



Hayes Grade Center

School Handbook

2019-2020

500 South Mississippi, Ada, OK 74820

580-310-7294

Building Hours: 7:30 a.m. - 4:00 p.m.

Academic Day: 8:20 a.m. - 3:20 p.m.

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I. Introduction

The policies and procedures contained in this handbook have been carefully prepared and presented so that it will be of great value to you while your child is at Hayes Grade Center

Phone numbers:

Hayes Grade Center Office: 580-310-7294
Ada City Schools Transportation: 580-310-7359
Ada City Schools Food Service: 580-310-7210

Mailing Address:

500 S. Mississippi
Ada, OK 74820

Building Hours: Hours are 7:30-4:00. Doors will remain locked until 7:30. From 7:30-8:20 students will sit with their class in the gym. Students will be dismissed to the classroom at 8:20.

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

- II. **Attendance/ Tardiness/ Early Pick-Up:** Your child's attendance is vital to his/her academic success. If your child is sick and cannot attend school, please call the school office so we can document the reason for their absence. When your child returns, please provide a doctor's note documenting their illness.

Children who arrive after 8:30 a.m. will be counted tardy and can result in the student being counted absent for the first period of the day. If your child should arrive after 8:30 a.m., please sign them in through the office.

If you need to pick up your child before 3:20 p.m. for a scheduled appointment, please come to the office to sign them out and we will call them to the office for you. Picking your child up before 3:20 p.m. will result in an absence for the last period of the day. Absences will be documented according to our district truancy policy and state law.

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

- IV. **Secure Campus:** The staff at Hayes Grade Center is committed to a safe and secure environment for learning. **All visitors must check into the office.** Visitors will receive a nametag each time they enter the building and are required to wear that nametag the duration of their time spent at Hayes Grade Center. Students will only be able to leave the school grounds with authorized adults. (Authorized adults are specified by the parent/guardian at the time of enrollment.) Please have your identification available.

V. **Before and After School Care:** For the children of working parents, we provide a safe and secure environment before and after school. Students may not arrive or enter the building prior to 7:30. The students may enter the building through the gym doors. Latchkey will provide on site afterschool care.

VI. **Breakfast and Lunch/ Billing and Payments:** Breakfast will be served from 7:30 a.m. to 8:20 a.m. If your child does not ride the bus and plans to eat breakfast at school, please have him/her to school by 8:00 a.m. Parents are invited to eat lunch with their children (first grade, 11:45, second grade, 12:15). Please check in at the office and pay for your lunch in the cafeteria before you eat. Breakfast, lunch and after school program balances are reflected in one combined total on your child's lunch bill. Payment can be made to your child's teacher, in the Hayes Office, or online at www.adacougars.net by clicking on the E-Funds icon.

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

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

Parents of Hayes students may select one of the following options to pick up their child from school each day: STUDENTS WILL NOT BE DISMISSED FROM THE OFFICE.

- a. **Car-rider line-** Parents may drive through the circle drive on 16th Street. A sign for your car with your child's name will be provided. Those who do not have a car rider sign or you will be asked to park and enter the office with your identification.
- b. **Bus Riders-** A list of available busses and stops is provided in your Ada City Schools' handbook or you can pick up a copy of that list in the office. Your student will be assigned a bus number/stop at enrollment.
- c. **Latchkey (After school program)-**please refer to the "Before and After School" section of this handbook for information regarding this program or visit www.latchkey.us . Latchkey can also be reached at (405)236-2069.

Ada City Schools provide safe bus transportation to all students who are legally eligible to ride to and from school. Students must follow all bus rules and behave appropriately. The driver of the bus is a school official and has the same authority concerning students as teachers. Misconduct will be reported immediately to the transportation director or principal. The transportation director and building principal will determine whether or not the student is still eligible to ride the bus.

In the mornings, you may use the circle drive in front of the school to drop off your child. For your child's safety, do not drop your child off in the middle of the street or on the south side of 16th street. Wait in the circle drive, or park your vehicle along the street and walk your child to the building doors.

There are limited spaces available for guest parking at Hayes Grade Center. If you are visiting, feel free to park along the right side of the circle drive next to the side walk (only available from 9 am-2 pm), or arrive early to find a suitable parking spot along 16th Street. We urge parents to be mindful of blocking or parking in driveways of residents along 16th street and Stonewall.

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

IX. Parent/Teacher Conferences and Report Cards: Scheduled conferences will be held twice a year. Parents will be given the opportunity to select a specific time on conference day from a list provided by the teacher. Because parent/teacher communication is an important part of your child's education, parents are urged to attend both conferences each year. You are welcome to schedule a conference at any time.

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

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

X. Accident Insurance: Information pamphlets are available in the school office for those desiring accident insurance for their children attending school. Premiums are paid by the parents directly to the private insurance agency. The school does not provide accident insurance.

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

Students with contagious diseases are prohibited from being at school. A child may return to school after 24 hours without fever and without medication to reduce that fever. Students who are vomiting or have diarrhea may return to school 24 hours after symptoms have subsided. Students returning to school with dietary or physical restrictions or other health issues are required to bring written documentation provided by your family physician.

XII. Immunizations

All students entering Ada City Schools for the first time must have the following immunizations:

5-DPT

4-Polio/IPV

3-Hep B

2-Hep A

2- MMR

Chicken Pox- vaccine or documentation of illness

When a student receives immunizations or booster at any time during the school year, please send a report to the school to update their records.

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

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

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

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

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

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

XV. Parental Involvement: A parent's involvement in their child's education is essential for student success. We encourage you to

*read with your child daily

*check their Monday folder every week

*communicate with their teacher

*volunteer in their classroom

XVI. Other Important Reminders

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

All students must wear shoes. Appropriate shoes help prevent accidents on the playground and during physical education. Avoid sending your child in flip-flops. Please send your child in weather appropriate clothing. Students will have outdoor recess daily unless weather prohibits. Please send a coat for the winter months.

E. Sending gifts/balloons to school

Parents are allowed to send small gifts to school. If you should choose to send something to your child at school, it will not be delivered until after 3:00 p.m. as to not interrupt the academic day. Refrain from sending balloons or large gifts to school. Balloons will not be allowed on busses.

Beginning 2015-2016 school year, **Ada City Schools policy prohibits any deliveries on Valentine's Day.**