



**WASHINGTON
GRADE CENTER**

**600 S. Oak Street
Ada, OK 74820
580-310-7303**

**PARENT/STUDENT
HANDBOOK
2018-2019**

**Pam Martin, Principal
Tatum Sallee, Student Services
Terri Brown, Secretary
Christina Morris, Secretary**

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Vision Statement

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

Mission Statement

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



WASHINGTON STAFF

Pam Martin	Principal
Tatum Sallee	Student Services
Terri Brown	Secretary
Christina Morris	Secretary
Doug Storts	Custodial/Maintenance
Daniel Cox	Custodial/Maintenance
Donna Hoehman	Librarian
Whitney Brend	Computer Lab Assistant
Greg Tweedy	P.E.
Kim LaValley	Art/Music
Kaylyn Ducharme	3rd Math/Science
Melinda Hubble	3rd Math/Science
Chasity Musser	3rd Math/Science
Rachel Sullivan	3rd Math/Science
Angie Foster	3rd Grade Math Lab
Kristy Brockman	3rd Reading/Social Studies
Ria Huckleby	3rd Reading/Social Studies
Craig Morris	3rd Reading/Social Studies
Maria Ruiz-Blanco	3rd Reading/Social Studies
Newakis Weber	3rd Reading Lab
Shaun Henderson	3rd Self-Contained
Kasey Davis	4th Math/Science
Colin Ducharme	4th Math/Science
Cheryl Jessepe	4th Math/Science
Stefanie Tweedy	4th Math/Science
Angie Foster	4th Grade Math Lab
Amanda Crosby	4th Reading/Social Studies
Shannon Cutler	4th Reading/Social Studies
Krista John	4th Reading/Social Studies
Katie Miller	4th Reading/Social Studies
Logan Wall	4th Reading Lab
Ben Rothrock	4th Self-Contained
Gwendolyn Watson	3rd Self-Contained
Erica Dickinson	4th Self-Contained
Glenda West	3rd/4th Self-Contained

ACCIDENT INSURANCE

Forms are available in the school office for those desiring accident insurance. Premiums are paid by parents directly to the private insurance company. The school does not provide accident insurance.

ATTENDANCE

Arriving no later than 8:15 a.m. and leaving no earlier than 3:30 p.m. is very important to each student's academic progress. Students who are absent are missing **direct instruction** from the teacher, which is difficult to make-up.

If your child must be absent, we ask that you please contact the school with your child's name and the reason for the absence. The school should be notified before 9:30 a.m. each day the absence occurs. The office number to report absences is **580-310-7303**. *Please note that absences, tardies, and leaving early all count when reporting truancies.*

Any request for make-up work must be made through your child's teacher and should be requested no later than noon. You may contact your child's teacher to request make-up work by email or by leaving a message in the office. Work to be made-up will be sent to the office before 3:00 p.m.

AVAILABILITY OF SCHOOL PERSONNEL

Teachers are available to conference with parents during their plan times by appointment. Plan times for each teacher will be noted on the schedule each teacher sends home at the beginning of school. Due to required meetings held throughout the week, teachers may not be available on their plan times every day. It is suggested that parents either arrange appointments with the teacher by email or by calling the office.

Mrs. Martin and Mrs. Sallee are available to speak with parents by appointment. From 7:30-8:30 a.m. and again during the lunch periods from 11:00-1:00, they are involved with supervision of students. If you would like to make an appointment to see either, you may call the school office at 310-7303. If you cannot meet during school hours, they will be happy to schedule a meeting before or after school hours.

BICYCLES

Children are permitted to ride bicycles to school at the discretion of parents. The school is not responsible for the safekeeping of bicycles; however, we do provide a bike rack for storage that is located on the south side of the building. Each student is responsible for bringing their own lock for security. Bicycles should be walked to and from this area. Students should not ride bicycles on the sidewalks or behind parked cars.

BIRTHDAY PARTIES, INVITATIONS, AND GIFTS

We ask that students not hand out invitations of any kind unless every child in the class receives one. Birthday parties at school are not allowed; however, a parent may, with permission from the teacher, send a small snack in celebration of their child's special day. Any "sweet" snack will have to be served after lunch due to child nutrition guidelines. Please coordinate with your child's teacher when bringing snacks.

Gifts or treats for individual students or small groups of students should not be sent to school for distribution. This often causes hurt feelings and can lead to bullying and other exclusion issues.

School parties are sponsored by homeroom volunteers. All parties are scheduled at the discretion of the teacher and party times are limited in an effort to limit disruption to our instructional day. If you would like to help with a class party, please contact your child's homeroom teacher.

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.

CARE OF SCHOOL PROPERTY

It is a student's responsibility to respect and maintain school property. If a student damages property that belongs to the school, parents will be held responsible for the repair or replacement. This includes damage to iPads, Chromebooks, and other technology devices, as well as furniture and vandalism of items in the restrooms, cafeteria, playground, and building.

CELL PHONES AND ELECTRONICS

Use of cell phones during the school day is prohibited. A student may possess a cell phone while at school, but the device **must be turned off and kept in a backpack or given to a teacher**. Phones will be confiscated when these requirements are not met and will be released to a parent at the end of the school day.

Electronic devices, such as handheld games, may be brought to school to be used during the early morning wait time from 7:30-8:00 a.m. They must be placed in a backpack at 8:00 a.m. when daily assembly begins.

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

DANGEROUS WEAPONS

Weapons of any type, including toy “look-a-likes” are banned from district property, including buses. At no time will weapons, such as knives, clubs, guns, slingshots, etc., be in a student’s possession while on school property, in school lockers, or on school buses. Weapons, pretend or otherwise, are also banned from extracurricular activities and field trips. Possession of any of these items or other items deemed dangerous may result in suspension.

DISMISSAL PROCEDURES

CAR RIDERS AND WALKERS

1. Car riders and walkers are dismissed each day at 3:30 p.m. Third grade students can be picked up on the south side of the building on 17th St. Fourth grade students can be picked up on the north side of the building on 16th St. Students who are walkers will be dismissed on the side of the building corresponding with their grade level.
2. **Parents picking up car riders should display the card provided by the school, with their child’s name on it, on the dashboard of their car when they pick up each day.** This helps those calling for students to have them ready when parents reach the loading zone. If you need additional cards for other people authorized to pick up your child, please notify the office.
3. Students who are car riders are given a dismissal card with the names of all persons authorized to pick them up. Students WILL NOT be released to anyone not on this card. Should an emergency arise and you wish to designate someone not on the card to pick up your child, please send a note to the OFFICE naming the person who will be picking up your child. Please be aware this person may be required to show identification when picking up your child. If you choose to call the office to designate a change in who will be picking up your child, please be aware that you may be asked to provide identifying information to substantiate your identity.

BUS RIDERS

1. Bus riders will be called to the gym at 3:35 each afternoon. Students will line up in the gym according to bus numbers and will be loaded onto buses at the front of the school as they arrive.
2. Students will wear labels listing their bus stop on the first 3-5 days of school. Please be aware that buses do NOT stop at specific addresses bus stop only at designated intersections. When you are enrolling your child, please be sure to select the bus stop closest to your actual address. **IF YOU MOVE AT ANY POINT DURING THE YEAR, IT IS YOUR RESPONSIBILITY TO PROVIDE YOUR NEW ADDRESS SO WE CAN BE SURE YOUR CHILD IS PLACED ON THE CORRECT BUS.**
3. If you wish your child to ride a different bus for any reason, you will need to send a note to the OFFICE stating which bus your child is to ride and to what address/bus stop.
4. Students riding buses must follow district guidelines concerning appropriate behavior on the bus. A copy of this policy is provided in the enrollment packet. Violations of these rules can result in the loss of bus privileges.

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

OTHER TRANSPORTATION POLICIES

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

FIELD TRIPS

During the school year educational field trips may be taken as a part of the curriculum. It is necessary for each child to have a signed permission slip in order to participate in out-of-town field trips. Trips within Ada made during the school day may not require a permission slip. Students are to be transported to and from field trips by school bus or school vehicle and are not to ride in a private vehicle unless arrangements have been made ahead of time and approved by Mrs. Martin. All rules regarding appropriate bus conduct must be followed.

GRADING/STUDENT FOLDERS

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

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

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

Parents may access student's grades through the online Gradebook portal located at the bottom of the district website's homepage. Access information for each student is sent home in early September.

HOMEWORK

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

Children in the 3rd and 4th grade should spend no more than 30 minutes each evening on homework. If you notice your child consistently spending more than 30 minutes each evening on homework, please communicate with your child's teacher to determine why your child is having more than the normal amount of homework. It may be that your child is not using class time wisely or needs additional help understanding a concept.

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

ILLNESS/MEDICATION

Students who become ill during the day should first tell their teacher and, if necessary, the teacher will send the child to the office for follow-up. If the child has a fever or the office feels the child is not able to stay at school, they will contact parents. It is VERY IMPORTANT that students tell their teacher if they are injured at school!

IN THE EVENT YOUR CHILD IS INJURED OR BECOMES ILL AT SCHOOL, IT IS IMPERATIVE THAT WE HAVE A WORKING TELEPHONE NUMBER FOR PARENTS AND THE CHILD'S LOCAL EMERGENCY CONTACT. IF WE CANNOT REACH A PARENT OF EMERGENCY CONTACT, OUR ONLY RECOURSE IS TO CONTACT THE POLICE OR SOCIAL SERVICES.

PRESCRIPTION MEDICATIONS

In order for a child to be administered prescription medication at school, we must have on file an "Authorization to Administer Prescription Medication" form that **must** be signed by the **parent AND the doctor**. These forms can be obtained from the school office. After we have received the completed, signed form, the medication may be brought to school in the **original container with the pharmacy label** that includes the child's name, dosage, and time medication is to be administered to the child. The dosage we give must match the instructions on the medication label. Inhalers are considered prescription medication and fall under these guidelines.

NON-PRESCRIPTION MEDICATIONS

Non-prescription medications should be brought to the school in their original containers with written directions from the parent that lists the child's name, name of medication, dosage, and time medication is to be given. Under no circumstance should medication of any kind be sent to school with a child. This rule is for the safety of ALL students!



SHOULD I KEEP MY CHILD HOME FROM SCHOOL?

Chicken Pox - YES. Children with uncomplicated chicken pox may return to school on the sixth day after onset of rash OR when the spots are dried and crusted, whichever is longer.

Cold - NO. If your child has mild symptoms such as stuffy nose with clear drainage, sneezing, and/or mild cough, they may attend school if they feel like participating in school activities. If they have a fever with the cold, they should be kept home.

Conjunctivitis (Pink Eye) - YES. Students may return to school 24 hours after treatment is started.

Diarrhea - YES. Students should be kept home for 24 hours after the last episode of diarrhea WITHOUT the use of medication.

Fever - YES. Students should stay home if their temperature is 100 degrees or more. Keep students home until fever-free for 24 hours WITHOUT the use of fever controlling medication.

Fifth's Disease - NO. By the time the rash appears, children are no longer contagious and do not need to stay home.

Head Lice - YES. Students may return after their hair has been treated and they are nit free. Students need to bring proof of treatment (note from doctor or health department) before being allowed back to school.

Impetigo - YES. Students may return to school 24 hours after treatment starts. Sores should be covered when student returns to school.

Poison Ivy - NO. Poison ivy is not contagious. Open lesions should be covered when student is at school.

Ringworm - No. Student may come to school as long as the area is treated and is covered when the student is at school.

Strep Throat - YES. Student may return to school 24 hours after treatment has been started and fever is no longer present.

Vomiting - YES. Student should be kept home for 24 hours after the last episode of vomiting WITHOUT the use of medication.

For the protection of students and employees, your child will be sent home if any of the conditions that are contagious are found or suspected during the school day.

LIBRARY

Students have the opportunity to use the library regularly both for checkout and research. Students with late books may not continue to checkout books from the library until the overdue books are returned. Checkout privileges suspended due to lost or damaged books will only be reinstated after payment is received for the lost/damaged items. If you have questions about the library, please contact our librarian, Ms. Hoehman, at 310-7309.

LOST AND FOUND

The school maintains a lost and found bin, which is located in the breezeway outside the cafeteria. Students are encouraged to turn in items they have found. **Parents are asked to please mark/write their child's name on ALL personal items brought to school, including lunch boxes, jackets, etc.** The school is not responsible for lost items. Twice a year, following winter break and after school is out in May, items not claimed are donated to charity.

MONEY AND VALUABLES

Students are cautioned about bringing money to school. It is helpful to send money or checks for lunches and other items in an envelope clearly labeled with the child's name, homeroom teacher's name, and the purpose of the money. We discourage students from bringing valuable items to school that may be lost or stolen. If your child chooses to bring money or valuable items from home, please understand that we cannot be responsible for these items.

PARENT CONTACT INFORMATION

When enrolling students at Washington, parents are required to provide their contact information as well as a local emergency contact. It is the parent's responsibility to provide updated information as needed. If an emergency or other serious situation arises that requires a parent and we cannot reach you or an emergency contact, please understand that we have no alternative than to notify social services and the Ada Police Department. **Keeping contact information current is important!**

PARENT TEACHER ORGANIZATION (PTO)

The PTO is a vital part of our school. In order for it to serve both the community and the school, it must have active members. Parents are encouraged to become members. Membership is free and meetings are scheduled throughout the year to discuss current issues. The PTO also sponsors activities throughout the year to help raise money for the school. A flyer providing information about the PTO will be sent home in September.

PARENT VOLUNTEERS

We encourage parents to become involved in school; there are many fun ways to do that! If you would like to volunteer on a regular basis, in the office, for popcorn, with a specific teacher, or in the library, please contact your child's teacher or a PTO representative. We also have many projects throughout the year that you can be on-call to help with. Teachers also need volunteers to help with parties, field trips, and class projects.

PLAYGROUND BEHAVIOR

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

Playground Expectations

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

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

REPORTING TO PARENTS ON STUDENT PROGRESS

Report cards are done by semesters and not by nine-weeks. Student progress is reported in October and report cards are sent home in January and May.. Parents may check student progress at any point through the online Gradebook. Parent-teacher conferences are scheduled in the fall and in the spring; however, parents may schedule conferences with teachers at any point during the year.

Parents are urged to take advantage of opportunities to communicate with their child's teachers. This can be done through phone calls, emails, notes, or through scheduled

meetings. To arrange a meeting with your child's teacher, you may call the school at 310-7303 or email the teacher directly. Many of our teachers also use communication apps such as Bloomz to facilitate communications with parents! We also have a Facebook page (Washington Elementary School) where we post important or upcoming events of interest to parents and students. Please find us and like our page!

REQUESTING TEACHERS

Ada City School discourages acceptance of parent requests for teachers. If you have specific concerns about your child's classroom placement, you may speak with the counselor or the principal during enrollment. We try to consider all concerns and work to do what is in the best interest of all of our students, teachers, and parents.

SCHOOL DRESS CODE

We do not want grooming and dress at school to distract or interfere with the education of students. It is hoped that parents and students will use judgment and good taste in complying with our minimal requirements. If you have any questions about the dress code, please contact the principal at 310-7303.

- 1) Wear appropriate footwear at all times. Flipflops and sandals can be dangerous if worn during some P.E. and playground activities.
- 2) No hats, caps, sunglasses, stocking caps, or bandanas in the classroom.
- 3) No tops or clothing that are too tight, too short, too sheer, or that expose too much skin. No sagging pants.
- 4) No clothing or accessories with offensive or suggestive slogans or logos.

SCHOOL HOURS

7:30	Building opens for the day
8:10	Students are dismissed to class
8:30	Instructional day begins (student arriving after 8:30 are tardy)
3:30	Walkers and car riders are dismissed
3:35	Bus students are dismissed to the gym

Note: Students are not allowed to enter the building before 7:30 a.m. Staff members on duty are not expected to report before this time and may not open the building before 7:30 a.m. Students who are dropped off or walk to school and arrive before this time will be unsupervised.

SCHOOL LUNCH PROGRAM

Each student has a meal account that he/she may use at any time for breakfast or lunch. Parents may prepay for meals to be purchased through this account. Payment for school meals may be made with cash/check in the school office or online at www.adacougars.net.

SCHOOL RULES

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

- 1) When responding to an adult, answer by saying, "Yes/No, ma'am" or "Yes/No, sir".
- 2) Make eye contact when someone is speaking and give them your full attention, listening with your whole self.
- 3) When in the hall or line, walk single file, facing forward, with hands to yourself and no talking.
- 4) Treat others as you wish to be treated.
- 5) Be responsible and clean up after yourself at all times.
- 6) Be prepared.
- 7) Always be HONEST!
- 8) Demonstrate good manners by saying please, thank you, excuse me, and allowing others to go first.
- 9) Accept that you are going to make mistakes. Learn from them and keep going!
- 10) BE THE BEST LEADER YOU CAN BE!

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

SCHOOL VISITOR POLICY

It is the policy of Washington Grade Center that all visitors should enter the building through the *front entrance* and obtain a visitor's pass from the office. Parents are requested not to send or allow siblings, relatives or friends to visit students at school.

Classroom teachers welcome parent visitors but arrangements should be made in advance to minimize disruption of instructional time. You are always welcome to join your child for lunch!

SEVERE WEATHER - SCHOOL CLOSING

In the case of severe weather, the official announcement for school closings will be broadcast over local radio and TV stations. Please listen to these stations and do not call the school. If you have listed your phone number with the school, you should receive a notification text/call from the district's School Messenger system.

STUDENT CONDUCT ON SCHOOL BUSES

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

Students who break bus rules will receive a written warning for first and second offenses and may be assigned to a specific seat on the bus if behavior warrants. If problems persist, bus riders may lose their riding privileges for a designated amount of time to be determined by the Transportation Director, Gary McNutt. He may be reached at 580-310-7359.

Student must have a note from their parents if they are not to ride their assigned bus home. Please resolve after-school plans with your child before he/she leaves in the morning.

Please see the Bus Conduct form in the enrollment packet for more information about behavior expectations for bus riders.

STUDENT DISCIPLINE/SUSPENSION

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

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

Strong parent/teacher relationships are encouraged. If a child's behavior is interfering with the educational process, the appropriate teacher, counselor, or principal will contact

the parent. Parents are encouraged to contact the school if they become aware of behaviors that need to be addressed, as well.

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

STUDENT INFORMATION CARDS

Important information concerning your child is kept in school records. This information includes items such as emergency numbers/contacts and medical information. One of the most important uses of this information is to contact a parent when a child is ill, injured, or has a problem at school. Please be sure to keep this information current and report ANY changes to the school office as soon as possible.

A child CANNOT be released to anyone who is not listed on this card.

In the event of an emergency, if we can't reach a parent or emergency contact, we will contact social services and the Ada Police Department. It is VERY IMPORTANT for this reason that we always have a working phone number for the parents/guardians of all students.

SCHOOL DISTRICT TELEPHONE NUMBERS

Superintendent/Board Office	310-7200
Ada Early Childhood Center (PK-K)	310-7283
Hayes Grade Center (1st/2nd)	310-7294
Washington Grade Center (3rd/4th)	310-7303
Willard Grade Center (5th/6th)	310-7250
Ada Junior High (7th-9th)	310-7260
Ada High School (10th-12th)	310-7220
ILO (Gifted/Talented Program)	310-7323
Food Service/Student Lunch Information	310-7210
Transportation/Bus Information	310-7359
Special Services	310-7242

TARDINESS

Students are tardy if they are not in their classrooms by 8:30 a.m. Direct instruction begins at this time and students who are tardy miss some direct instruction, which can have a negative impact on student achievement. Tardies are reported on student records and, when excessive, can result in a truancy referral.

TEXTBOOKS

Teachers will distribute textbooks during the first few days of school. At the end of the year, all textbooks will need to be returned to the teacher. Parents are responsible for lost or damaged textbooks and lost or damaged library books.

TRUANCY

Pontotoc County has established a Truancy Court to address concerns related to excessive tardiness and absenteeism of students. Referring a parent to Truancy Court is not something we want to do; however, having students at school to receive direct instruction from the teacher is extremely important and students who habitually miss all or part of the school day are at risk for lowered achievement. We want to provide your child the best education possible and daily direct instruction from the teacher is part of this. If your child is late, leaves early or is absent, they are missing important direct instruction.

If your child is not able to attend school, please be sure to notify the school office as soon as possible EACH morning your child is out. The number for reporting absence is 580-310-7303.

“Ada City Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person has been designated to handle inquiries regarding nondiscrimination policies:

Contact: Director of Federal Programs
 324 W. 20th Street
 Ada, Oklahoma 74820
 (580) 310-7200