushing/tripping] | <input type="checkbox"/> Tobacco   Vaping                |
| <input type="checkbox"/> Cell Phone Violation   | <input type="checkbox"/> Illegal Drugs                        | <input type="checkbox"/> Vandalism                       |
| <input type="checkbox"/> Disruption of School   | <input type="checkbox"/> Inappropriate Physical Contact       | <input type="checkbox"/> Weapons Possession              |
| <input type="checkbox"/> Possession of dangerous instruments  |   |  |
| <input type="checkbox"/> General school violations to include but not limited to: failure to follow instructions/school rules, inappropriate language, insubordination, profanity, disruptive behavior, disorderly conduct, disrespectful behavior, defiance, & abusive language. |   |  |

Incident Narrative:

**Special Services | 504 Plan**

Does this student have an IEP?  Yes\*  No      Does this student have a 504?  Yes\*  No

**If "Yes" to either question, contact the district Special Services Department at extension 1120 or at 226.7650**

**Parent/Guardian Suspension Notification**

By Phone: \_\_\_\_\_ In Person: \_\_\_\_\_ Date of Notification: \_\_\_\_\_ Time of Notification: \_\_\_\_\_

Comments:

**Conference With Parent | Guardian**

<input type="checkbox"/> A conference IS NOT requested with parent/guardian for this suspension.	<input type="checkbox"/> A conference IS REQUIRED with parent/guardian for this suspension. ____ At the beginning of the suspension period ____ At the end of the suspension period
<input type="checkbox"/> A conference MUST BE HELD before the student may return to school.	<input type="text" value="Other"/>

**It is the district policy that the student and/or parent(s) have the right to an appeal hearing on the suspension. Should you have any questions about the policy and its implementation, contact this office for further explanation. District policy also states that when a student is suspended, the student and parent/guardian (if the student is under 18 years of age) will be required to sign a due process and procedure statement indicating that they have heard the charges, have been given a copy of the district policy on suspension, and have been offered an explanation of their rights under law.**

\_\_\_\_\_  
Principal/Administrator in Charge

Phone: \_\_\_\_\_

**AS A REMINDER:  
A suspended student cannot be in attendance at or participate in any school activities during the suspension period.**

**Name of Student:** \_\_\_\_\_

**Due Process & Procedure Statement**

**By Signing below, I signify:**

- ✓ I have been informed of the suspension
- ✓ I have been given a copy of the district’s suspension policy [Admin Proc FD-B.1]
- ✓ I have been given information regarding my rights of appeal of suspension as shown below and included in [Admin Proc FD-B.1]

**I understand, as the parent/guardian, I may request an appeal hearing as follows:**

- For suspensions of 1-5 days, I may appeal to the **principal only**.
- For suspensions of 6-10 days, I have one school day from the date of suspension notification to request an appeal hearing before the Suspension Appeals Committee. The decision of the Suspension Appeals Committee is final.
- For suspensions of 11+ days, I have one school day from the date of suspension notification to request an appeal hearing before the Suspension Appeals Committee. The decision of the Suspension Appeals Committee can be appealed to the Board of Education.
- As outlined in Administrative Procedure FD-B.1, Category III: Suspension of more than 10 Days, Paragraph B; services are provided by your school through Google Classroom at the secondary level, Seesaw at the primary level or other programs deemed appropriate by the site administrator.

Date: \_\_\_\_\_ / Time: \_\_\_\_\_

\_\_\_\_\_ Student

\_\_\_\_\_ Parent/Guardian

**To schedule an appeal hearing,  
Contact Mr. Chase Henson, Hearing Officer at 580.371.6188.**

**APPEAL HEARING WAIVER**

The parent/guardian (or student if he/she is 18 years of age or older) may signify their desire to waive their right to appeal by checking the statement below and by signing on the line(s) below.

\_\_\_ I hereby state that **I do not** desire an appeal hearing and I waive the right to such hearing.

\_\_\_\_\_ Student (If 18 or over)

\_\_\_\_\_ Parent/Guardian



**Harassment/Bullying Form for Staff, Students & Parents**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

**Student(s) Initiating Bullying/Harassment:**

Name	Grade	Class	School

**Student Affected:**

Name	Grade	Class	School

**Type of Harassment Alleged:**

Racial	Sexual	Religious	Other (Describe)

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

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Name Calling            | <input type="checkbox"/> Taunting/Ridiculing    | <input type="checkbox"/> Shoving/Pushing        |
| <input type="checkbox"/> Stalking                | <input type="checkbox"/> Inappropriate Touching | <input type="checkbox"/> Hitting/Kicking        |
| <input type="checkbox"/> Inappropriate Gesturing | <input type="checkbox"/> Spitting               | <input type="checkbox"/> Flashing a Weapon      |
| <input type="checkbox"/> Staring/Leering         | <input type="checkbox"/> Demeaning Comments     | <input type="checkbox"/> Intimidation/Extortion |
| <input type="checkbox"/> Writing/Graffiti        | <input type="checkbox"/> Stealing               | <input type="checkbox"/> Damaging Property      |
| <input type="checkbox"/> Threatening             | <input type="checkbox"/> Other (List)           |   |
| <input type="checkbox"/> Cyberbullying           | <input type="checkbox"/> Other (List)           |   |

Describe the Incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Yes, the incident involved physical injury.       No, physical injury was not involved.

Names of witnesses and, if not students or district employees, any address or phone number if you know:

\_\_\_\_\_  
\_\_\_\_\_

**Physical Evidence**

- |   |   |
|---|---|
| <input type="checkbox"/> Graffiti           | <input type="checkbox"/> E-Mail             |
| <input type="checkbox"/> Notes              | <input type="checkbox"/> Web Sites          |
| <input type="checkbox"/> Video/Audio Tape   | <input type="checkbox"/> Other (List) _____ |
| <input type="checkbox"/> Other (List) _____ | <input type="checkbox"/> Other (List) _____ |

**Staff Reporting an Incident**

Signature of Staff Member Reporting Incident: \_\_\_\_\_

Parent(s) contacted:      Date: \_\_\_\_\_      Time: \_\_\_\_\_

Administrative Response Taken

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**Parent/Student Reporting an Incident**

\_\_\_\_\_  
Signature of Student (In presence of the Investigating Officer) Date

\_\_\_\_\_  
Signature of Investigating Officer Date

Administrative Response Taken

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*Notice: You are cautioned that any reporting of false allegations will be considered a form of harassment and insubordination and shall be grounds for disciplinary action. You must also realize that failure to substantiate your allegations does not in and of itself indicate that you are reporting false allegations and should not be the basis of retaliation, provided you do not take the situation outside of the bounds of this procedure. Remember, you do not have a right to malign or defame without evidence the good name of another individual especially to advance your own personal interests.*







2025-2026

Ardmore City Schools  
**GRADE CENTERS**

STUDENT HANDBOOK

**RAISE THE BAR.**





# Elementary Student Handbook 2025-2026



## Find your child's school below for Key Information and Contracts.

### CHARLES EVANS FIRST AND SECOND GRADE CENTER

- Physical Address: 1906 Harris, Ardmore, OK 73401
- Mailing Address: PO Box 1709, Ardmore, OK 73402
- Phone: 580.223.2472

#### KEY CONTACTS

Principal: Debra Fields  
 Email: [dfields@ardmoreschools.org](mailto:dfields@ardmoreschools.org)

- School Day: 8:20 a.m. to 3:30 p.m.
- Student arrival: No earlier than 7:30 a.m.
- Breakfast: 7:30 to 8:15 a.m.  
 [Breakfast and Lunch Free for all students.]

### JEFFERSON FIFTH AND SIXTH GRADE CENTER

- Physical Address: 333 Carter SE, Ardmore, OK 73401
- Mailing Address: PO Box 1709, Ardmore, OK 73402
- Phone: 580.223.2474

#### KEY CONTACTS

Principal: Lori Brookshire  
 Email: [loribrookshire@ardmoreschools.org](mailto:loribrookshire@ardmoreschools.org)

- School Day: 7:50 a.m. to 3:00 p.m.
- Student arrival: No earlier than 7:20 a.m.
- Breakfast: 7:20 to 7:50 a.m.  
 [Breakfast and Lunch Free for all students.]

### LINCOLN THIRD AND FOURTH GRADE CENTER

- Physical Address: 615 Stanley, Ardmore, OK 73401
- Mailing Address: PO Box 1709, Ardmore, OK 73402
- Phone: 580.223.2477

#### KEY CONTACTS

Principal: Chase Henson  
 Email: [chenson@ardmoreschools.org](mailto:chenson@ardmoreschools.org)

- School Day: 8:20 a.m. to 3:30 p.m.
- Student arrival: No earlier than 7:30 a.m.
- Breakfast: 7:30 to 8:15 a.m.  
 [Breakfast and Lunch Free for all students.]

### WILL ROGERS EARLY CHILDHOOD Grades PK & Kindergarten

- Physical Address: 1441 N Washington, Ardmore, OK 73401
- Mailing Address: PO Box 1709, Ardmore, OK 73402
- Phone: 580.223.2482

#### KEY CONTACTS

Principal: Donna Blackmon  
 Email: [dblackmon@ardmoreschools.org](mailto:dblackmon@ardmoreschools.org)

- School Day: 8:10 a.m. to 3:20 p.m.
- Student arrival: No earlier than 7:30 a.m.
- Breakfast: 7:30 to 8:05 a.m.  
 [Breakfast and Lunch Free for all students.]

### Important District Contacts

- Transportation/Bus Department 580.221.3001 Extension 1314
- Child Nutrition Department 580.221.3001 Extension 1240
- Special Education Services 580.221.3001 Extension 1505
- Homeless Liaison 580.221.3001 Extension 1544
- Indian Education Department 580.221.3001 Extension 1231

#### Notice of Non-Discrimination

The Ardmore Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status.

This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and service, facilitates access, and individuals, companies, and firms with whom the board does business. Racial discrimination shall include racial slurs or other demeaning remarks concerning another person's race ancestry, or county of origin and directed toward an employ, a student, or a visitor.

Board Policy DA-A, DA-A.1



## Visitors to our Schools

All parents and visitors on campus must report to the front office. Visitations and conferences should be arranged in advance through the office. Friends and relatives should receive administrative approval prior to visiting the school. School visitation by other students will not be allowed.

## Student & Parent Responsibility

All students and parents are expected to know and to follow the information contained in this student handbook. All school policies are available to students and parents via the district's website: [www.ardmoreschools.org](http://www.ardmoreschools.org)

**Visitors may be asked for identification [state or government issued] while anywhere on school property or attending school activities, including but not limited to school buildings. No parent and/or visitors have unlimited right to visit during school hours. All visitations must be approved by the principal in advance.**

## Privacy at School

The Board of Education expects all actions and activities associated with the school to be conducted within the confines of the law and with the best interests of students and staff in mind.

- To (a) ensure compliance with state and federal privacy laws,
- (b) reduce the risk of stifling the free exchange of ideas,
  - (c) shield young people from potential embarrassment, and
  - (d) otherwise limit the disruption of the educational environment for students and staff, the district does not permit the audio or visual recording of communications or activities occurring in classrooms, offices, or common areas during the regular school day without prior written consent of a district administrator and upon such terms and conditions deemed appropriate by the district administrator. Any person who believes that that consent has been unreasonably withheld may appeal the decision to the superintendent of schools, whose decision shall be final.

District-owned security cameras are in place around the district, to include classrooms, for the purpose of increasing security for students and staff. Any cameras located within a classroom will not be used to conduct evaluations of a teacher's performance as required by law, the collective bargaining agreement or as evidence to support the discipline of a teacher. Any video captured will be viewed by authorized district personnel only and only when deemed necessary. Video can be used for the enforcement of board policy, administrative procedures and other reasons provided through state and federal law. Video will be reviewed any time a district administrator feels that a child or staff member is in danger.



## Classroom Visitation

In order to provide school children with a reasonable opportunity to study and learn, it is the policy of the Ardmore Board of Education to restrict classroom visitation to a minimum. As stated above, there may be times when visitors to a class or an event is not allowable, not appropriate or not in the best interest of the class or student. **The principal is authorized discretion in permitting visitation and the board of education declares its support of any decision made by a principal in denying visitation to any person.**

Any person who plans to visit a classroom or other school facility must obtain prior permission from the building principal's office. Visitors on school property without permission may be asked to leave the premises.

The building principal has established appropriate procedures (written and non-written) to ensure compliance with this policy. Such procedures include posting notices at the entrance to each school building. The notices require visitors to report to the principal's office before visiting any classroom or other facility.

Classroom visitors will respect classroom decorum and will not interrupt the class in any way. Visitors who disrupt the classroom in any manner will be required to leave the school grounds. Reference Board Policy GA-C.

## Our Website

Be sure to visit our website for more information: [www.ardmoreschools.org](http://www.ardmoreschools.org). Each school has their own webpage and there you can find a directory of staff, to include your child's teacher. Also, on the website you can find the district's academic year calendar, student handbooks and other valuable parent information. Please note that all Board Policies and Administrative Procedures referred to in this handbook can be found in their entirety on the website under School Board/Board Policies.

## WenGage Parent Portal

Parents and students can keep up with grades and attendance through the WenGage Portal. Contact the office to learn more or to get set up.

## Staff Student Communication Systems

To ensure the safety, security, and privacy of our students, and to maintain a professional standard of communication, Ardmore City Schools has notified all personnel of the required use of approved platforms for all digital communications with students. Communications Platforms approved by the Board of Education, are the Ardmore City Schools email system and Thrillshare Rooms. Personnel are prohibited from using personal email accounts, social media platforms, or any other non-approved digital communication methods to communicate with students.





As outlined in the Great Expectations methodology, teachers and students will practice these expectations. The mission of Great Expectations® is to motivate, inspire, and challenge individuals to achieve excellence in learning and living.

## Eight Expectations for Living

**Educators helping students achieve excellence guide them in adhering to the following expectations.**

- ✓ We will value one another as unique and special individuals.
- ✓ We will not laugh at or make fun of a person's mistakes nor use sarcasm or putdowns.
- ✓ We will use good manners, saying "please," "thank you," and "excuse me" and allow others to go first.
- ✓ We will cheer each other to success.
- ✓ We will help one another whenever possible.
- ✓ We will recognize every effort and applaud it.
- ✓ We will encourage each other to do our best.
- ✓ We will practice virtuous living, using the Life Principles.

## Anti-Bullying Expectations

- ✓ We will not bully others.
- ✓ We will try to help students who are bullied.
- ✓ We will try to include students who are left out.
- ✓ If we know that somebody is being bullied, we will tell an adult at school or an adult at home.



## Parent Concerns

The Ardmore School District recognizes that parents and other school patrons have a fundamental right to discuss concerns that they might have with the district. However, it is also recognized that there must be an orderly procedure for addressing these concerns as follows:

1. If a parent's concern is directed toward a teacher, the parent should make an appointment with the teacher.
2. After the initial meeting, if the concern is not settled, the parent should discuss the problem with the principal.
3. If the issue is not resolved, an appointment should be made with the assistant superintendent for personnel, followed by the superintendent.
4. After exhausting all of these available channels, the parents may appeal to the Board of Education following Policy BB-D.1. The Board's action shall be a final determination of the grievance.

**As a reminder, the superintendent will require you to visit with your principal about a concern in their building prior to contacting the superintendent. Your principal should always be given the opportunity to hear your concern and assist you. If you are not satisfied at that level, your next call should be to the assistant superintendent.**

## Child Custody Issues

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to their child and/or school records. The only exception is when the parent provides the school with a copy of the following court-approved documents: restraining order, revocation of parental rights, divorce documents, or custodial documents which specifically state visitation limitations. All documentation must be on file in the school's office and any court-approved updates must also be provided to the school. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or their designee. Should any such situation become a disruption to the school, local law enforcement will be contacted and an Officer will be requested to intervene.

**Parents are asked to make every attempt not to involve school sites in custody matters.**

Absent court documents to the contrary, both natural parents have the right to view the student's school records; to receive school progress reports; to visit the child briefly at school; and to participate in parent and teacher conferences (not necessarily together in the same conference).

## District Administration Information

### Duties of Your Board of Education

The Board of Education's responsibility is not to run the schools, but to see that they are well run. They in turn hire a superintendent to take care of all day-to-day administrative matters. The Board is vested only as a member of the board of education while they are conducting an official meeting. When you see them out in public, they are citizens just like you and me. When you share a concern about an issue with a board member, they should direct you back to the appropriate school official who can help you. If you provide a board member with too much information about a situation, they may have to recuse themselves from hearing and deciding on your concern if brought before the entire board of education in an official meeting.

### Superintendent of Schools

The Ardmore Board of Education recognizes that the superintendent of schools is the executive officer of the board of education and the administrative head of the school system. As executive officer of the board, the superintendent shall carry out all policies adopted by the board. The superintendent is responsible for all day-to-day, administrative matters. The board shall seek the superintendent's recommendation on school matters.



## Admission

**Attendance Age:** Reference Board Policy FB-D.

All children between the ages of five (5) years on or before September 1, and twenty-one (21) years on or before September 1, shall be entitled to attend school free of charge in the district in which they reside.

### **Pre-School Attendance Age (4-Year-Old Program)**

Children who have reached the age of four (4) years on or before September 1 and who have not attended a public school or kindergarten, shall be entitled to attend early childhood programs at any public school in the state where such programs are offered. Four-year-old children are not required to attend an early childhood education program.

### **Kindergarten Attendance Age**

Children who have reached the age of five (5) years on or before September 1 of the school year may be admitted to kindergarten classes approved by the State Board of Education.

### **First Grade Attendance Age**

Children who have reached the age of six (6) years on or before September 1 of the school year may be admitted to first grade classes approved by the State Board of Education.

### **Enrollment Items**

An official birth certificate or other proof of birth is required as proof of age at the time of enrollment in pre-kindergarten and kindergarten, or if not previously verified, in first grade. An up-to-date immunization record is also required at the time of enrollment.

### **Maximum Age**

Maximum age is set by Oklahoma School Law. Termination of school attendance before graduation from high school or before reaching the age at which attendance is not compulsory may be permitted by mutual consent of the superintendent, principal, parents or guardian, and in some cases, the county judge. (70-1-114)

**Enrollment of Military Children:** Reference Board Policy GA-C

Students shall be allowed to continue their enrollment at grade-level in the receiving district commensurate with the grade level from the sending school, regardless of age. This could result in underage military children being enrolled in kindergarten and/or first grade. (See Board Policy FB-AB) [70-18-111: Underage pupils in kindergarten and first grade who have been in legal school attendance in a public or private school in another state or in a Department of Defense School for military dependents may be legally enrolled and attend an Oklahoma school.]

**Residency:** Reference Board Policy FBA

It is the policy of the Ardmore Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody who holds legal residence within the district as defined in 70 O.S. § 1-113(C). Provided that such parent, legal guardian, person, or institution having legal custody contributes in a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113.

An adult who does not fall within the categories listed above, who holds legal residence in the district, and who has assumed permanent care and custody of the child may file an affidavit with the school district attesting that custody has been assumed. The affidavit must include the reasons for assuming custody. The residency officer shall consider the facts of each case and shall approve residency only if it is demonstrated that the custody arrangement is permanent and the adult contributes in a major degree to the support of the child.

The superintendent or designee may require the submission of evidence of residency in order to determine whether the student is eligible to attend. At this time, proof of residency is required at enrollment each year.

NOTE: If a divorce has been granted, the decree will state which parent has legal custody. If the decree awards joint custody and each parent contributes a "substantial degree" to the child's support while they have custody, the residence in which the child resides on a regular basis determines the legal residency of the child for school attendance.



# Elementary Student Handbook 2025-2026

## **Homeless Students:** Reference Board Policy FB-A

In accordance with the Federal McKinney Homeless Assistance Act, homeless children shall have access to the same free and appropriate public education as provided to other children. The board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their education that may exist in district policies or practices. No child or youth shall be discriminated against in this school district because of homelessness. For more information, contact the district's Homeless Liaison at 580.221.3001 Ext 1544.

## **Immunizations:** Reference Board Policy FE-G

The Ardmore Board of Education shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of known hazards that may threaten or endanger the health of our children or educators.

The board of education shall require that no child be admitted to this school unless and until certification for a licensed physician or authorized representative of the State Department of Health is presented to the school administrators that such child has received or is in the process of receiving the immunization required by the State Department of Public Health unless an exemption has been granted from the immunizations on medical, religious, or personal grounds.

If a parent or guardian is unable to pay for the required immunizations, the school will refer the student to the State Department of Public Health for assistance.

As provided in the Parents' Bill of Rights, a student shall not be vaccinated at school or on school grounds or receive a vaccine as part of the mobile vaccination effort without prior written authorization, including the signature of the parent or legal guardian of the student for the vaccine or group of vaccines to be administered during a single visit.

## Attendance

Reference: Board Policy FB-F & Administrative Procedure FB-F.1. Students are subject to compulsory school attendance and truancy laws as required by the statutes of the State of Oklahoma and regulations of the state Board of Education. **When absent call your school at the number provided at the beginning of this handbook.**

### **Excused Absences**

School attendance officers may excuse absences for students who are absent because of accident or injury, death in the family, emergency situations, or other extenuating circumstances. Also, a student who is participating in a school-sponsored activity and has received the prior approval of the principal will receive an excused absence.

### **Specifically:**

➤ Confirmed Illness by parent or doctor	➤ Religious Holy Days
➤ Accident or Injury	➤ Participation in a Military Funeral Honors Ceremony
➤ Medical & Dental Appointments	➤ Emergency Situations
➤ Death in the Family	➤ Suspensions

"Excused absences may be granted to a student by the school attendance officer upon receipt of a certificate from a duly licensed and practicing physician for physical or mental disability; due to "an emergency and at the request of the parent, guardian, custodian or other person having control of the student; and at the written request of the parent, guardian or person having custody or control of the student for the purpose of observing religious holy days and for the days which the student must travel to and from the site where the student will observe the holy days. The written request must be presented prior to the absence of the student." (Reference: 70 O.S. §10-105)

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a virtual online program approved by the school district, or
2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.



## **Unexcused Absences**

An unexcused absence is defined to be any absence in which a student is absent from class without approval of the school attendance officer.

## **Attendance Requirement for Receiving Grades and/or Credits**

For grades PK-8: A student must be present 93% of the quarter

- a) Each student is responsible for assigned work missed during any absence.
- b) Class work missed due to an absence may be made up for credit.

Except for suspensions, school activity absences, religious holy days and confirmed illnesses, all absences will be counted. [NOTE: if at any time "parent-confirmed" illnesses become excessive or suspicious, the superintendent or his/her designee may require a doctor's note.]

Grades PK-8: If a student is absent more than 7% of the quarter (10 unexcused absences), an "F" will be recorded if that was the grade earned; if the student would have earned a passing grade, an "NC" will be recorded. Note: PK students are also required to adhere to attendance requirement. In case of extenuating circumstances, the principal or designee will make the final decision.

## **Responsibilities Pertaining to Student Attendance Requirements**

Responsibilities of students and their parent, guardian, custodian or person having control of a child concerning attendance:

1. Each child who has reached the age of five (5) years or is under the age of eighteen (18) years and who has not finished four (4) years of high school work must be enrolled.
2. In the event of a student's absence, the absence will be considered to be accruing toward truancy as defined in Oklahoma Statutes. It is the responsibility of the parent(s) to notify the school when a student is absent.
3. The school administration neither encourages nor condones students missing school for family vacations. When this occurs, the student's absence will be recorded as a documented unexcused absence, as it is not within the guidelines of what is accepted for an "excused" absence.

When a parent/guardian continues with the family vacation during the school year, the following procedures must be followed:

- a) The parent(s) will contact the attendance officer in advance.
  - b) The parent(s) and the attendance officer will discuss the duration of the absence, the procedure for students to follow for completion of their work and the date such work is due to the teacher(s). (The attendance officer will share this information with the teacher(s) involved. However, the teacher(s) will not be obligated to initiate arrangements with the student.)
  - c) The student will be held responsible for making specific arrangements with teacher(s) for assignments.
4. Parents are encouraged to schedule student appointments after the school day or when school is not in session. A school calendar is available on the website and in the student handbook to assist with scheduling of appointments that don't conflict with school days. Parents should consult with their school counselor regarding chronically ill students.
  5. Grades 1-6
    - a) Each student is responsible for assigned work missed during any absence.
    - b) Class work missed due to an absence may be made up for credit.
  6. In grades K-8, students will make up assignments missed during any absence.
    - c) The student will be held responsible for making specific arrangements with teacher(s) for assignments.



# Elementary Student Handbook 2025-2026

**Note:** All absentee documentation must be provided to the school within 10 school days of the absence. Any documentation received after that time, may not be accepted. All absentee documentation must be original documents, no copies.

## Note: Perfect Attendance

In order to qualify for "perfect attendance" student must be in attendance all day each day for every class. All absences, including excused and early or late arrivals count when identifying Perfect Attendance recipients.

### Excessive Unexcused Absences

Oklahoma Law states that a student is truant if they have 4 or more days or parts of days within a four-week period without a valid excuse OR 15 or more days or parts of days within a semester. Prior to a student becoming truant, Ardmore City Schools will initiate intervention as follows:

Once a student has three (3) unexcused absences within four consecutive weeks, a behavior interventionist and/or assistant principal, along with the school principal, will initiate the following process and document each step thoroughly as a log entry in WenGage.

- 1) Principal (or his/her designee) makes contact with parent by phone and mails letter to parent discussing the number of unexcused absences, time frame and request for meeting to address the issue before it gets to the point of truancy. [Principal or his/her designee and/or behavior interventionist will document the outcome of the phone call as log entry in WenGage. If no phone contact can be made, please consider a home visit by the behavior interventionist and school resource officer.
- 2) If the family is non-compliant and attendance issues persist, staff members continue to make contact to support intervention, documenting each attempt as a log entry in WenGage, until law has been violated [4 unexcused absences within a consecutive four-week period or 10 in a semester). At this point, referral is made to the district attorney's office for truancy by the school principal, assistant principal or school resource officer.

### Referral To District Attorney for Truancy

Referral is to be initiated by school principal or a behavior interventionist upon information and documentation provided by school attendance clerk.

The letter to the district attorney will be generated and signed by the principal. All supporting documentation will be included with the letter and sent to the district attorney's office. Narrative information will be entered as a log entry in WenGage that referral has been sent to the district attorney's office.

School principal [or designee] will notify the superintendent's secretary and the district homeless liaison of the referral via email, including a copy of the letter to the DA in the interoffice mail.

District Attorney's office will be addressing truancy once a month on a regular basis. behavior interventionist, district homeless liaison and principal will follow-up with the district attorney's office, as needed, to ensure case is being worked.

All district personnel will cooperate with any requests made by the district attorney's office pertaining to the truancy case.



**Reminder:**

Academic success is directly related to being in attendance at school. When a student is identified as truant or has excessive absences, summer school or retention may be options to help the student get caught up academically.

**Excessive Absences Appeal Procedure:**

With each absence, a student should submit evidence to the Attendance Clerk as to the reasons for his/her absences, such as hospitalization, chronic illness, orthodontist appointments, dental appointments, doctor appointments, or other circumstances beyond his/her control. In the event that a student exceeds the 10 allowed absences, this evidence will be presented to a committee composed of an administrator, a counselor, and one of the student's teachers. This committee will decide whether the student shall be granted a waiver/extension due to the circumstances, or be given no credit (NC) for his/her class(es).

If a waiver/extension is granted, additional requirements could be in effect, which could include but are not limited to, attendance at summer school, an attendance contract with academic requirements, etc. If at any time a student has not completed his/her academic requirements as set forth in board policy, [see below] retention [at the elementary level] and/or loss of credit for semester resulting in no credit (NC) and the necessity to repeat said course or courses [at the secondary level] can occur.

See Administrative Procedure:

- EA-A.3 [Student Retention Regulation]

**Regular School Dismissal**

JEFFERSON	CHARLES EVANS and LINCOLN
Students will be released at 3:00 p.m.	Students will be released at 3:30 p.m.
<b>No dismissal will be allowed after 2:30 p.m. for the safety of all students.</b> Any parent picking up a student prior to the end of the day will need to do so prior to 2:30 p.m.	<b>No dismissal will be allowed after 3:00 p.m. for the safety of all students.</b> Any parent picking up a student prior to the end of the day will need to do so prior to 3:00 p.m.
<b>All children should be picked up by 3:15 p.m.</b> Children not picked up by 3:15 p.m. will be taken to the office. Phone calls to parents or other contact numbers will be made. At that time, parents must come to the office to pick up their child.	<b>All children should be picked up by 3:45 p.m.</b> Children not picked up by 3:45 p.m. will be taken to the office. Phone calls to parents or other contact numbers will be made. At that time, parents must come to the office to pick up their child.
<b>Parents should notify the office no later than 1:00 p.m., if there is to be a change in the transportation for that day of a child. If notification is not received, the child will follow his/her regular method of getting home.</b>	<b>Parents should notify the office no later than 1:30 p.m., if there is to be a change in the transportation for that day of a child. If notification is not received, the child will follow his/her regular method of getting home.</b>

- **Students should always utilize the crosswalk areas when crossing the street. Students must report home before returning to play on school grounds.**

WILL ROGERS EARLY CHILDHOOD CENTER
Students will be released at 3:20 p.m.
<b>No dismissal will be allowed after 2:45 p.m. for the safety of all students.</b> Any parent picking up a student prior to the end of the day will need to do so prior to 2:45 p.m.
<b>All children should be picked up by 3:35 p.m.</b> Children not picked up by 3:35 p.m. will be taken to the office. Phone calls to parents or other contact numbers will be made. At that time, parents must come to the office to pick up their child.
<b>Parents should notify the office no later than 1:30 p.m., if there is to be a change in the transportation for that day of a child. If notification is not received, the child will follow his/her regular method of getting home.</b>

- **Students should always utilize the crosswalk areas when crossing the street. Students must report home before returning to play on school grounds.**



## Early Outs & Tardies

Academic instruction begins at the beginning bell and ends at the last bell. Early departures and tardies reduce teaching/learning time. All early departures are considered an "early out" [EO] and are marked as such in the attendance records of your child. In addition, tardies [T] are also marked as part of your child's attendance record. Parents should schedule doctor, dental and other obligations after school hours or on non-calendar days whenever feasible. In the event that such an appointment must be scheduled during school times, parents must come to the office first to check out the child.

### **NOTE ON TARDIES:**

**When a student is arriving to school "tardy", the parent/guardian must come into the school office to sign the student in.**

## The Basics

### **Assemblies**

Students should observe the following procedures for assemblies:

- Students will sit in groups assigned by the teacher or principal.
- All students will enter and leave promptly and quietly. Students will be seated and refrain from unnecessary noise throughout the assembly.
- Hand clapping is the only acceptable form of applause. Whistling, booing, yelling, etc. will not be allowed.
- Courtesy and proper conduct must be maintained so as not to lose assembly privileges.

### **Bicycles & Bicycle Locks**

Students riding bicycles to school should dismount and walk their bicycles on school property. All bicycles are to be parked in the bicycle racks. Students should also use a bike lock to secure their bikes during the school day. Students are not allowed to ride their bicycles on the school grounds during school time. Those students riding bicycles home in the afternoon must leave the school grounds immediately upon dismissal and must walk their bicycles until they are off school property.

### **Board Policies & Procedures**

Board Policies and Administrative Procedures are referenced throughout this handbook. To see policies in their entirety, visit the district's website.

### **Care of Facilities**

The buildings and grounds reflect our pride in our school. The help of the student body in maintaining the appearance of the school is needed and encouraged. Each student should feel an individual responsibility to keep the school neat and clean. Any defacing or marring of property will be considered a breach of conduct and will require disciplinary action, as well as proper financial payment for the damage incurred.

### **Cell Phone Ban in Public Schools: Oklahoma State Law (SB 1312, 2025) and ACS Board Policy FC-G**

**Effective Date: August 1, 2025**

**Applies to: All Students, Grades PK – 12**

### **Policy Statement**

In compliance with state law and in the interest of improving student focus, safety, and emotional well-being, **students are prohibited from utilizing or using personal mobile devices (including but not limited to cell phones, smartwatches, smartglasses, earbuds, laptops, tablets, and other wearable communication devices)** during the instructional day, including class changes.

## Ⓜ Permitted Use

The use of personal electronic devices is allowed only:

- Before the first bell and after final dismissal
- In the case of a documented emergency or health condition (IEP/504 accommodation)

*Devices must be powered off and stored in a backpack or designated location throughout the instructional day.*

OFFENSE	CONSEQUENCE
1 <sup>st</sup>	Warning; device confiscated and returned to student after school.
2 <sup>nd</sup>	Device confiscated; parent/guardian must retrieve; written warning issued.
3 <sup>rd</sup>	Device confiscated; parent/guardian must retrieve; student assigned one day of In-School Detention (ISD) / Restore
4 <sup>th</sup>	Device confiscated; parent/guardian must retrieve; student suspended Out-of-School (OSS) for one (1) day.
Refusal to Comply Chronic Violations	Administrative discretion that may result in a longer-term suspension or loss of extracurricular privileges.

## ⚠ Important Notes

- The district is **not responsible for lost, stolen, or damaged devices.**
- This policy includes **cell phones, smartwatches, smartglasses, earbuds, laptops, tablets, and other wearable communication devices.**
- Staff may utilize school-issued communication devices or apps for approved instructional purposes.

## Classroom Snacks

Classroom snacks must be prepared commercially and must align with the healthy fit guidelines in Board Policy FE-A.1

### **Deliveries for Students**

**Deliveries for students during the school day are not allowed, to include birthdays and Valentine's Day. This would include sending flowers, gifts, balloons, cupcakes, sweets, & all food items.**

## Dress Code

ACS students must represent himself/herself appropriately at all times by dressing modestly at school. Clothing that may be fun or appropriate on the weekends or after the school day, may not be appropriate for school. The dress code is based on the premise of recognizing fashion without sacrificing decency, safety, and appropriateness. Clothing should not be disruptive and/or should not distract from the learning environment.

Dress regulations for students at ACS are based on personal cleanliness and respect for self and for others. AMS personnel will determine what is appropriate. If a student's appearance is in violation of the Dress Code and/or considered by a teacher to be indecent or causing a distraction, the teacher will notify the office. The student will be required to change the clothing in question before returning to class, and any time missed from class due to dress code will be calculated as an absence. Repeat offenses will result in additional disciplinary action.



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## Clothing standards for all students shall include, but are not limited to the following:

- ❖ Clothing must promote modesty.
- ❖ Students must wear shoes at all times.
- ❖ Wearing an unauthorized head cover of any kind in the building is considered inappropriate.
- ❖ All unauthorized caps, hats, hoodies, do-rags, stocking caps, etc., will be removed when inside the building.
- ❖ Students who choose to wear shorts should keep modesty in mind. Students may be asked to change if an adult finds the student's attire inappropriate. No bicycle or short-shorts allowed.
- ❖ Skirts must be of appropriate length.
- ❖ Halter tops, tube tops, tank tops, or spaghetti straps will not be allowed.
- ❖ Skirts and blouses must completely cover the midriff and stomach. Shirts and blouses must be modest in coverage.
- ❖ Legging must be worn with thigh-length or fingertip length tops. If you have a question, do not wear the item.
- ❖ No clothes with large holes or cutouts that cause indecency.
- ❖ No undergarments may be visible, including those underneath sheer outer garments.
- ❖ Inappropriate words, vulgar connotations / innuendo, or any article of clothing that could cause a disruption to the educational process are not to be worn.
- ❖ Nothing that may be regarded as gang-related colors or emblems may be worn or displayed.
- ❖ Sagging is prohibited. Clothing must fit properly at the waist. Under garments, including shorts worn under jeans, must be covered.

If a student's appearance is in violation of the Dress Code and/or considered by a teacher to be indecent, causes a disruption or is a safety concern, the teacher will notify an administrator. ACS Personnel will determine what is appropriate. A student will be required to change the clothing in question before returning to class. Fashions change but appropriate school wear is our expectation.

**Grading Scale:** Administrative Procedure EA-A.4

<b>90 – 100</b>		<b>80 - 89</b>		<b>70 - 79</b>		<b>60 – 69</b>		<b>Below 60</b>
<b>A</b>		<b>B</b>		<b>C</b>		<b>D</b>		<b>F</b>

Note: Will Rogers Early Childhood Center provides parents with progress reports each nine weeks as well as performance measures on student assessments.

### **Honor Roll**

First and second semester honor rolls will be submitted to the Daily Ardmoreite for publication for grades 1-6.

✓ Principals' Honor Roll:

Students with a "B" average for the semester with no grade lower than a "C" in all courses will be named to the Principal's Honor Roll.

Example 1: Sally made an A in math for the first 9 weeks and a C in Math for the second 9 weeks. Her semester grade would be a "B" as the A and C are averaged. Sally would qualify for the Principals Honor Roll.

Example 2: Sally made a D in math for the first 9 weeks and an A in math for the second 9 weeks. Sally had a grade lower than a C so she is not eligible for the Principals' Honor roll.

✓ Superintendent's Honor Roll

Students who have no grade lower than an "A" for the semester will be named to the Superintendent's Honor Roll.

**Inclement Weather - Making the Decision to Close School**

As soon as the district receives word from the Emergency Management Office or the National Weather Service that bad weather is predicted, we begin to monitor the situation very closely. Receiving advanced notice of possible weather is very beneficial. With that said, we all know in Oklahoma that our weather can change for the better or worse very quickly. As parents and staff members, everyone needs as much advance notice as possible to plan for a day when school may not be in session or a day when it is in session and getting to school could take longer. We will do our best to provide you with this advance notice when possible. Our bottom line is always for the safety of our students and our staff.

**How will I be notified if school is closed?**

**Upon reaching the decision, the Superintendent or his designee, will notify parents by any or all of the following:**

- ✓ School Messenger call service
- ✓ Posting on Facebook
- ✓ Posting to the Website
- ✓ Local radio & TV stations will be notified



**Individual private messages sent to the district's Facebook page asking about school closures will not receive individual responses. When a decision has been made, it will be posted. As a reminder: Absent an announcement of closure, school will be in session.**

**Library**

Library books are checked out for two weeks and magazines for two days, with the right to recheck the material. If students have overdue material, they must wait one week to check out additional books. Elementary students are allowed to check out two books unless they have a lost or overdue book, in which case check out will be limited to one item until the lost or overdue book is returned or paid for. A classroom assignment will be the only exception, at which time the student would have access to the library. When material is damaged or not returned after due notice, the material must be paid for by the student. The principal has the right to restrict students from taking books home or checking books out.

**Lost & Found**

Students finding lost articles should take them to the office. Students losing items should check with the office.

**Parties**

For the safety of all students, some parties and student celebrations may be closed to outside guests. If families are asked to attend, a personal invitation will be sent by the teacher and/or principal. This decision is made based on the safety of each child within the school.



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In the interest of keeping academic focus, parties and celebrations will be limited as to the occasion and frequency, customarily Christmas and Valentine's Day as approved by the principal. Student birthday parties at school are not allowed. Outside birthday cakes or cupcakes are prohibited. Private party invitations to be passed out at school should be for all students or all boys or all girls. Parties or celebrations at school should take place during the last 30 minutes of the day or at times declared appropriate by the site administrator. Foods of minimal nutritional value are not allowed except on special occasions defined as two events per year determined by the site administrator and teacher committee. Food items provided by parents must meet the suggested healthy snack option and must be **commercially prepared. The school district may not accept or use items that are not commercially prepared.**

## **Parent/Teacher Conferences**

Communication is an essential part of the educational program. We feel it is very important for parents to keep in close contact with their child's teachers concerning his/her progress.

Regularly scheduled conferences will be held during the school year. Please feel free to schedule a conference before that time if desired. Elementary and Early Childhood staff members are available after school and during their planning times. Please contact the office for an appointment during regular school hours, 7:55 a.m. to 3:15 p.m.

## **Parent/Teacher Organizations**

The Parent/Teacher Organization (PTO) is designed to assist teachers in providing educational experiences for the students through the purchase of additional materials and supplies for classroom and school use.

The PTO is also committed to providing extracurricular activities for the students to enhance their learning experiences through field trips and class holiday activities.

The PTO strives to provide programs and opportunities for parents to be involved in their child's education.

Please feel free to contact your PTO president or any officer if you wish to help with any activities or assist with homeroom duties.

## **Personal Property**

Personal items are the responsibility of the student. It is suggested that items be marked with the student's full name. **As a reminder, the school is not responsible for personal items.**

**Students are not to bring toys, radios, excessive money, valuables, electronic machines to school (MP3 players, iPods, headphone sets) or any electronic games, etc. to school.**

Students have no expectation of privacy concerning lockers, desks, or other school property. Trading of articles is not to take place at school. The exchanging or selling of personal jewelry, articles of clothing, money, food, playing cards, collector cards, etc., will not be permitted.



**Each year we have students at an elementary school who innocently bring a toy gun or knife to school. We are bound to follow the law of the Weapons-Free School Act, which requires schools to consider a toy gun at school as serious as a real gun. Knives are the same, even if they are a small pocket knife.**

**Please help us help your child by checking their backpack before they go to school each day for any items that are considered inappropriate. We do not want your child to be the one that gets to school with an item considered a weapon and have to suspend them possibly for an entire school year.**

## **Proficiency Based Testing**

Tests and answer sheets cover the following subject matter: Reading, Mathematics, Science, Language Arts & Social Studies.

All new or currently enrolled students have an opportunity to request a proficiency assessment for the purpose of evaluating appropriate grade or course placement. New students will have thirty (30) days from the enrollment date



to request a proficiency assessment. A request may be initiated by a new student or the student's teacher, parent, or legal guardian. For more information, contact your principal.

### **Responsibility for School Items**

Students are responsible for all items issued to them or used during the school year to include textbooks, library books & technology-related items. Any lost or damaged items must be paid for. All monies collected are recorded and receipted by the school secretary and deposited. If a lost item is found and is in good condition, any money paid will be refunded.

### **Sex Education:** Reference Board Policy EI-A

It is the policy of the Ardmore Board of Education that all curriculum and materials, including supplementary materials which will be used to teach or will be used for or in connection with a sex education class or program which is designed for the exclusive purpose of discussing sexual behavior or attitudes, or any test, survey or questionnaire whose primary purpose is to elicit responses on sexual behavior or attitudes, shall be available through the superintendent or designee for inspection by the parents or guardians of the students who will be involved with the class, program, test, survey, or questionnaire.

Such curriculum, material, class, program, test, survey, or questionnaire shall include information about consent and shall have as one of its primary purposes the teaching of or informing students about the practice of abstinence.

The term "consent" means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any time. Consent cannot be:

1. Given by an individual who:
  - a. is asleep or is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or
  - b. is under duress, threat, coercion or force; or
2. Inferred under circumstances in which consent is not clear including, but not limited to:
  - a. the absence of an individual saying "no" or "stop", or
  - b. the existence of a prior or current relationship or sexual activity.

The superintendent or designee shall provide prior written notification to the parents or guardians of the students of their right to inspect the curriculum and material and of their obligation to notify the school in writing if they do not want their child to participate in the class, program, test, survey, or questionnaire.

No student will be required to participate in a sex education class or program that discusses sexual behavior or attitudes if a parent or guardian of the student objects in writing. If the type of program referred to is a part of or is taught during a credit course, a student may be required to enroll in the course but shall not be required to receive instruction in or participate in the program if a parent or guardian objects in writing.

The superintendent or designee shall approve all curriculum and materials which will be used for the purpose of discussing sexual behavior or attitudes and any test, survey or questionnaire used to elicit responses on sexual behavior or attitudes prior to the use of such materials.

Teachers involved in the class, program, test or survey shall submit curriculum, materials, tests, or surveys to the superintendent or designee for approval before they are used in the classroom or school.

### **Staff-Student Communications:** Reference Board Policy DA-AO-A

It is the intent of the Ardmore Board of Education to make students, parents, and guardians aware of allowable communications between students and staff.

School personnel shall refrain from communicating with students outside the school setting. An exception will apply if the school administration receives written consent from a student's parents or guardian, which will outline the nature and method of staff-student communications.



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If school personnel engage in communications with students outside the school setting and the communication conflicts with the written permission granted by the parent or guardian of the student, the employee shall be subject to disciplinary action by the school district. Such disciplinary action could include termination of employment with the school district.

## **Student Retention**

Students in grades 1-8 must achieve a grade average of 65% 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.

In the elementary and middle schools, a placement committee consisting of the principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider standardized test scores and the student's age.

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.

The complete policy on Student Retention can be found on the website under Administrative Procedure EA-A.3.

## **Telephone Usage**

The primary use of the school telephone is for school business. Student use of the office telephone will be restricted to necessary calls approved by the teachers or the principal. **All plans concerning after school activities should be arranged by the parent and child before coming to school.**

Students will not be called to the telephone unless it is an emergency. If it is necessary that a child receive a message, the office staff will deliver the message.

## **Volunteers**

Volunteers are required to sign up annually and must complete the Volunteer Application available in the front office.

## **Elementary Academic Support**

### **Reading Sufficiency:** Reference Board Policy EB-AB

The Oklahoma Reading Sufficiency Act, passed by the Oklahoma State legislature in 1997 and amended in 2005, mandates that each student attain the necessary reading skills by completion of third grade that will enable continued development in reading and success throughout school and life.

- The Act targets students in kindergarten through 3<sup>rd</sup> grade.
- It requires that each K-3 student be assessed using multiple assessments. Students found not to be reading at the appropriate level in grades K-3 are placed on reading plans.
- Progress is monitored throughout the year and diagnostic assessment, if needed, is administered. Year-end reading skills are measured to determine reading success.
- Curriculum focuses on the five components of reading instruction: phonemic awareness, phonics, fluency, vocabulary, and comprehension.

### **3<sup>rd</sup> Grade Reading Promotion/Retention**

The Oklahoma Reading Sufficiency Act and applicable rules adopted by the Oklahoma State Board of Education govern certain retentions of third grade students. Students who score at the Unsatisfactory or Limited Knowledge level on the Reading portion of the third-grade state criterion referenced test(s) are subject to retention based on this law. A student may automatically be promoted to fourth grade if the student qualifies for a good cause exemption. Fourth Grade probationary promotion may also be determined by the Student Reading Proficiency Team. The District will comply with law and rules applicable to the Reading Sufficiency Act.



## Student Retention

State law allows a teacher to recommend that a student be retained at the present grade level. If a parent or guardian is dissatisfied with the recommendation, he/she may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final.

## **Title I**

The Improving Academic Achievement of the Disadvantaged Act of 1994 reauthorized the Elementary and Secondary Act of 1965. The purpose of this Act is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, **proficiency on challenging State academic achievement standards and state academic assessments.**

- Title I is a federally funded program. Schools become eligible for Title I funds based on the percentage of students who qualify for free and reduced school meals. Schools are designated as Target Assisted Title I or School-wide Title I.
- Federal funds are made available in Target Assisted Title I schools to provide services to a select (targeted) group of students identified as most "at risk" in meeting State content and student performance standards.
- School-wide Title I schools have greater latitude in determining how to organize their programs. They are not required to identify specific children as eligible for services. School-wide programs serve all children in the school.

## **Tiered Intervention (Rtl)**

Response to Intervention (Rtl) is a multi-level, system-wide framework for prevention and early intervention that involves determining whether students are learning, progressing and/or excelling when provided with high quality instruction and interventions in academics and/or behavior. Ardmore's Rtl model involves three levels of support based on student needs. These levels are referred to as tiers.

### Tier I includes:

- Effective, scientifically-based academic instruction and curriculum linked to State standards
- Screening ALL students three times a year (Fall, Winter & Spring) in the areas of reading, math and behavior to identify the effectiveness of programs and the success of students
- Identification of students who may be "at-risk" for future academic problems
- Differentiated instruction for ALL students in the classroom

### Tier II includes:

- Supplemental, research-based intensive small group interventions, delivered in a timely and systematic manner
- Weekly progress monitoring to evaluate the effectiveness of classroom interventions
- Intervention changes based on progress monitoring data

### Tier III includes:

- Intensive, individualized or small group interventions that are most explicit and specially designed to meet individual needs
- Systematic progress monitoring data collected weekly
- Interventions beyond the classroom delivered by an appropriate specialist as necessary

## **Students with Disabilities**

All eligible children with disabilities, beginning at age 3, who are residents of the Ardmore School District, have the right to a Free Appropriate Public Education (FAPE) as mandated by the Individuals with Disabilities Education Act (IDEA) Amendments of 2004. Exceptions to FAPE for certain ages are noted under Section 300.122 of the Federal Regulations. Ardmore City Schools is responsible for locating, evaluating, and identifying children with disabilities. A child with a disability means:



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<ul style="list-style-type: none"> <li>▪ Autism</li> <li>▪ Deaf-Blindness</li> <li>▪ Emotional Disturbance</li> <li>▪ Hearing Impairment, including Deafness</li> </ul>	<ul style="list-style-type: none"> <li>▪ Intellectual Disabilities</li> <li>▪ Multiple Disabilities</li> <li>▪ Orthopedic Impairments</li> <li>▪ Other Health Impairments</li> </ul>	<ul style="list-style-type: none"> <li>▪ Specific Learning Disability</li> <li>▪ Speech or Language Impairment</li> <li>▪ Traumatic Brain Injury</li> <li>▪ Visual Impairment</li> </ul>
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For Ardmore City Schools' residents needing information regarding eligibility for special education and related services, please contact the Special Services Department at 580.221.3001 Ext 1120.

## Student Transportation & Bus Rules

The school district **may** provide transportation to and from school for students whose homes are more than one and one-half miles walking distance from the schools attended by such students. Ardmore Schools has established that riding a bus is a privilege. Students not observing these safety regulations and guidelines could be subject to loss of bus riding privileges. It is important that every student be entitled to a safe trip to and from school. Unsafe rider-ship is not tolerated.

**Note: Bus riders are subject to being videotaped while on any school bus.**

### Conduct of Student

School bus transportation is a privilege provided for the convenience and safety of the students. Undesirable conduct of the students can create a very dangerous situation. It may not only cause someone to be injured inside the bus, but could also lead to a collision with another vehicle. If the driver is distracted by student behavior, any of the above could result. Quietly visiting with the student sitting next to him/her is permissible. There is to be no loud talking or moving about while the bus is moving. Students are to obey the driver the same as they would a teacher. Tobacco products of any kind are prohibited. Food and drinks are also not allowed on the bus. No one is to put any part of his/her body out of a window or throw objects out of a window. Hands and feet are to be kept out of the aisles. Objects carried on the bus are to be held in the student's lap or placed according to the driver's instructions.

### Entering the Bus

All students will get on their bus at school or at their regular stop. Students are to stand back until the bus comes to a complete stop. Once the bus has come to a complete stop, students should line up in an orderly fashion, enter the bus with no pushing and shoving, go directly to a seat, and be seated. The driver will be the judge as to how many should be in each seat. Seats are not to be held for a student who enters the bus at a later bus stop. Everyone is expected to share seats.

### Departing the Bus

All students are required to remain seated until the bus comes to a complete stop. When the bus stops, students who get off at that stop are to depart the bus single file in a line as quickly as possible and move away from the bus. If a student must cross the street, he or she is to quickly walk approximately ten steps in front of the bus and wait for the driver to signal when it is safe for him or her to cross. **NEVER WALK BEHIND A BUS!**

### Bus Stops

Buses will stop to load and unload only at the designated bus stops shown on the official bus route schedule, updated annually.

### Damaging a School Bus



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Any student caught damaging a bus which includes, writing on a bus, tearing or cutting a seat, tearing off padding or defacing a bus in any manner will be suspended from riding a school bus. Parents are legally liable for damages to the school bus made by their child.

✓ First Offense to Damage of a School Bus

A mandatory suspension of ten (10) school days. Payment in full of damages is due before the student may return to riding a bus.

✓ Second Offense for Damaging a School Bus

Mandatory suspension from the riding the bus for the remainder of the school year. Payment in full of damages is due by the end of the current school year and must be paid in full before the student will be allowed to ride the bus the next school year.

## Disciplinary Consequences

### Student Transportation Safety Code Violation/Consequences

- ❖ Disciplinary actions for school bus conduct violations will be determined jointly by the Building Principal and the Transportation Director.

OFFENCE	CONSEQUENCES
1 <sup>st</sup>	A written warning will be sent home to the parent/guardian. Depending on the severity of the violation, the student may also lose bus privileges.
2 <sup>nd</sup>	The student will lose bus privileges for a period of time to be determined by the Building Principal and the Transportation Director.
3 <sup>rd</sup>	The student will lose bus privileges for an extended period of time or possibly for the remainder of the semester or school year, depending on the nature and frequency of the violations.

**VAPING | SMOKING of any kind will result in an immediate suspension from the bus for the remainder of the school year.**

## Bus Passenger Safety Rules

### Before Loading the Bus: Students should do the following

- Be on time at the designated school bus stop, keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attending to board the bus.
- Be careful when approaching bus stops.
- Do not move toward the bus at the loading zone until the bus has come to a complete stop.
- Respect people and their property while waiting for the bus.
- Receive proper school authorization to be discharged at locations other than the regular bus stop.

### While on the Bus: Students should do the following

- Keep all parts of the body inside the bus.
- Food and drinks are not allowed on the bus.
- The use or possession of any form of tobacco, alcohol, or drug is prohibited.
- No items considered weapons as outlined in the Weapons Free School Act are allowed on the bus.
- Assist in keeping the bus safe and clean at all times.
- Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention away from the road and may result in a serious accident. [The life you save may be your own.]
- Treat bus equipment as you would valuable furniture in your own home. Damages to the bus, including seats, must be paid for by the offender.



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- Never tamper with the bus or any of its equipment
- Maintain possession of books, lunches or other articles and keep the aisle clear.
- Help look after the safety and comfort of small children.
- Do not throw objects in or out of the bus.
- Remain in your seat while the bus is in motion.
- Horseplay and fighting on the school bus is prohibited.
- Be courteous to fellow riders, the bus driver, the patrol officers and driver's assistants.
- Remain quiet when approaching a railroad-crossing stop.
- Remain in the bus during road emergencies, except when it may be hazardous to your safety.

## **After Leaving the Bus: Students should do the following**

- Go at least ten (10) feet in front of the bus and stop to check traffic. Wait for the bus driver's signal, then cross the road.
- Go home immediately, staying clear of traffic.
- Help look after the safety and comfort of small children.

## **EXTRA-CURRICULAR TRIPS**

The above rules and regulations apply on all school-sponsored trips. Sponsors should be certified staff members only.

For questions about transportation services, contact the Transportation Department at 580.221.3001 Ext 1314.

## **Health & Safety**

### **Bullying/Harassment:** Reference Board Policies in Section FD-F

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

- A. **Physical Bullying** includes harm or threatened harm to another's body or property, including, but not limited to, what it would reasonable be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.
- B. **Emotional Bullying** includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.
- C. **Social Bullying** includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to

contempt or ridicule or deprives the victim of the confidence and respect of student peers, or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

- D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim, directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body, participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment-also prohibited by Ardmore City Schools.
- E. Senate Bill 1941 – further defines harassment, intimidation and bullying by electronic communication, whether or not the communication originated at school.

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

### **Definitions**

- "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.
- "Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.
- "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

### **Procedures**

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

1. The matter should immediately be reported to the building principal. The Harassment/Bullying form (FD-F.3) should be completed for each reported incident by the person reporting the incident or the person having knowledge of the bullying. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. *As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.*
2. Upon receipt of a written report or form, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.



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3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring. If it is determined that an act of bullying has occurred, a referral will be made to a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.
6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 5 school days of the conclusion of the investigation.
7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 5 school days of the conclusion of the investigation.

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

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



If you feel that your child is being harassed, intimidated or bullied, please contact your principal immediately. Report the incident(s) and have them provide you with a Harassment/Bullying Complaint form. In order for complaints to be investigated, a form must be submitted to the principal or superintendent. [The form is included in this handbook or it can be found online at \[www.ardmoreschools.org\]\(http://www.ardmoreschools.org\)](#)

### Child Abuse: Reference Board Policy FE-E

The employees of Ardmore City Schools believe in the welfare of all students and are committed to their safety and well-being.

It is required by Oklahoma law that any teacher or other school employee having reason to believe that any child has had physical injury or injuries inflicted upon them other than by accidental means where the injury appears to have been caused as a result of physical abuse or neglect, shall report the matter to the Department of Human Services at **Toll Free HOTLINE 1-800-522-3511**



## **Contagious Diseases:** Reference Board Policy FE-C

The Ardmore Board of Education believes that the goals of educators 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.

**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 contagious disease is no longer contagious.**

## **Head Lice**

The Oklahoma State Department of Health recommends the following steps as a basic outline for a sound head lice control policy. Each school system and childcare setting is unique. Therefore, the following may be considered a template for the policy each facility should write in accordance with its circumstances. It is important to write each policy locally with the input of the groups mentioned above to design a policy which "fits" the community. It is important to know that children need not be "excluded" indefinitely from school or day care for head lice infestation. The goal of head lice policies should be to design a system which facilitates the parent's ability to quickly and easily eradicate lice and nits and place the child back in school/child care. Exclusion of a child from school or day care should be reserved for only the most difficult cases of infestation.

- 1) Each school should have at least one person on staff who is trained to screen children for head lice.
- 2) The parents/guardians of infested children should be notified and the students found to be infested during screening should be sent home with information on treatment and nit removal.
- 3) If a child is found to have lice or nits, the parents should be contacted at work or home and asked to meet with a representative of the facility when he/she picks up the child. The timing of this meeting should depend on circumstances such as severity of infestation, ability of parents to leave work, and the emotional state of the child. The child may remain in the facility until the end of the day (again depending on the individual circumstances of the case). The school nurse or one of the trained staff members shall be notified so that he/she may assist in the educational efforts and answer any questions the parent/guardian may have when the child is picked up. The parent/guardian and the child should be sent home from school that day with educational materials detailing proper treatment and methods of nit removal. The parent should understand that the child is expected to return to school the following day after shampoo treatment and nit removal have been accomplished.
- 4) **When a child has been sent home for head lice treatment, the parent/guardian must understand that the following day, he/she must present the child at the school and remain present until the child has been cleared to re-enter. The trained school personnel may screen children following treatment for re-entry into the school. If significant improvement has occurred and no live lice and essentially no nits are found, the staff member may allow the child back in to the facility. A note from a medical care provider is not necessary to allow reentry of the child under these circumstances, as the child has not been excluded. In this case, the parent must continue daily nit combing and the trained school staff would perform a re-check in 7-10 days to ensure the child has remained free of nits and lice. However, if infestation is still a problem, the staff member should work with the parent, demonstrate nit removal, emphasize the importance of combing, and send the child home with the parent/guardian**



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**for the day with instructions on nit removal. The parent should understand that the child is expected to return to school the following day with nit removal accomplished.**

- 5) Depending on the circumstances unique to each situation, screening of close friends, teammates, or the entire classroom may be warranted. A notice should be sent home to the parents of all classmates when a case has been identified in the classroom. The notice should detail that a case of head lice has been identified in the classroom and recommend that parents screen each child.
- 6) The following morning staff members should screen for live lice only. Parents should bring an empty bottle of lice shampoo to school the following morning to show compliance and exchange information with school personnel.
- 7) In cases of severe infestation, inability of the family to rid the child of infestation, chronic infestation, repeated infestation, (re-infestation of the same child > two times within six months), or possible impetigo (secondary bacterial infection of sores and scratches on the child's head), the parent should be referred to the county public health nurse or to the family's physician/medical care provider for treatment. In such cases, the child should be excluded from attending school until the child is no longer infested. Depending on the circumstances of the case, Youth and Family Services or other local Department of Human Services personnel may be contacted to assist the family.
- 8) In cases of exclusion, a note from a representative of the public health department or the child's medical provider which declares the child to be lice and nit free is necessary to allow re-entry into the facility.
- 9) The School District will provide informational and educational materials to parents and children.

## **Drills (Fire, Tornado, Intruder & Lockdown)**

Fire, tornado, lockdown and intruder security drills are necessary for the safety of students, staff, and faculty. Students will receive specific directions for reaching a point of safety within or from those areas of the school building in which they may be.

**Food Allergies:** Reference Administrative Procedure FE-A.1

It is the responsibility of the parent or guardian to:

1. Notify the school of a child's allergies and provide updates as necessary.
2. Help establish a core team of, but not limited to, the child's physician, school principal, school nurse, teacher, guidance counselor, and food service manager to develop and implement a plan that addresses the child's needs, including the school transportation, classroom, cafeteria, assemblies, etc. A detailed food allergy action plan should also be included.
3. Provide written medical documentation, instructions, and prescribed medications, using the food allergy action plan as a guide. A photo of the child must also be included.
4. Provide the child with a medic-alert bracelet identifying the life-threatening allergy. The bracelet should be worn at all times while at school or school-sponsored events.
5. Replace expired and/or used medications as per the food allergy action plan.
6. Educate the child in the self-management of the food allergy, including: safe and unsafe foods, strategies for avoiding exposure to unsafe foods, symptoms of allergic reactions, how to communicate an allergy-related problem, how to read food labels (age appropriate). The child should not accept food from other students.
7. Review guidelines/procedures with the core team members as soon as possible following a reaction

## **Student Responsibility**

It is the responsibility of the student to:



1. Take a proactive role in the care and management of his/her food allergies (age appropriate).
2. Not accept food items from or trade food items with other students.
3. Avoid food items with unknown ingredients or known allergens.
4. Immediately notify any teacher, administrator, assistant, or school nurse of possible exposure to food allergen.
5. Wear a medic-alert bracelet at all times.

## **Health Screenings**

Health screening at your child's school may include vision, hearing, and dental. If you **DO NOT** want your child to participate in screenings, please notify your child's school in writing by September 1 of the current school year.

## **Ill Children**

A child, who is obviously ill (nausea, vomiting, diarrhea) or has a fever 100.0 or higher, should not be sent to school until they are **fever free & symptom free without medication for at least 24 hours**. If a child becomes seriously ill at school, we will contact a parent immediately. If we cannot reach the parent, we will use the emergency contact information that the parent has provided. Students have as many days to make up missed work as the number of days they were out of school due to absences.

**It is the parent's responsibility to keep the school office current on changes of address and phone numbers for the parent and for their emergency contacts! Please remember that we cannot keep seriously ill children at school.**

## **Medication: Administering to Students:** Reference Board Policy FE-CA

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

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

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

- A. purpose of the medication,
  - B. time to be administered,
  - C. whether the medication must be retained by student for self-administration,
  - D. termination date for administering the medication, and
  - E. other appropriate information requested by the principal or the principal's designee.
2. Self-administration of inhaled asthma medication by a student for treatment of asthma, ~~or~~ an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student



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has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication.

Additionally:

- A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
- C. Permission for the self-administration of asthma, ~~or~~ anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
- D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, ~~or~~ anaphylaxis medication, or replacement pancreatic enzyme medication at all times.
- E. Definitions:
  1. **Medication** means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.
  2. **Self-administration** means a student's use of medication pursuant to prescription or written direction from a physician.
  3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.
  4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

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

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

**Non-prescription medication may only be administered for a specific short-term illness and only for the duration of the illness (i.e., cough, cold, toothache). The medication will be administered in accordance with label directions or written instructions from the student's physician. School must also be able to determine whether the medication is out of date.**

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

- a) **purpose of the medication,**
- b) **time to be administered,**
- c) **termination date for administering the medication, and**
- d) **other appropriate information requested by the principal or the principal's designee.**

*The school will not keep a supply of non-prescription medications for the purpose of dispensing at a parents' request.*

#### **Medical Marijuana:** Reference Board Policy CC-BE

Regardless of a student, employee, parent or any individual's status as a medical marijuana licenses holder, marijuana is not allowed on the premises of the district or in any school vehicle or any vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, **notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district** and in school vehicles; going to and from and attending district sponsored functions, events, and athletic activities, including those district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

#### Definitions

The terms "marijuana" and "possession of marijuana" will be interpreted by the district in accordance with state and federal law. The term "marijuana" includes, but is not limited to, any form of marijuana; all parts of the plant *Cannabis sativa L.*, whether growing or not; marijuana seeds; marijuana oil, extract, resin, or residue; cannabidiol in any form; and marijuana edibles. Any conflict between state and federal law as to the definition of "marijuana" or "possession of marijuana" will be interpreted in favor of federal law.

#### Nondiscrimination

There will be no discrimination in the district because of an individual's status as a medical marijuana license holder.

#### Overlap with Other District Policies

The district recognizes that the legal aspects and consequences of medical marijuana are new and possibly subject to change. These legal aspects and consequences of medical marijuana effect many areas of the district's current policies regarding employees, students, parents and individuals on district premises or attending district events. The district will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine district policies in order to assess whether revisions, if any, may be needed to a district policy in order to comply with state and federal law.

#### **Playground Rules**

For the well-being and safety of everyone, students are to obey the adults on duty regarding the rules below, as well as any additional ones that may arise.

- Students should remain on the playground during recess times. They should not re-enter the building without permission from the adult on duty.



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- Throwing rocks and other objects which could be dangerous or harmful is not permitted.
- Students are to use safety rules when playing on the playground equipment:
  - Sit on the slide; do not stand at the top;
  - Only one person should be on the slide at a time;
  - Do not stand on swings or the top of the hand walkers;
  - Games and activities involving balls should be played away from the equipment;
  - Jump ropes are to be kept on blacktop area, away from other playground equipment.
- Skateboards and baseballs are not allowed on the playground.
- Only touch football will be allowed. If students are observed tackling, football will not be permitted.
- Kicking, wrestling, “playing karate”, or other physically aggressive play will not be tolerated.
- Dodge ball and wall ball will not be played during recess.
- The use of profanity or obscene gestures will not be tolerated.
- Spitting on another student will not be tolerated.

## **Procedures**

To enhance the learning climate and to ensure safe and orderly environments, each school site has developed procedures to address, but are not limited to, hallway passage, playground rules, lunchroom, restroom, assemblies, arrival and dismissal. These procedures will be taught and reviewed by classroom teachers.

## **Security Cameras**

Security cameras are in place and are in use in various areas within each school to assist with the safety of students and staff. As a reminder, this equipment and any audio or video taken by the equipment is the property of the school district and is not a public record.

## **Tobacco Use | Vapor Product Prohibited:** Reference Board Policy CC-BA

The use of a tobacco product or vapor product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product or vapor product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity.

1. “Educational facility” is defined as any property, building, permanent structure, facility, auditorium, stadium, arena or recreational facility owned, leased, or under the control of the school district.
2. “School Vehicle” is defined as any transportation equipment or auxiliary transportation equipment as defined in 70 O.S. § 9-104.
3. “Chewing tobacco” is defined as any Cavendish, twist, plug, scrap, and any other kinds and forms of tobacco suitable for chewing.
4. “Smoking tobacco” is defined as any granulated, plug cut, crimp cut, ready rubbed, and any other kinds and forms of tobacco suitable for smoking in a pipe or cigarette.
5. “Tobacco product” is defined as any bidis, cigars, cheroots, stogies, smoking tobacco and chewing tobacco, however prepared. Tobacco products shall include any other articles or products made of tobacco or any substitute thereof.
6. “Vapor product” is defined as noncombustible products, that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. Vapor product shall also include any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor



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products do not include any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug, and Cosmetics Act.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited

Students are also prohibited from possessing tobacco on, in, or upon any school property. If students are found to be carrying cigarettes or other tobacco products, the tobacco product will be confiscated.

Disciplinary measures for violation of Tobacco Use |Vapor Product guidelines are left to the discretion of administration.

## **Sexual Harassment of Students: Policies FE-K & FE-K.1**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Ardmore Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA-DA applies to sexual harassment of employees.

Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

- a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;
- b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or
- c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

For the purpose of this policy, examples of sexual harassment include, but are not limited to:

- Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding" "teasing," double meanings, and jokes.
- Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.
- Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately. Use of e-mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication.

Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

## **Reporting Allegations of Sexual Harassment**

- a. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.
  1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate



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administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.

2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
- b. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.

## Internet Safety & Guidelines

Board Policy CE-A: Ardmore City Schools is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

### **Personal Responsibility**

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy, and having the effect of harming another of his or her property.

### **Term of the Permitted Use**

A student or staff member who submits to the school, as directed a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.



## Acceptable Uses

### 1. Educational Purposes Only

The school district is providing access to its computer networks and the Internet for educational purposes *only*. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

### 2. Unacceptable Uses of Network

Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

- a) Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential trade secret information, or copyrighted materials. Even if materials on the networks are not marked with copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.
- b) Uses that cause harm to other or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
- c) Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.
- d) Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the use or others, including credit card numbers and social security numbers.

### 3. Netiquette

All users must abide by rules of network etiquette, which include the following:

- a) Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- b) Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- c) Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objections.
- d) Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.



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## 4. Cyber Bullying

Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
- Spreading rumors about others through email, IM, or text messages.
- Creating a Web site or other social-networking accounts that targets another student or other person(s).
- Sharing face or embarrassing photos or videos of someone with others via a cell phone or the Web
- Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Ardmore City Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

## Internet Safety

1. **General Warning; Individual Responsibility of Parents and Users.** All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.
2. **Personal Safety.** Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.
3. **"Hacking" and other Illegal Activities.** It is a violation of this policy to use the school's computer network or the internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
4. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directly information, as defined by law, for internal administrative purposes or approved educational projects and activities.
5. **Active Restriction Measures.** The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using McAfee's Smart Filter BESS Edition for our technology protection measure (internet filtering software) to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.



The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254[h][7]), as meaning any picture, image, graphic image file, or other visual depiction that

- Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

### Privacy

Network and Internet access is provided as a tool for the user’s education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

### Failure to Follow Policy

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student’s enrollment or the staff member’s employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

### Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney’s fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user’s use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user’s access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event the school’s initiating an investigation of a user’s use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district’s network.

### Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

Annually, students and/or parents must read and sign the Internet Access Conduct during enrollment.

### **Acceptable Use for School-Owned Technology**



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For students who are issued a device and device charger from Ardmore City Schools to use for virtual learning, the following applies:

This equipment is and at all times remains the property of Ardmore City Schools and is being provided to the student for educational purposes only for the current academic school year. The student may not deface or destroy this property in any way. Inappropriate use of the device/charger may result in the student losing their right to use the device. The equipment will be returned when requested by Ardmore City Schools, if the student withdraws from the school district, returns to the traditional school setting or at the end of the school year. It may only be used by the student for non-commercial purposes, in accordance with the District's policies and rules, the District's Acceptable Use Policy, as well as local, state, and federal statutes. Student may not install or use any software other than software owned or approved by the District and make available to the student in accordance with this Agreement. One user with specific privileges and capabilities has been set up on this device for the exclusive use of the student to which it has been assigned. The student agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account. The student may not make any attempt to add, delete access, or modify other user accounts or on any school-owned computer. School district identification labels are not to be removed or modified. If they become damaged or missing, contact your school for replacements. Additional stickers, labels, tags, or markings of any kind are not to be added to the machine. An email account will be available for each student to use for appropriate academic communication with other students and staff only. This email is for communication within the school district. Student agrees to use best efforts to ensure that district property is not damaged or rendered inoperable by any such electronic virus while in student's possession. The student acknowledges and agrees that the Student's use of the device is a privilege and that by the Students agreement to the terms hereof, the Student acknowledges the Student's responsibility to protect and safeguard the district property and to return the same in good condition repair upon request of Ardmore City Schools.

## **Parent/Guardian/Student understands that the student is expected to:**

- Take reasonable steps to ensure the device is not damaged or stolen.
- Leave all Ardmore City Schools labeling in place and in its original condition.
- Not add stickers or marking to the device.
- Use device at home for educational purposes only
- Not slam device screens shut. This breaks the screens of the device.
- Not throw/sling your backpack with the device in it.

## **Parent/Guardian understands that they are expected to:**

- Supervise and monitor my student's use of the device.
- Pay the cost of repairing or replacing the device if the device becomes damaged, lost, or stolen, or if my student leaves Ardmore City Schools without returning the device.
- I understand this cost may be mitigated if I choose to participate in the Student Technology Protection Plan.

## **District Responsibilities for the Use of this Device**

The district will comply with the Children's Internet Protection Act (CIPA) to prevent the inappropriate use of this device and/or the Internet whether the device is being used at school or at home. Any malfunction of the device that is not the result of negligence or inappropriate use will be repaired according to the Student Technology Protection Plan. The district will have devices available that can be checked out to students whose devices are being repaired or replaced.

## **Student Behavior & Discipline**

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



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will be handled by the appropriate principal or the superintendent or the superintendent's designee. The superintendent's child will be disciplined by someone other than the superintendent.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

- ✓ The seriousness of the offense;
- ✓ The effect of the offense on other students;
- ✓ Whether the offense is physically or mentally injurious to other people;
- ✓ Whether the incident is isolated or habitual behavior;
- ✓ The manifestation of a disability;
- ✓ Any other circumstances which may be appropriately considered.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in a school environment particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

1. Unexcused lateness to school
2. Unexcused lateness to class
3. Cutting class
4. Leaving school without permission
5. Refusing detention/late room
6. Tobacco/Vaping
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical and/or verbal
12. Fighting
13. Possession of weapons or other items with the potential to cause harm
14. Distributing obscene literature
15. Destroying/defacing school property
16. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, of country or origin and directed toward another student, an employee, or a visitor.
17. Sexual harassment
18. Gang related activity or action
19. All student pranks involving vandalism or any sort on school property
20. Verbal or written language which demeans another student, employee or visitor on the basis of age, gender, sexual orientation or disability

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

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



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1. Conference with student
2. Conference with parent
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavior contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances

Parents, guardians, and students enrolled in this school district shall be notified at the beginning of each school year that this policy is in effect. A copy of this policy will be made available upon request to parents or guardians at any time during the school year.

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

Teachers, parents, guardians, and students are invited and encouraged to participate in the formulation of disciplinary policies, rules, and regulations by suggesting to administrators appropriate means of discipline for specific infractions.

## **Self Defense**

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered a violation of this provision. The privilege of self-defense is limited. A claim of self-defense in the use of physical force will not exempt a student from discipline when:

- the student provokes, invites, or encourages the use of physical force by another;
- the student has the opportunity to avoid force or to inform a school official of the threatened use of force; or
- the student uses force after the other party abandons or attempts to abandon a fight or confrontation.

## **Controlled Dangerous Substances**

A student shall be considered in possession of any dangerous substance as described in Section 7 of the School Code Prohibiting Serious Student Misconduct. Anyone who uses any article as a weapon to threaten or injure another person will be considered in violation of this policy.

A student shall be considered in possession of a dangerous substance as described, regardless of the amount, if such substance is found on or near the student's person, in his/her purse, backpack, portfolio, in the student's desk, locker, vehicle, or other property of the student while on the school premises or attending a school sponsored function, activity, or event.

## **Search of Individuals:** Reference Board Policy Section FC-A

In accordance with the policy of the Board of Education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, unauthorized electronic paging devices, controlled dangerous



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substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.

2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to search at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.
3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.
5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched.
6. Strip searches are forbidden. Student cannot be required to "lift" their shirt. No clothing except cold weather outer garments, shoes, and hand and head coverings, except religious head coverings, will be removed before or during a search.
7. Items that may be seized during a lawful search – in addition to those mentioned in paragraph 1 above – shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.
8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlawful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

## **Arson/Fire Play**

Students are not allowed to carry objects which can produce fire (i.e. lighter, matches, etc.). These items will be confiscated by the administration and the appropriate intervention will be implemented. In addition, playing with a lighter or matches constitutes fire play and will result in disciplinary intervention by a principal. Finally, any fire generated by a student will be considered arson and the authorities will be notified.

## **Weapons-Free Schools:** Reference Board Policy FD-D

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.



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Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to a law enforcement authority.

2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

*"... any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy club, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."*

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

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment. *(For more information, see Note 2 in Board Policy FD-C, which is located in the principal's office or the office of the superintendent)*

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.

## Student Conduct Code

Reference: Administrative Procedure FD-A.2. The Ardmore Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. Further, it is the policy of the district that students may be disciplined for any misconduct related to the programs or activities of the district.

All students shall observe the Student Conduct Code, all guidelines set forth in the student handbook distributed to each student at the beginning of each school year and all rules and regulations formulated by the school administration in fulfillment of Board of Education policies.



The following codes are considered “major offenses.” A student found to be in violation of any of the following major offenses may be subject to suspension from school and could include reporting to law enforcement and state agencies. Guidelines in the Student Discipline Policy will be followed with regard to any violation. Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction.

## **Code #1 - Disruption of School**

A student shall not by use of violence, force, noise, profanity, coercion, threat, intimidation, fear, passive resistance, immorality, or any other conduct, cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

## **Code #2 - Damage or Destruction of School Property**

A student shall not cause or attempt to cause damage or destruction to school property or steal school property.

## **Code #3 - Damage or Destruction of Private Property**

A student shall not cause or attempt to cause damage to private property or steal or attempt to steal private property either on the school grounds or during a school activity, function, or event off school grounds.

## **Code #4 - Assault on a School Employee**

A student shall not cause or attempt to cause physical injury, behave in such a way as could reasonably cause physical injury, or threaten or abuse, either verbally or otherwise, a school employee.

“Felony charges may be filed against any person(s) committing an aggravated assault or battery upon any school employee.” [OK State Legislation, 2001]

## **Code #5 - Physical Abuse of a Student or Other Person Not Employed by the School**

A student shall not do serious bodily injury to any person:

- On the school grounds, during or immediately before or after school hours;
- On the school grounds at any other time when school is being used by a school group;
- Off the school grounds at a school activity, function, or event; or
- On the way to and from school.

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered a violation of this provision.

## **Code #6 - Weapons & Dangerous Instruments**

A student shall not possess, handle or transmit any object that can be considered a weapon:

- On the school grounds during and immediately before or immediately after school hours;
- On the school grounds at any other time when the school is being used by a school group;
- Off the school grounds at any school activity, function, or event; or
- On the way to and from school.

## **Code #7 - Controlled Dangerous Substances & Intoxicating Beverages**

A student shall not possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.

## **Code #8 - Gang or Gang-Related Activity**

A student shall not engage in any activity at school which could be construed to be gang activity or gang-related activity. This shall include activity which would violate any school policy or wear or display any apparel or paraphernalia that would be identifiable as associating with any gang.

## **Code #9 – Harassment, Intimidation & Bullying**

Students shall not engage in harassment, intimidation or bullying of students or staff members. This includes intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey



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hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, sexual orientation, color, national origin, religion, marital status or disability.

## **Code #10 – Tobacco**

The use of a tobacco product or vapor product shall be prohibited 24/7 in or on an educational facility that offers an early childhood education program or in which children in grades kindergarten through twelve are educated. The use of a tobacco product or vapor product shall also be prohibited 24/7 in school vehicles, and at any school-sponsored or school-sanctioned event or activity. Students violating this guideline will also be reported to the ABLE Commission where they could issue a fine of \$100 for the first offense and \$200 for subsequent offenses.

**Any student suspended for any reason will be provided with their appeal options and the process for appeal when the suspension is issued to the parent/guardian.**

## Student Suspensions

**Suspension Policy for Out of School Placement:** Reference Board Policy FD-B

In accordance with the policy of the board of education, the following regulation shall govern the suspension of students from school.

The authority to suspend a student from a school in the school district is delegated to the respective building principals.

1. Any student may be suspended for:
  - ✓ Violations of policy or regulations
  - ✓ Possession of an intoxicating beverage, low-point beer (37 O.S. §163.2)
  - ✓ Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities
  - ✓ Possession of a dangerous weapon or a controlled dangerous substance while at school or within two thousand (2,000) feet of public-school property, or at a school event (Uniform Controlled Dangerous Substances Act)
  - ✓ Possession of a firearm may result in out-of-school suspension of not less than one year
  - ✓ Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teachers, or officials or damages property
  - ✓ Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer. (See Board Policy FD-C)
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in a regular classroom setting in the district but may be provided an alternative education solution until such time as that student no longer poses a threat to self, other students, or faculty. (See Board Policy FD-AA)



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5. Students suspended out-of-school who are on individualized education plan pursuant to IDEA, I.L. No. 101-476, shall be provided the education and related services in accordance with the student's IEP.
6. A student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

## **Procedural Steps to Suspension**

Before a student is suspended from school, the principal of that school shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspensions. Such placements can include an alternative school setting, reassignment to another classroom, or in-school detention. If such alternate placement is rejected, written justification must be placed in the student's permanent record.

1. Probation.  
A student may be placed on probation with or without additional disciplinary action. If probation is elected by the principal as a suitable alternative to suspension, both the student and the parent(s) shall be notified of the probation and the reasons therefore.
2. In-school placement.  
In-school placement is an alternative to out-of-school suspension. In-school placement will be imposed by the student's administrator/principal and the student will be placed in a supervised, structured environment. This placement will not be considered suspension and may include an alternative school setting, reassignment to another classroom, or in-school detention. Both the student and the parent(s) shall be notified of the placement, the reasons therefore, and the right to appeal the placement to the principal.
3. Out-of-school suspension.

## **CATEGORY I: SUSPENSION OF FIVE (5) DAYS OR LESS**

- A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the appeal procedures. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.
- B. If a student is suspended out-of-school for five (5) days or less the district may provide an education plan.
- C. Students who are suspended for 5 days or less may have their appeal reviewed by the principal. The decision of the principal is final.

## **CATEGORY II: SUSPENSION OF 6-10 DAYS**

- A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the appeal procedures. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.
- B. If a student is suspended out-of-school for six to ten days, the district may provide an education plan. If a student is suspended for six to ten days and is found guilty of acts as described above, the school administration shall provide the student with an educational plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.



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- C. For suspensions of six to ten days, students and/or parents may have their appeal reviewed by a Suspension Appeals Committee. The decision of the Suspension Appeals Committee shall be final.

## **CATEGORY III: SUSPENSION OF MORE THAN 10 DAYS**

- A. Both the student and the parent(s) shall be notified of the suspension, the grounds therefore, and the appeal procedures. A student suspended out-of-school will be placed in a supervised, structured environment in either a home-based school work assignment setting or another appropriate setting.
- B. If a student is suspended out-of-school for more than ten days the district may provide an education plan. If a student is suspended for more than ten days and is found guilty of acts as described above, the school administration shall provide the student with an educational plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The minimum core units shall consist of English, mathematics, science, social studies, and art. The plan shall set out the procedure for education and shall address academic credit for work satisfactorily completed. A copy of the plan shall be provided to the student's parents or guardian, and the parents or guardian shall be responsible for the provision of a supervised, structured environment in which the parent or guardian shall place the student and bear responsibility for monitoring the student's educational progress until the student is readmitted to school.
- C. For suspensions over 10 days, students and/or parents may have their appeal reviewed by the Suspension Appeals Committee. Decisions of the Suspension Appeals Committee may be appealed to the Board of Education. The Decision of the Board of Education shall be final.

### **Suspension Appeals Committee**

A Suspension Appeals Committee is hereby established which will consist of a combination of administrators and teachers. The members of the committee shall be appointed by the district's hearing officer or the superintendent and may include the superintendent. However, any member of the committee who initiated a suspension in a case shall be excused from the committee during any appeal of that particular case.

### **Appellate Procedures**

1. Any student who has been suspended for one to five days under the steps listed above, or the student's parent(s) may appeal the suspension to the principal. The decision of the principal shall be final.
2. Any student who has been suspended for six to ten days under the steps listed above, or the student's parent(s), may appeal the suspension to the Suspension Appeals Committee. The following procedures shall govern the appellate process:
  - A. The student, or the student's parent(s), shall notify the hearing officer within one (1) day following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.
  - B. Upon receiving notice of a student's intent to appeal, the hearing officer shall advise the Suspension Appeals Committee. The Suspension Appeals Committee shall hear the appeal within one (1) day from the date of the notice of intent is filed with the hearing officer. The hearing officer, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.
  - C. During the hearing of the appeal before the Committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.
  - D. The Suspension Appeals Committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The Committee may uphold, overrule, or modify the



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suspension. The student and the student's parent(s) shall be notified within one (1) school day (defined as 24 hours unless a weekend is involved) of the decision.

E. Decisions of the Suspension Appeals Committee are final.

3. Any student who has been suspended for more than ten (10) days under the steps listed above, or the student's parent(s), may appeal the suspension to the Suspension Appeals Committee. The following procedures shall govern the appellate process:

A. The student, or the student's parent(s), shall notify the hearing officer within one (1) day following the suspension or the notice of the intent to suspend of their intent to appeal the suspension.

B. Upon receiving notice of a student's intent to appeal, the hearing officer shall advise the Suspension Appeals Committee. The Committee shall hear the appeal within one (1) day from the date of the notice of intent is filed with the hearing officer. The hearing officer, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

C. During the hearing of the appeal before the Suspension Appeals Committee, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

D. The Suspension Appeals Committee shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The Committee may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within one (1) school day (defined as 24 hours unless a weekend is involved) of the decision.

E. The decision of the Suspension Appeals Committee may be appealed to the Board of Education. The decision of the Board of Education shall be final.

F. To ask for an appeal of the decision of the Suspension Appeals Committee, the student, or the student's parent(s), shall notify the superintendent in writing within three (3) school days following the decision of the Suspension Appeals Committee.

G. Upon receiving written notice of a student's intent to appeal, the superintendent shall advise the Board of Education and a special hearing shall be set, as soon as possible. The superintendent, at his/her discretion, may permit the suspended student to attend classes pending the outcome of the appeal.

H. During the hearing of the appeal before the Board of Education, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

I. The Board of Education shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The Board of Education may uphold, overrule, or modify the suspension. The student and the student's parent(s) shall be notified within one (1) school day (defined as 24 hours unless a weekend is involved) of the decision. The decision of the Board of Education shall be final.

**Note: 70 O.S. Section 24-101.3(E) states that a student who has been suspended from a public or private school in the state of Oklahoma or another state for a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.**



SEE COPY OF THE SUSPENSION NOTICE INCLUDED IN THIS HANDBOOK.

## Civility | Conduct of Parents, Visitors & District Employees

Reference: Board Policy GD-B. It is the intent of the Board of Education to promote mutual respect, civility and orderly conduct among District employees, parents and the public. It is not the intent of the Board to deprive any person of his/her right to freedom of expression. The intent of this Policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the Board encourages positive communication and discourages volatile, hostile or aggressive communications or actions.

### Expected Level of Behavior

1. School personnel will treat parents and other members of the public with courtesy and respect.
2. Parents and visitors will treat teachers, administrators and other District employees with courtesy and respect.

### Unacceptable/Disruptive Behavior

1. Disruptive behavior includes, but is not necessarily limited to, behavior that interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of a school or facility open to parents/guardians, and the general public. It also covers areas of a school or facility that are not open to parent/guardians and the general public.
2. Using loud and/or offensive language, swearing, cursing or display of temper.
3. Threatening to do bodily or physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior constitutes or may constitute a criminal violation.
4. Damaging or destroying school property.
5. Abusive, threatening or obscene email or voice mail messages.
6. Any other behavior that disrupts the orderly operation of a school, classroom or any other school facility.

### Authority of School Personnel to Direct Persons to Leave School Facility Premises/Property

1. Any individual who:
  - a. interferes with the peaceful conduct of activities at a school or at a school facility; or
  - b. commits an act which interferes with the peaceful conduct of activities at a school or at a school facility; or
  - c. enters the school or school facility for the purpose of committing an act that may interfere with the peaceful conduct of activities at the school or school facility; may be directed by the school principal, assistant principal, or in their absence, a person who is lawfully in charge of the school, to promptly leave the school or school facility. If the person refuses to leave the school premises as directed, the administrator (or other authorized personnel) shall seek the assistance of law enforcement officers and request that law enforcement officers take such action as is deemed necessary.
2. If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation. If the meeting or conference is on school/facility premises, the employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises. If the person refuses to leave the school premises or school facility as directed, the authorized personnel shall seek the assistance of law enforcement officers and request that law enforcement officers take such action as is deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement officers.

### Definitions

*Interferes with the peaceful conduct* – includes actions that directly interfere with classes, study, student or faculty safety, parking areas or extracurricular activities; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the school; or direct interference with the administration, maintenance or security of property belonging to the school.



## **Misdemeanor**

Any person to whom this Policy applies and who fails to leave the school or school facility as directed or returns within six (6) months thereafter without first obtaining written permission from the Superintendent of Schools, or anyone designated by the Superintendent of Schools or the governing board of the District, is guilty of an offense classified as a misdemeanor under Oklahoma law.

## **Notification of Procedure**

Should a school principal or District administrator decide to ban an individual from school or property or school events, he or she must provide the individual with written notice. In addition, the principal or District administrator issuing the ban must also provide the individual with a Notice of Appeal Rights and information relative to the appeal procedure and send the information to the individual via U.S. Certified Mail, Return Receipt Requested.

## **Statement of Nondiscrimination**

All class offerings, courses, clubs, and extracurricular activities offered at Ardmore High School are open to all students regardless of race, creed, national origin, or sex. The student must meet the necessary prerequisites of grade level and grade point average for admittance to any given course, club, or activity.

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

## **Title IX | Title VI | Section 504**

The Ardmore Board of Education welcomes comments and suggestions for improvement from the patrons whom it serves. Constructive criticism of the schools is welcome whenever it is motivated by a sincere desire to improve the quality of the educational program or to allow the schools to do their tasks more effectively. However, the board has confidence in its professional staff and desires to support their actions in order that they be free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution. Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel, complaints about instructional materials, etc.

## **Grievance Procedure for Title IX, Title VI or Section 504**

A grievance for Title IX, Title VI or Section 504 would include the following:

- ❖ Title IX is part of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving federal financial assistance.
- ❖ Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin in programs or activities receiving federal financial assistance.
- ❖ Section 504 of the Rehabilitation Act of 1973 requires that: No otherwise qualified individual with a disability in the United States ... shall, solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.



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The principal of each school with the Ardmore School District shall be designated as the Title IX, Title VI, Section 504 Building coordinator. For specifics on filing a Title IX, Title VI or Section 504 Grievance, check with the building principal.

## Notification of Rights – Family Education Rights and Privacy Act

Parents and eligible student have the following rights under the Family Education Rights and Privacy Act [FERPA] and Ardmore Board Policy:

- The right to inspect and review the student’s educational records;
- The right to seek to correct the student’s educational records in a hearing if necessary;
- The right to exercise a limited control over other people’s access to the student’s educational records;
- The right to report violations of the Act to the Department of Education; and
- The right to be informed about FERPA rights.

If translation to another language is necessary, it can be provided.

All rights and protection given parents under FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a post-secondary school. The student then becomes an “eligible student.” The adopted policy is included in the district’s Board Policies, which can be found on the district’s website under Board Policy FF-A.

## Student Recruitment – Access to Students & Directory Information

Ardmore City Schools may disclose any of the items listed as directory information without prior written consent, unless notified in writing to the contrary. The parent, legal guardian of the student, or the student age 18 or over may also provide written notification to the school administration requesting directory information not be released to military service recruiters.

**Ardmore City Schools does not classify any information as directory information.**

Subject to the provisions of state and federal laws, this district shall provide the same directory information and on-campus recruiting opportunities to representatives of the armed forces of the United States of America and state armed services as are offered to nonmilitary recruiters, recruiters for commercial concerns, and recruiters representing institutions of higher education.

The Board shall also provide full access for the recruitment of students by regional career-technology centers, regional vocational agricultural centers, inter-district magnet schools, trade schools, charter schools, and inter-district student attendance programs.

The school administrator may make the determination of when the recruitment meetings are to take place and reserves the right to deny such meetings where the holding of such meetings will materially and substantially interfere with the proper and orderly operation of the school. Organizations wishing to recruit at the high school must make arrangements with the principal or designee who will determine the schedule for the recruitment meeting. Scheduled visits by recruiters will be made known to the student body. On-campus follow-up meetings with individual students will be permitted only upon the request of the student(s) and with the approval of the building principal or designee.

Any person or organization denied the rights accorded under this policy shall have the right to request a review of the decision by the Board of Education by filing a written request with the superintendent of schools.

## Title I – Parent’s Right to Know

In accordance with Parents Right-to-Know requirement under Every Student Succeeds Act [ESSA Section 1112(e)(1)(A)], this is a notification from Ardmore City Schools to every parent/guardian of a student in a Title I school that you have the right to request and receive in a timely manner:



- a. Information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:
- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
  - If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
  - The teacher's baccalaureate degree major, graduate certification, and field of discipline; and
  - Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA, Section 1112(e)(1)(A)(i)-(ii)]
- b. Information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA, Section 1112(e)(2)(A)]
- c. Upon request, parents of an English learner may:
- Have the child immediately removed from an English Learner (EL) program; [ESSA 1112(e)(3)(A)(viii)(i)].
  - Decline the child's enrollment in an EL program, or choose another program or method of instruction, if available; [ESSA, Section 1112(e)(3)(A)(viii)(ii)]
  - Receive assistance in selecting among various programs and methods of instruction, if more than one program or method is offered by the eligible entity. [ESSA 1112(e)(3)(A)(viii)(iii)]
- d. Notification if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned. [ESSA, Section 1112(e)(1)(B)(ii)]

## District Resource Center

ADDITIONAL RESOURCES ARE AVAILABLE FOR HOMELESS/TRANSITIONAL STUDENTS THROUGH THE DISTRICT RESOURCE CENTER. THANKS TO COMMUNITY DONATIONS AND SUPPORT, THE DISTRICT RESOURCE CENTER OFFERS ASSISTANCE WITH SUCH THINGS AS: SCHOOL SUPPLIES, BACKPACKS, CLOTHING, SHOES, HYGIENE ITEMS, FOOD AND RESOURCE INFORMATION FOR PARENTS AND UNACCOMPANIED YOUTH. FINANCIAL ASSISTANCE IS ALSO AVAILABLE TO PAY FOR FEES, FIELD TRIPS, CLASSES AND OTHER EDUCATION-RELATED NEEDS. CONTACT THE MCKINNEY-VENTO DISTRICT LIAISON AT 580-226-7650, EXT 1252

### **EDUCATION RIGHTS OF HOMELESS/TRANSITIONAL CHILDREN AND YOUTH** **McKinney-Vento Homeless Assistance Act**

The McKinney-Vento Homeless Assistance Act was authorized by Congress, December 2001, as part of the No Child Left Behind legislation. The purpose of the McKinney-Vento Act is to remove barriers to education for homeless/transitional students and provide educational stability.

Who is considered McKinney-Vento eligible? Any child or youth who lacks a fixed, regular and adequate nighttime residence is considered homeless, and includes those who are temporarily sharing housing with others due to loss of housing or economic hardship. It also includes children and youth who are living in hotels, camp grounds, emergency shelters, cars, bus or train stations or other similar settings, unaccompanied youth, transitional housing programs and children awaiting foster placement. If you are not sure if a child qualifies, please call 580-221-3001, ext. 1252.

What are the education rights of homeless children and youth? Our schools provide equal and comparable access to all students regardless of their home living situation. McKinney-Vento eligible children and youth have specific rights that include:



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- Immediate enrollment, even if you do not have proof of residency, birth and immunization records, or school records. The McKinney-Vento office can assist with obtaining proper documentation once your child is qualified and enrolled under McKinney-Vento.
- Qualification for free school meal programs
- Maintain attendance at the school of origin (if this is in the child's best interest), or enroll in the local school where currently staying.
- Assistance with transportation even if the child is temporarily living outside district boundaries, upon request.
- Appropriate support services and programs for which they are eligible – such programs as gifted, children with disabilities, vocational education, preschool, etc.
- Academic assistance through the district's federally funded Title I program
- Parent or guardian involvement in school activities
- Maintain enrollment in current school for the remainder of the school year (transportation assistance, if needed, upon request)

If you have a student/child who may qualify for McKinney-Vento services or would like more information, please contact the McKinney-Vento district homeless liaison at 580-226-7650, ext. 1252.

## Annual Asbestos Notice

This is to inform you that the Ardmore City Schools is in compliance with regulations established by AHERA (Asbestos Hazard Emergency Response Act) calling for schools serving kindergarten through high school students to identify and remove or safely maintain asbestos materials in the facility structure. Tests conducted in 1988 by a licensed laboratory revealed asbestos materials in several areas of our facility. None pose a hazard to any student or employee and they are being maintained in a manner which will ensure that they do not become a hazard in the future. Staff members have been trained in the appropriate maintenance of the materials in order to assure the safety of all who use this facility.

If you have any questions, please contact the Office of the Superintendent. A copy of the management plan is also located in this office.



## **Meningococcal Disease**

### **What is meningococcal disease?**

Meningococcal disease is a disease caused by the bacteria *Neisseria meningitidis*, also called meningococcus. This bacteria can infect the blood, causing septicemia. It can also infect the covering of the brain and spinal cord, causing meningitis.

### **How is this disease spread?**

Meningococcal disease spreads by direct contact with the saliva or with respiratory droplets from the nose and throat of an infected person.

### **Who is at risk of getting this disease?**

Some groups of people have a higher risk of meningococcal disease, such as first year college students living in dormitories or new military recruits living in barracks. Other persons at increased risk include household contacts of a person known to have had this disease, immunocompromised people, people without a spleen, and people traveling to parts of the world where meningococcal disease is more common. Exposure to tobacco smoke and having a concurrent upper respiratory infection also increase the risk of meningococcal disease. Infants are at highest risk, but rates decrease after infancy and then increase in adolescence and young adulthood.

### **What are the symptoms?**

Ten percent or more of people are thought to be carrying *Neisseria meningitidis* in their nose and throat without being ill, which is called “asymptomatic carriage”. Of these people, about 1% can develop illness, which may be meningitis, or a bloodstream infection called septicemia or meningococcemia. As described above, some people can carry the bacteria in their nose and throat without ever becoming ill. Signs of illness may include fever, severe headache, nausea, vomiting, and a rash. People who develop meningitis can have fever, intense headache, nausea, vomiting, stiff neck, and extreme sensitivity to light. It is important to seek care from a healthcare provider as soon as possible if these symptoms appear. Meningococcal disease has a 15% risk of death if it is not treated promptly.

### **How soon do the symptoms appear?**

The symptoms may appear two to ten days after infection, but usually within three to four days.

### **What is the treatment for meningococcal disease?**

Antibiotics, such as penicillin or a cephalosporin such as ceftriaxone, are used to treat meningococcal disease.

### **Should people who have been around a person infected with meningococcal disease receive treatment?**

When meningococcal disease occurs in one person, only the people who have had recent close contact with that person’s respiratory secretions are recommended to receive antibiotics. These include household members, intimate contacts, health care personnel performing mouth-to-mouth resuscitation, day care center playmates, etc. Such people are usually advised to obtain a prescription for a specific antibiotic (rifampin, ciprofloxacin, ceftriaxone, or azithromycin) from their physician.

The health department will contact the individuals who are recommended to receive antibiotics and advise them of options to obtain antibiotics. Casual contacts including classmates, co-workers, or those in a factory setting are not at increased risk of disease when a single person has meningococcal illness. When clusters or outbreaks occur, the health department may expand the recommendations for which groups need to receive antibiotics to prevent possible spread. Antibiotics do not protect people from future exposure to *Neisseria meningitidis*.

**Is there a vaccine to prevent meningococcal disease?**

Three types of meningococcal vaccines are available in the United States. They are effective against four of the five most common disease-causing types of meningococcal disease: A, C, Y, and W-135. An additional vaccine is now available that protects against serogroup B but is currently only licensed for people over 10 years or older at increased risk for the disease. Consult with your healthcare provider or the local health department about receiving the vaccine.

## **Enfermedad Meningocócica**

*Actualizado 1/8/2023*

### **¿Qué es la enfermedad meningocócica?**

La enfermedad meningocócica es una enfermedad causada por la bacteria *Neisseria meningitidis*, también llamada meningococo. Esta bacteria puede infectar la sangre, causando septicemia. También puede infectar las membranas que cubren el cerebro y la médula espinal, causando meningitis.

### **¿Cómo se transmite esta enfermedad?**

La enfermedad meningocócica se transmite por contacto directo con la saliva o con gotitas respiratorias de la nariz y la garganta de una persona infectada.

### **¿Quiénes están en riesgo de contraer esta enfermedad?**

Algunos grupos de personas tienen mayor riesgo de contraer la enfermedad meningocócica, como los estudiantes universitarios de primer año que viven en residencias estudiantiles o los nuevos reclutas militares que viven en barracones. Otras personas con mayor riesgo incluyen contactos domiciliarios de una persona que ha tenido esta enfermedad, personas inmunocomprometidas, personas sin bazo y personas que viajan a partes del mundo donde la enfermedad meningocócica es más común. La exposición al humo del tabaco y tener una infección respiratoria alta al mismo tiempo también aumentan el riesgo. Los bebés tienen el mayor riesgo, pero las tasas disminuyen después de la infancia y aumentan nuevamente en la adolescencia y adultez joven.

### **¿Cuáles son los síntomas?**

Se cree que el 10% o más de las personas portan *Neisseria meningitidis* en la nariz y la garganta sin estar enfermas, lo que se conoce como "portador asintomático". De estas personas, aproximadamente el 1% puede desarrollar la enfermedad, que puede ser meningitis o una infección de la sangre llamada septicemia o meningococcemia. Como se describió anteriormente, algunas personas pueden portar la bacteria sin enfermarse nunca. Los signos de enfermedad pueden incluir fiebre, dolor de cabeza intenso, náuseas, vómitos y sarpullido. Las personas que desarrollan meningitis pueden presentar fiebre, dolor de cabeza intenso, náuseas, vómitos, rigidez en el cuello y sensibilidad extrema a la luz. Es importante buscar atención médica lo antes posible si aparecen estos síntomas. La enfermedad meningocócica tiene un riesgo de muerte del 15% si no se trata de manera oportuna.

### **¿Cuánto tiempo después de la infección aparecen los síntomas?**

Los síntomas pueden aparecer entre dos y diez días después de la infección, pero usualmente dentro de tres a cuatro días.

### **¿Cuál es el tratamiento para la enfermedad meningocócica?**

Se utilizan antibióticos como la penicilina o una cefalosporina como la ceftriaxona para tratar la enfermedad meningocócica.

### **¿Deben recibir tratamiento las personas que han estado cerca de alguien infectado con enfermedad meningocócica?**

Cuando ocurre un caso de enfermedad meningocócica, solo se recomienda que reciban antibióticos las personas que hayan tenido contacto cercano reciente con las secreciones respiratorias de la persona infectada. Esto incluye a miembros del hogar, contactos íntimos, personal de salud que haya realizado resucitación boca a boca, compañeros de juego en guarderías, etc. A estas personas se les suele recomendar obtener una receta de un antibiótico específico (rifampina, ciprofloxacina, ceftriaxona o azitromicina) de su médico.

El departamento de salud se comunicará con las personas a las que se recomienda recibir antibióticos y les informará sobre las opciones para obtenerlos. Los contactos casuales, como compañeros de clase, de trabajo o de fábrica, no tienen un mayor riesgo de contraer la enfermedad cuando solo una persona ha enfermado. Cuando se presentan brotes o grupos de casos, el departamento de salud puede ampliar las recomendaciones sobre quiénes deben recibir antibióticos para prevenir la posible propagación. Los antibióticos no protegen contra exposiciones futuras a *Neisseria meningitidis*.

### **¿Existe una vacuna para prevenir la enfermedad meningocócica?**

Hay tres tipos de vacunas meningocócicas disponibles en los Estados Unidos. Son efectivas contra cuatro de los cinco tipos más comunes que causan la enfermedad: A, C, Y y W-135. También está disponible una vacuna adicional que protege contra el serogrupo B, pero actualmente solo está autorizada para personas mayores de 10 años con mayor riesgo de contraer la enfermedad. Consulte con su proveedor de salud o con el departamento de salud local sobre la posibilidad de recibir la vacuna.

Para más información, comuníquese con Prevención y Respuesta a Enfermedades Infecciosas al (405) 426-8710 o visite nuestro sitio web en [oklahoma.gov/health/InfectiousDisease](http://oklahoma.gov/health/InfectiousDisease).

**Name of Student** \_\_\_\_\_ **School Site** \_\_\_\_\_ **Grade Level** \_\_\_\_\_ **Date** \_\_\_\_\_

Suspension Start Date:  Suspension End Date:

Total Days Suspended:  Student May Return to School On:

**School Violation or Violations Resulting in Suspension**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Academic Dishonesty            | <input type="checkbox"/> Dress Code Violation                 | <input type="checkbox"/> Internet   Technology Violation |
| <input type="checkbox"/> Alcohol                        | <input type="checkbox"/> False Reporting   Lying              | <input type="checkbox"/> Medication Violation            |
| <input type="checkbox"/> Arson                          | <input type="checkbox"/> Fighting   Mutual Altercation        | <input type="checkbox"/> Obscene Behavior                |
| <input type="checkbox"/> Attendance Policy Violation    | <input type="checkbox"/> Gang-Related Behavior   Action       | <input type="checkbox"/> School Threats                  |
| <input type="checkbox"/> Bullying   Harassment          | <input type="checkbox"/> Hate Crime                           | <input type="checkbox"/> Theft   Robbery                 |
| <input type="checkbox"/> Burglary   Breaking & Entering | <input type="checkbox"/> Hazing                               | <input type="checkbox"/> Threat   Intimidation           |
| <input type="checkbox"/> Bus Incident                   | <input type="checkbox"/> Horseplay [hitting/pushing/tripping] | <input type="checkbox"/> Tobacco   Vaping                |
| <input type="checkbox"/> Cell Phone Violation           | <input type="checkbox"/> Illegal Drugs                        | <input type="checkbox"/> Vandalism                       |
| <input type="checkbox"/> Disruption of School           | <input type="checkbox"/> Inappropriate Physical Contact       | <input type="checkbox"/> Weapons Possession              |

Possession of dangerous instruments

General school violations to include but not limited to: failure to follow instructions/school rules, inappropriate language, insubordination, profanity, disruptive behavior, disorderly conduct, disrespectful behavior, defiance, & abusive language.

Incident Narrative:

**Special Services | 504 Plan**

Does this student have an IEP?  Yes\*  No      Does this student have a 504?  Yes\*  No

**If "Yes" to either question, contact the district Special Services Department at extension 1120 or at 226.7650**

**Parent/Guardian Suspension Notification**

By Phone: \_\_\_\_\_ In Person: \_\_\_\_\_ Date of Notification: \_\_\_\_\_ Time of Notification: \_\_\_\_\_

Comments:

**Conference With Parent | Guardian**

A conference IS NOT requested with parent/guardian for this suspension.

A conference IS REQUIRED with parent/guardian for this suspension.

A conference MUST BE HELD before the student may return to school.

\_\_\_\_\_ At the beginning of the suspension period  
\_\_\_\_\_ At the end of the suspension period

\_\_\_\_\_ Other

**It is the district policy that the student and/or parent(s) have the right to an appeal hearing on the suspension. Should you have any questions about the policy and its implementation, contact this office for further explanation. District policy also states that when a student is suspended, the student and parent/guardian (if the student is under 18 years of age) will be required to sign a due process and procedure statement indicating that they have heard the charges, have been given a copy of the district policy on suspension, and have been offered an explanation of their rights under law.**

\_\_\_\_\_  
Principal/Administrator in Charge

Phone: \_\_\_\_\_

**AS A REMINDER:**

**A suspended student cannot be in attendance at or participate in any school activities during the suspension period.**

**Name of Student:** \_\_\_\_\_

**Due Process & Procedure Statement**

**By Signing below, I signify:**

- ✓ I have been informed of the suspension
- ✓ I have been given a copy of the district's suspension policy [Admin Proc FD-B.1]
- ✓ I have been given information regarding my rights of appeal of suspension as shown below and included in [Admin Proc FD-B.1]

**I understand, as the parent/guardian, I may request an appeal hearing as follows:**

- For suspensions of 1-5 days, I may appeal to the principal only.
- For suspensions of 6-10 days, I have one school day from the date of suspension notification to request an appeal hearing before the Suspension Appeals Committee. The decision of the Suspension Appeals Committee is final.
- For suspensions of 11+ days, I have one school day from the date of suspension notification to request an appeal hearing before the Suspension Appeals Committee. The decision of the Suspension Appeals Committee can be appealed to the Board of Education.
- As outlined in Administrative Procedure FD-B.1, Category III: Suspension of more than 10 Days, Paragraph B; services are provided by your school through Google Classroom at the secondary level, Seesaw at the primary level or other programs deemed appropriate by the site administrator.

Date: \_\_\_\_\_ / Time: \_\_\_\_\_

\_\_\_\_\_ Student

\_\_\_\_\_ Parent/Guardian

**To schedule an appeal hearing,  
Contact Mr. Chase Henson, Hearing Officer at 580.371.6188.**

**APPEAL HEARING WAIVER**

The parent/guardian (or student if he/she is 18 years of age or older) may signify their desire to waive their right to appeal by checking the statement below and by signing on the line(s) below.

\_\_\_ I hereby state that **I do not** desire an appeal hearing and I waive the right to such hearing.

\_\_\_\_\_ Student (If 18 or over)

\_\_\_\_\_ Parent/Guardian



**Harassment/Bullying Form for Staff, Students & Parents**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_

**Student(s) Initiating Bullying/Harassment:**

Name	Grade	Class	School

**Student Affected:**

Name	Grade	Class	School

**Type of Harassment Alleged:**

Racial	Sexual	Religious	Other (Describe)
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**Check all spaces below that apply. Adult stated or identified as inappropriate behaviors as:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Name Calling<br><input type="checkbox"/> Stalking<br><input type="checkbox"/> Inappropriate Gesturing<br><input type="checkbox"/> Staring/Leering<br><input type="checkbox"/> Writing/Graffiti<br><input type="checkbox"/> Threatening<br><input type="checkbox"/> Cyberbullying | <input type="checkbox"/> Taunting/Ridiculing<br><input type="checkbox"/> Inappropriate Touching<br><input type="checkbox"/> Spitting<br><input type="checkbox"/> Demeaning Comments<br><input type="checkbox"/> Stealing<br><input type="checkbox"/> Other (List)<br><input type="checkbox"/> Other (List) | <input type="checkbox"/> Shoving/Pushing<br><input type="checkbox"/> Hitting/Kicking<br><input type="checkbox"/> Flashing a Weapon<br><input type="checkbox"/> Intimidation/Extortion<br><input type="checkbox"/> Damaging Property |
|---|--|---|

Describe the Incident: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Yes, the incident involved physical injury.       No, physical injury was not involved.

Names of witnesses and, if not students or district employees, any address or phone number if you know:  
 \_\_\_\_\_  
 \_\_\_\_\_

**Physical Evidence**

- |   |   |
|---|---|
| <input type="checkbox"/> Graffiti<br><input type="checkbox"/> Notes<br><input type="checkbox"/> Video/Audio Tape<br><input type="checkbox"/> Other (List) _____ | <input type="checkbox"/> E-Mail<br><input type="checkbox"/> Web Sites<br><input type="checkbox"/> Other (List) _____<br><input type="checkbox"/> Other (List) _____ |
|---|---|

**Staff Reporting an Incident**

Signature of Staff Member Reporting Incident: \_\_\_\_\_

Parent(s) contacted:      Date: \_\_\_\_\_      Time: \_\_\_\_\_

Administrative Response Taken

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**Parent/Student Reporting an Incident**

Signature of Student (In presence of the Investigating Officer) \_\_\_\_\_ Date \_\_\_\_\_

Signature of Investigating Officer \_\_\_\_\_ Date \_\_\_\_\_

Administrative Response Taken

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*Notice: You are cautioned that any reporting of false allegations will be considered a form of harassment and insubordination and shall be grounds for disciplinary action. You must also realize that failure to substantiate your allegations does not in and of itself indicate that you are reporting false allegations and should not be the basis of retaliation, provided you do not take the situation outside of the bounds of this procedure. Remember, you do not have a right to malign or defame without evidence the good name of another individual especially to advance your own personal interests.*



## CLEAR BAG GUIDELINES

### PROHIBITED BAGS



BACKPACK



PURSE



CLEAR  
BACKPACK



TINTED PLASTIC  
TOTE



PRINTED PATTERN  
PLASTIC BAG



OVERSIZED  
TOTE



MESH BAG



CAMERA BAG



BINOCULAR  
CASE



FANNY  
PACK

### APPROVED BAGS



CLEAR TOTE  
12" x 6" x 12"



SMALL CLEAR  
CLUTCH BAG  
4.5" x 6.5"



PLASTIC  
FREEZER BAG  
1 GALLON

ALL CARRIED ITEMS ARE SUBJECT TO SEARCH. ALL PROHIBITED ITEMS MUST BE RETURNED TO THE OWNER'S CAR OR DISCARDED.





