



Hayes Grade Center  
School Handbook  
2023-2024

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 students to the classroom. Please park on a side street and reserve the circle drive for drop-off. 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 beginning at 7:45 a.m. There are four lunch periods. Please ask your child's teacher or call the office for your student's lunch time. 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 such on the enrollment form. If you must change after school transportation plans, please call 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 14<sup>th</sup>, south on Francis and west on 16<sup>th</sup>. Parents must remain in their car and drive through the circle drive on 16<sup>th</sup> 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 14<sup>th</sup>, south and Francis and west on 15<sup>th</sup>. Parents must remain in their car and drive through the circle drive on 16<sup>th</sup> 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 buses 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](http://www.latchkey.us). Latchkey can also be reached at (405)236-2069.

**Field Trips:** 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 assistant principal 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.
- 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 the weather prohibits. Please send a coat for the winter months.