



Hayes Grade Center
School Handbook
2022-2023

500 South Mississippi, Ada, OK 74820
580-310-7294

Building Hours: 7:45 a.m. - 4:00 p.m.
Academic Day: 8:30 a.m. - 3:20 p.m.

Ada City Schools Transportation: 580-310-7359
Ada City Schools Food Service: 580-310-7210

Building Hours: Hours are 7:45-4:00. Doors will remain locked until 7:45. Students arriving prior to 7:45 will place their belongings in the hallway by their classroom door. Students will then either go to the cafeteria for breakfast or go to their playground (weather permitting). Parents will be allowed to escort their student to the classroom. Please park on a side street and reserve the circle drive for drop-off. Beginning at 7:45, all students must enter the front doors on 16th Street

Before/After School: Should you need childcare before or after school, LatchKey is available from 6:30 a.m.-7:45 a.m. and 4:00 p.m.-6:00 p.m. Latchkey's entrance is located on 15th Street for drop off and pick up.

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

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.

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.

Visitors: Visitors must report to the office, sign-in and wear a visitor's badge.

Secure Campus: The staff at Hayes Grade Center is committed to a safe and secure environment for learning. 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.

Breakfast and Lunch/ Billing and Payments: Breakfast will be served from 7:45 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. Food service payments can be made in the office or online.

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

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.** Any changes made to the list of those authorized to pick up your child must be requested in person. 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-**

First Grade: Parents may enter parent pick up by driving east on 14th, south on Francis and west on 16th. Parents must remain in their car and 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.

Second Grade: Parents may enter parent pick up by driving east on 14th, south and Francis and west on 15th. Parents must remain in their car and 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.

Field Trips: Update: Due to COVID-19, field trips will be planned tentatively. On occasion our students will have the opportunity to have educational experiences beyond the classroom. When these occasions arise, written permission by a 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.

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)

Protocols for Health and Wellness : 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.

Communication: Communication with the Ada City Schools will be in various forms. District wide school messenger, social media and district website (adacougars.net) will provide information to parents on district news and Hayes specific news. Teachers will communicate by Monday folders, weekly newsletters, google classroom and remind/dojo.

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 with written consent and the medication is provided to the office. All medications will be kept in a secure locked area in the school.

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.

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

Technology

Each student will be assigned a device that will be left at school. Teachers will be integrating technology with the device during the school day. In the event of distance learning, students will take the device home.

Parent(s)/Guardian(s) will ensure that the school device assigned to their student will be used for school purposes only and will remain damaged free. If the device becomes damaged, parent(s)/guardian(s) will report it to the teacher(s) immediately.

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. Due to COVID 19, parent participation in parties will be determined by the district's overall health and wellness.
- 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.

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PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual's moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, sessions, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

- (A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
- (B) Identify the dates the alleged discriminatory act occurred;
- (C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
- (D) Include relevant information that would enable a public school to investigate the alleged violation; and
- (E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Bryan Harwell as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at 580-310-7215 and via email to harwellb@adapss.com. This contact information shall also be accessible on the school district's website.

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Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a

PROHIBITION OF RACE AND SEX DISCRIMINATION (Cont.)

claim. Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

LEGAL REFERENCE: **70 O.S. § 24-158**
State Accreditation Standard 210:10-1-23

**A policy on this issue is required by the
Standards of Accreditation for Oklahoma Schools
Effective July of 2021**

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**PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM
AND COMPLAINT PROCESS
COMPLAINT FORM**

TO: _____,
This must be submitted in writing either in person or via email.

On the ____ day of _____, 20____, _____(Name of Employee) violated 70 O.S. § 24-157(B) by requiring or making a part of a course taught by the school district the following discriminatory principle:

- (1) One race or sex is inherently superior to another race or sex,
- (2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
- (3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- (4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- (5) An individual’s moral character is necessarily determined by his or her race or sex,
- (6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- (7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- (8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Please circle the item above that was violated. An explanation of the alleged violation, how the above item was violated, and relevant information to enable the district to investigate the alleged discriminatory conduct includes, but is not limited to:

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PROHIBITION OF RACE AND SEX DISCRIMINATION (Cont.)

The district may interview the following individuals:

I, _____, attest that the information that I have provided above is correct and accurate.

Complainant

NOTE: This form is optional the district is certainly free to require a different document in its place.