

PARENT AND STUDENT HANDBOOK

WASHINGTON GRADE CENTER

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

(580) 310-7303

Randi Wilkins, Principal

Updated June 2023

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 are not permitted to be dropped off earlier than 7:45 a.m. because there is no supervision.

SCHOOL EXPECTATIONS

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.

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.

Students should follow classroom rules and procedures established by the teacher and school. Every effort will be made to ensure that students' needs are met.

Students are allowed to bring a closed top water bottle to school daily but filled with WATER ONLY.

NO TOYS OR FIDGETS will be allowed to be brought from home. If fidgets are needed, they will be provided or authorized by the school.

All students must bring a backpack daily to school. If you are in need of a backpack, please let the office know and we will do our best to help out.

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 provided upon request at the school office.

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 the PE teacher.
6. Wear shoes at all times.
7. Address 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!

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.

SCHOOL DRESS CODE

We do not want grooming and dress at school to distract or interfere with the education of students. It is our hope 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.

1. Wear appropriate footwear at all times. Flip Flops and sandals can be dangerous if worn during 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.

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 through the Wengage Online Gradebook portal located at the bottom of the district's website's homepage. Please contact the school office should you have any questions on how to access the Wengage Online Gradebook.

HOMEWORK

Homework is an important part of a child's education. 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 ensure they return them 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 and 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 as they are aware and can provide additional help.

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 the classroom, disciplinary writing assignments, recess detention, 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 oneself or others, and theft.

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 Street. Fourth grade students are picked up on the north side of the building on 16th Street. 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 or contact the school office for guidance on the correct bus and 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!

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 the 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 the 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. The Transportation Director may be reached at (580) 310-7359.

Students 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.

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.

REPORTING TO PARENTS ON STUDENT PROGRESS

Report cards are completed by semesters. Student progress is reported in October and March and report cards are sent home in January and May. Parents may check student progress at any point through the Wengage 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, Classtag, emails, notes, or through scheduled meetings. To arrange a meeting with your child's teacher, you may call the school or email the teacher directly. Our teachers also use a communication app called Classtag 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 email Washington

Grade Center Principal, Randi Wilkins, wilkinsr@adapss.com. We try to consider all concerns and work to do what is in the best interest of all of our students, teachers, and parents.

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 school Health Aide/Nurse for follow-up. If the child has a fever or the Health Aide/Nurse feels the child is not able to stay at school, parents will be contacted. 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 OR 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 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 to be administered to the child. The dosage we give must match the instructions on the medication label. Inhalers and EpiPens are considered prescription medication and fall under these guidelines.

NON-PRESCRIPTION MEDICATIONS

In order for a child to be administered non-prescription medication at school, we must have an "Authorization to Administer Non-Prescription Medication" form completed and signed by the parent. 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 the time medication is to be given. Under no circumstance should medication of any kind be sent to school with a child. This is for the safety of ALL students.

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 or check in the school office or online at www.adacougars.net.

SCHOOL VISITOR POLICY

It is the policy of Washington Grade Center that all visitors enter the building through the front entrance and obtain a visitor's pass from the office. School visitors will be restricted to only those visits that are necessary for educational or safety matters related to our students.

SEVERE WEATHER- SCHOOL CLOSING

In the event 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.

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.

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

ADA CITY SCHOOLS DISTRICT POLICY

CELL PHONES - WIRELESS TELECOMMUNICATION DEVICES

[Policy FNG](#) - revised 5/13/19

It is the policy of the Board of Education that a student may possess a wireless telecommunications device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon prior

written consent of both the student's parent or guardian, and the superintendent or the superintendent's designee.

Upon reasonable suspicion, the superintendent, principal, teacher, or security personnel shall have the authority to detain and search, or authorize the search of, any student or property in the possession of the student for unauthorized wireless telecommunication devices.

Students found to be using any wireless telecommunications device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Students violating this rule will be disallowed from carrying any wireless telecommunication device following the incident unless a bona fide health emergency exists.

Students found to be in possession of or using a wireless telecommunications device in violation of the rules shall be subject to disciplinary action under the student discipline policy, including, but not limited to confiscation of the device pending parent/guardian conference, detention, or suspension. Punishment for violation will be determined by the administration on a case-by-case basis. Where appropriate, police authorities may be contacted.

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.

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.

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.

LIBRARY

Students have the opportunity to use the library regularly both for checkout and research. Students with late books may not continue to check out 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 the school librarian.

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.

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 their student information form.

In the event of an emergency, if we cannot 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.

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 are not allowed. This often causes hurt feelings and can lead to bullying and other exclusion issues.

School parties will be scheduled and communicated by the classroom teacher. Please contact the classroom teacher to schedule an opportunity to send birthday cupcakes/cake for a student's birthday.

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.

FIELD TRIPS

During the school year, educational field trips may be taken as 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 the principal. All rules regarding appropriate bus conduct must be followed.

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

Cougars are:

Responsible

Respectful

Caring

Safe

	BUS	CAFETERIA	CLASSROOM	HALLWAY	PLAYGROUND	RESTROOM
RESPONSIBLE	*Be on time *Keep track of your belongings. * Place trash in the trash can	*Be prepared. *Eat your meal first. *Place trash in the trash can.	*Be on time . *Be prepared for class *Complete work. *Stay on task.	*Go directly where you need to be.*Place Trash in the trash can	*Keep track of your belongings. *Place trash in the trash can.	*Place trash in the trash can.
RESPECTFUL	*Follow directions the first time. *Respect voice level	*Be a good listener.*Stay with your choice.*Follow directions the first time.*Respect voice level	*Be a good listener.*Be truthful.*Follow directions the first time.*Respect voice level.	*Greet others silently.*Stay in your own space.*Respect voice levels.	*Use kind words and actions,*Line up when the whistle is blown.	*Wait your turn. *Voice Level o
CARING	*Help others. *Speak kindly. *Use good manners.	*Help others,*Speak kindly.*Use good manners	*Help others.*Speak kindly*Use good manners.	*Enjoy the artwork, look with your eyes only.	*Invite others to play.*Take care of equipment and nature.*Take turns and share	*Give others privacy.
SAFE	*Keep hands and feet to yourself. *Stay in your seat. *Store food and drink	*Keep hands and feet to yourself. *Use utensils correctly. *Walk	*Keep hands and feet to yourself. *Use classroom materials correctly.*Walk	*Face Forward. *Follow the arrows.*Keep hands and feet to yourself.*Walk	*Keep hands and feet to yourself.*Use equipment correctly*Keep rocks on the ground.	*Keep hands to yourself. *Keep feet on the floor. *Use facilities correctly. *Walk, go, flush, wash.