

PARENT AND STUDENT INFORMATION

WASHINGTON GRADE CENTER

**600 S. Oak Street
Ada, OK 74820**

(580) 310-7303

Tatum Sallee, Principal

Updated August 2021

VISION STATEMENT

At Washington Grade Center we strive 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.

SCHOOL HOURS

7:45 a.m.	Building opens for the day
8:30 a.m.	Instructional day begins (students arriving after 8:30 are tardy)
3:30 p.m.	Student Dismissal

Students are not allowed to enter the building before 7:45 a.m. Staff members on duty are not expected to report before this time and may not open the building before 7:45 a.m. Students who are dropped off or walk to school and arrive before this time will be unsupervised.

LEADER IN ME

Washington Grade Center is a proud Leader In Me school. We implement the 7 Habits of Happy Kids.

- Habit # 1- Be Proactive
 - Habit #2- Begin with an End in Mind
 - Habit #3- Put First Things First
 - Habit #4- Think Win-Win
 - Habit #5- Seek First to Understand, Then to be Understood
 - Habit #6- Serengize
 - Habit #7- Sharpen the Saw
- FIND YOUR VOICE!

RETURN TO LEARN AND REOPEN SCHOOL PLAN

Washington Grade Center will adhere to all the policies and procedures outlined in the “Ada City Schools Return to Learn and Reopen School Plan.” It can be accessed on the district website at www.adacougars.net or a paper copy can be provide upon request at the school office.

GRADING/STUDENT FOLDERS

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

Grading scales used for core subjects (reading, math, 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 at any time through the online Gradebook portal located on the district's website homepage, under “Quick Links.”

DISMISSAL PROCEDURES

Car Riders and Walkers

1. Car riders and walkers are dismissed each day at 3:30 p.m. Third grade students are picked up on the south side of the building on 17th St. Fourth grade students are 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.
4. Students will not be allowed to be picked up by walking up to the dismissal door. You must remain in your car in the pick up car line.

Bus Riders

1. Bus riders will be dismissed as their bus arrives at school.
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, but stop only at designated intersections. When you are enrolling your child, please be sure to select the bus stop closest to your actual address. **IF YOU MOVE AT ANY POINT DURING THE YEAR, IT IS YOUR RESPONSIBILITY TO PROVIDE YOUR NEW ADDRESS SO WE CAN BE SURE YOUR CHILD IS PLACED ON THE CORRECT BUS.**
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 the bus 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 2:00 p.m.** to allow us ample time to notify your student and his/her teacher.
3. Students will not be allowed to call home during the day to ask to go home with other students. These types of plans need to be made prior to the start of the school day.
4. Students will not be allowed to leave school with anyone not specifically listed by name on the student's enrollment form. This is for your child's safety!

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. Students who habitually miss all or part of the school day are at risk for lowered achievement. We want to provide your child with the best education possible and daily direct instruction from the teacher is part of this. If your child is late, leaves early or is absent, they are missing important direct instruction.

If your child is not able to attend school, please be sure to notify the school office as soon as possible **EACH** morning your child is absent. The number of reporting absences is (580) 310-7303.

TARDINESS

Students are tardy if they are not in their classrooms by 8:30 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 students records and excessive tardies can result in a truancy referral.

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 your child's Monday Folder at the beginning of the school year.

SCHOOL LUNCH PROGRAM

Each student has a meal account that he/she may use at any time for breakfast or lunch. All meals this year will be free of charge to students.

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 are not responsible for these items.

LOST AND FOUND

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

CLASS PARTIES, INVITATIONS AND GIFTS

We ask students to not hand out invitations of any kind unless every child in the class receives one.

Gifts or treats for individual students or small groups of students is not allowed. This often causes hurt feelings and can lead to bullying and other exclusion issues.

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

SCHOOL DISTRICT TELEPHONES 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/8th/9th)	310-7260
Ada High School (10th/11th/12th)	310-7220
GATES (Gifted and Talented Program)	310-7323
Food Service/ Student Lunch Information	310-7210
Transportation/ Bus Information	310-7359
Special Services	310-7242

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