

Site Information

Ada Redbud Elementary

**16220 CR 1560
Ada, OK 74820**

(580) 310-7303

**Brad Lewis, Principal
Teresa Neeley, Vice Principal**

Updated June 2026

SCHOOL HOURS

7:45 a.m.	Building opens for the day
8:15 a.m.	Instructional day begins (students arriving after 8:15 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

Ada Redbud Elementary 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.

Ada Redbud Elementary 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!

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.

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 to 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, science) are:

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

*****Social Studies is a pass or fail subject.

Parents may access student's grades through the Sylogist 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 Sylogist 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.

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 may 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 asked 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, Behavior Communication Form sent home, individual and group conferences, time- out in the classroom, Lunch 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.

ISD - IN SCHOOL DETENTION

ISD is assigned to students as an office consequence. Parents /Guardians will be contacted for In School Detention referrals. Isd is held by the ISD teacher in the library or in the main office. Students will be taken to lunch separate from the rest of the student body and will take breaks separately from the rest of the student body. Students will complete the same class work as the rest of their class in the regular classroom. Students are responsible to turn in all class work completed to the teacher the day after their release from ISD. Students who disrupt the ISD room in any way will be assigned extra day(s) or be suspended out of school.

Some examples of poor behavior that may result in ISD or suspension include bullying, physical or verbal abuse, threats, 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.

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.

DISMISSAL PROCEDURES

Car Riders and Walkers

1. Car riders and walkers are dismissed each day at 3:30 p.m. Third and fourth grade students are picked up on the West side of the building. Parents picking up car riders should display the card, provided by the school, with their child's name on it, on the rear view mirror 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.
2. 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 dismissed as their bus arrives at school.
2. Busses are picked up in front of the school starting at 3:30.
3. 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.

4. 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.

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

Chicksaw Nation 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 8:15 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 Ada Redbud Elementary, 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

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 Sylogist 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 (Ada Redbud Elementary) 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 Ada Redbud Elementary Principal, Brad Lewis, brad.lewis@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.

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 website. 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 VISITOR POLICY

It is the policy of Ada Redbud Elementary 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 telecommunication device (watch or phone) while at school, but the device must be turned off and kept in a backpack or given to a teacher. Telecommunication devices 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.

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. 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. 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. 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
Ada Redbud Elementary (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 these 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:

Cougars are:

	<u>Responsible</u>	<u>Respectful</u>	<u>Caring</u>	<u>Safe</u>		
	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.

