



Hayes Grade Center

School Handbook

2016-2017

500 South Mississippi, Ada, OK 74820

580-310-7294

Building Hours: 7:30 a.m. - 5:30 p.m.

Academic Day: 8:30 a.m. - 3:30 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. Students should not arrive before 7:30. From 7:30-8:20 students will be housed 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 3:30 p.m. Students WILL NOT be dismissed from the front office. If you need to pick up your child before 3:30 for a scheduled appointment, arrangements must be made through the office. Picking your child up before 3:30 p.m. will result in your child being counted absent the last period of the day. These absences will be documented according to our district truancy policy and state law.

II. Attendance/ Tardies/ Early Pick-Up

Attendance is very important. Please make every effort to have your child here daily from 8:30 to 3:30. We understand there are times when children must miss school. Please keep doctor appointments and other appointments during school hours to a minimum. Also, please do not pick your child up before 3:30 unless it is absolutely necessary.

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., they should stop in the office to receive a tardy slip before continuing to class. Failure to stop in the office could result in the student being counted absent for the day.

If you need to pick up your child before 3:30 p.m. for a scheduled appointment, please come to the office to sign them out and we will call them down for you. Picking your child up before 3:30 p.m. will result in your child being counted absent the last period of the day. The absences will be documented according to our district truancy policy and state law.

III. Truancy

We want to do everything possible to see that your child is successful in school. Encouraging better attendance and helping find a solution to the problem of frequent absences is part of our effort to help students gain the most of their educational experience. 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 that absence. Although the reasons for absences are documented and may be considered excused, they are still absences and count against the student's 80% attendance requirement. Continued absences and/or excessive tardiness and/or excessive leaving school early will be considered a truancy issue. In this event, a referral will be made to the Pontotoc County Truancy Court.

IV. Secure Campus

The staff at Hayes Grade Center is committed to providing your child a safe and secure environment for learning. Classroom disruptions will be kept to a minimum. (This includes phone calls to the teacher during class time.)

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. (Those adults are specified by the parent/guardian at the time of enrollment.) All children checked out before 3:30, are checked out through the office. 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. For those parents who must bring their children to school before 8:20 a.m., supervision is provided as early as 7:30. The students may enter the building through the gym doors.

We also provide after school care from 3:45-5:30 p.m. at the Ada Early Childhood Center. Appropriate behavior is expected of each student.

Both before and after school programs operate on the same schedule as Ada City Schools. No provision is made for students when school is not in session or dismissed.

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 8:15 a.m.

1st Grade Lunch: 11:45

2nd Grade Lunch: 12:15

Parents are invited to eat lunch with their children. 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 sending a note or calling the school office before 3:00 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 located on 16th street and your child will be brought to you.
- b. **Parent pick-up line**- Parents may walk up to the gym doors.
- c. **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.
- d. **S.E.A.S (After school program)**-please refer to the "Before and After School" section of this handbook for information regarding this program.

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, use the circle drive in front of the school to drop off your child. If you would like to walk your child into their classroom, please find a safe place to park (be considerate of the residential streets and driveways).

VIII. Field Trips

On occasion our students will have the opportunity to have educational experiences beyond the classroom. When these occasions arise, a permission slip signed by the parent and returned to school 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. 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 with no fever or 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 by the principal or 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 his or her classroom discipline plan. This discipline plan is made available to students and parents. 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 toward bullying which is in compliance with the policy of Ada City Schools adopted November 10, 2008. Students who engage in bullying may be placed in In-School Detention or suspended. Parents will be notified of any bullying violations.

XV. Parental Involvement

A parent's involvement in their child's schooling is essential for student success. We encourage you

- *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.

B. Invitations

Invitations are not allowed to be passed out at school unless every child in the class receives one. A list of student can be provided but address and telephone numbers will not be included.

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. All other parties must be scheduled with the teacher. 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. Standard shoes, sandals, and the like are usually appropriate, but more protection may be required in some situations (for example: PE class). Avoid sending your child in flip-flops. Please send your child in weather appropriate clothing.

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.

Beginning 2015-2016 school year, Ada City Schools policy prohibits any deliveries on Valentine's Day. This applies to all campuses and is intended to spare the feeling of those students who might not receive a gift/delivery.