



Hayes Grade Center School Handbook 2025-2026

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

Building Hours: 7:45 a.m. – 4:00 p.m.

Academic Day: 8:15 a.m. – 3:20 p.m.

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

Hayes is committed to promoting student success by delivering high-quality education and fostering strong partnerships between families and school. We aim to build a solid foundation that nurtures and develops leadership skills in every student.

School Creed

You Believe in Me and I Believe in You
We Will Do Our Best to be Our Best
We Will Apply the 7 Habits to Build Integrity and Character
We will . . .
Be Proactive
Begin With the End in Mind
Put First Things First
Think Win-Win Seek
First to Understand, Then to be Understood
Synergize
Sharpen the Saw
We Will Learn Today and Lead Tomorrow
WE ARE ADA COUGARS!

Building Hours: Hours are 7:45-4:00. Doors will remain locked until 7:45. Students arriving will place their belongings in the hallway by their classroom door. Students will go either to the cafeteria for breakfast or go to the playground (weather permitting). In the event of inclement weather, students will go to the gym. Parents may walk their student(s) to the classroom to drop off their belongings. Please park on a side street to keep the circle driveway clear for students being dropped off in a vehicle. 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 Stonewall Street for drop off and pick up. For more information call 405-236-2069 or email questions@latchkey.us

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 plays a crucial role in their academic success. If your child is unable to attend school due to illness, kindly inform the school office so we can record the reason for their absence. Upon their return, please provide a doctor's note verifying their illness.

Children arriving after 8:35 a.m. will be marked as tardy, which may lead to being recorded as absent for the first period. If your child arrives after this time, please ensure they are signed in at the office.

If you need to pick up your child before 3:20 p.m. for an appointment, please come to the office to sign them out, and we will call them to the office for you. Early pickups before 3:20 p.m. will be marked as an early departure for the final period of the day. Absences will be recorded in accordance with our district's truancy policy and state regulations.

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 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.

Secure Campus: 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.

Visitors: Visitors must report to the office, provide state identification to be processed through Identi-A-Kid. Visitors will be issued a badge to wear while in the building.

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 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 as indicated at enrollment. 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 email or text your child's teacher transportation changes. **All transportation changes MUST go through the office.**

Parents/Guardians of Hayes students may select one of the following options for after school transportation.

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 west on 15th. Make a left turn on Stonewall. The pick up lane is the lane closest to the building. A sign for your car with your child's name will be provided. Those who do not have a car rider sign will be asked to present 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 . Latchkey can also be reached at (405)236-2069.

Field Trips: 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: Conferences are held twice a year in the fall and spring. Effective communication between parents and teachers play a key role in your child's education. Parents are encouraged to attend both conferences annually. Parents can select a time from a list provided by the teacher to schedule a slot on conference day. Additionally, you are welcome to schedule a conference at any time during the year.

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. Teachers will communicate through the district approved digital platform School Status, Google Classroom, Monday folders, and weekly newsletters.

Cell Phone Policy: Oklahoma introduced a new statewide policy that limits student use of personal electronic devices in public schools.

On May 5, 2025, Governor Kevin Stitt signed Senate Bill 139 into law, which establishes a "bell-to-bell" ban for the 2025–2026 school year. **Under this policy, students are not allowed to use cell phones, smart watches, tablets, laptops, smart headphones, and smart glasses from the start of the school day until final dismissal.**

If a student violates the policy the following actions will occur.

1st offense: The student will be asked to put the device away in a secure place.

2nd offense: The device will be secured and returned at the end of the day. The parent/guardian will be notified.

3rd offense: The device will be secured in the office by administration. The parent/guardian will be notified to pick up the device in the office.

If a student repeatedly violates the policy, site administration has the discretion to assign a consequence, which may include lunch detention that includes a reflection activity or loss of privileges.

Medication: Designated school employees may administer prescription drugs with written permission from the parent/guardian 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 an important component of this process. Through positive reinforcement and successful learning experiences, each student will exhibit respect for themselves and others.

Each teacher establishes a classroom behavior management 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.

Ada City Schools has a zero tolerance policy for violence and bullying which is in compliance with the policy adopted November 10, 2008.

Parental/Guardian Involvement: Parental/Guardian involvement in their child's education is essential for student success. We encourage you to:

- Join the school-wide communication platform School Status
- Check Monday Folder every week
- Communication with your child's teacher
- Volunteer in the classroom or school events

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 damage free. If the device becomes damaged, parent(s)/guardian(s) will report it to the teacher(s) immediately. Insurance is strongly encouraged and can be purchased online at adacougars.ent under the technology tab, insurance. The cost of insurance is \$30.00 per school year.

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 perceived 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.
- C. Parties:** School parties 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 are required to wear shoes at school. Proper footwear helps reduce the risk of accidents during recess and physical education activities. Please avoid sending your child in flip-flops. Make sure your child is dressed appropriately for the weather, as students will go outside for recess each day unless weather conditions prevent it. During the winter months, be sure to send a coat.