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**John Adams Parent/Student Handbook**

**2017/ 2018**

*John Adams Elementary School*  
*Achieving goals, pursuing dreams; one student at a time.*

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**[www.adams.d11.org](http://www.adams.d11.org)**

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## ***WELCOME***

Welcome to John Adams Elementary School in Colorado Springs School District 11! The staff would like to welcome all new and returning families to John Adams for the new school year. We look forward to working with you as partners in creating an inviting and effective learning community.

Vision: Achieving goals, pursuing dreams; one student at a time.

## ***COMMITMENT TO EXCELLENCE***

We believe that by taking shared responsibility for learning, we can ensure that the children enrolled at John Adams Elementary will be successful learners and members of our community. To that end, we pledge to work together to support the schools' mission.

A community that prepares students using innovative and personalized learning opportunities to cultivate confident leaders in an ever changing society.

### **Parent/Guardian Commitment**

*We fully commit to John Adams in the following ways:*

- We will make sure our child arrives at John Adams everyday by 7:40 A.M. but no earlier than 7:30 to allow for appropriate supervision.
- We will ensure that our child is in school every day, except for illness or other legitimate reasons. We agree to make every attempt to schedule appointments after school when possible. If our child is going to miss school, we will notify the office by 8:30 a.m.
- We will read carefully all the papers the school sends home to us.
- We will always help our child in the best way we know how, and we will do whatever it takes for him/her to learn. We will provide a time and place for homework to be completed, and we will help our child develop good time management skills.
- We will monitor our child's homework every night, let him/her ask the teacher if there is a problem with the homework, and read with him/her every night.
- We will always make ourselves available to our children, the school and promptly address any concerns they may have.
- We will attend all parent-teacher conferences each year, and will allow our child to go on John's Adams fieldtrips.
- We will ensure that our child takes the State Assessment tests, and puts forth his/her best effort in doing so.
- We will make sure our child follows John Adams' dress code.
- We understand that our child must follow all John Adams' rules to protect the safety, interests and rights of all individuals in the classroom. We, not the school, are responsible for the behavior and actions of our child.

## Student Commitment

*I understand that the following is expected of me:*

- I will arrive at John Adams everyday by 7:40 A.M.
- I will always work, think, and behave in the best way I know how, and I will respect the rights of other students in the school and their right to learn.
- I will complete my homework every night, and raise my hand and ask questions in class if I do not understand something.
- I will follow John Adams' dress code.
- I am responsible for my own behavior, and I will follow the teachers' directions.
- I will follow the Wolf Pride Behavior Matrix.
- I will use my technology in a respectful and responsible way.

## *ATTENDANCE*

### *School Hours*

School begins promptly at 7:45 AM. Students are considered tardy at 7:55.

### *John Adams Attendance Policy*

Colorado's Compulsory Attendance Law, JH/JHB (7104), establishes the expectation that all children between the ages of seven and sixteen be registered and attending school. Excused absences are those due to illness, both temporary and extended, those that occur when the student is in the custody of the court of law or its agencies, and those approved by the principal.

### *Parent Cooperation*

John Adams requires cooperation from parents in the matter of school attendance and punctuality. Parents should:

- Ensure your child arrives and is picked up on time each day.
- Schedule routine medical and dental appointments after school hours when possible.
- Schedule family vacations during the school's vacation days.

### *Absences*

Students are required to be in school except in cases of emergency, illness, or religious observance. It is the family's responsibility to inform the **office by 8:30 A.M. (719) 328-2900 or it will be marked "Unexcused."** John Adams automated attendance system will notify parents/guardians of the absence.

### *Excused Absences*

The principal and/or his designee will grant excused absences with substantiated reason. The following will be considered:

- A student who is temporarily **ill or injured** or whose absence is approved by the Head of School on a **prearranged** basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature that cannot be taken care of outside of school hours.

- Requests for ongoing prearranged absences shall be considered on a case-by-case basis. To qualify, the student must agree to abide by an educational contract agreed upon by student, parent/guardian, teacher and the principal.
- A student who is absent for an extended time due to physical, mental or emotional disability.
- A student who is attending any school-sponsored activity or activities of an educational nature with advance approval of the administration.

The following may be considered an excused absence at the discretion of the principal:

- Serious illness or death in the family as well as family emergencies or hardships.
- Religious observances when requested by parent or guardian.
- Absence required by a legal body or social agency.
- Family vacations - although strongly discouraged, such absences shall be prearranged with the principal **with no more than five days total per school year being granted as excused absences**. If a student has poor attendance or poor academic performance, the administration shall deny an excused absence for vacation purposes.

The administration may require suitable proof regarding the above exceptions, including a written excuse from a medical provider.

### ***Unexcused Absences***

An excused absence is defined as one not covered by one of the preceding exceptions. Students who are suspended or dismissed shall be considered excused. If a student is absent and the parent does not notify the school **attendance office by 8:30 A.M.** on the same day, this will constitute an unexcused absence. Parents/guardians shall be required to furnish an explanation for student absenteeism either in writing or orally.

In accordance with law, the principal may impose **academic penalties** that relate directly to academic time missed while unexcused. The school administration shall develop regulations to implement appropriate penalties. Students and parents or guardians may appeal to the Board for exceptions to this policy or the accompanying requirements imposed by the Board and principal as conditions granting any exceptions.

### ***Habitual Absenteeism***

If a student is absent from school or class four unexcused absences in one month or ten unexcused absences from class or school during a school year, the student may be considered habitually absent. If the student is deemed to be habitually absent, a meeting between Administration and the parents should be called to determine the direct facts and circumstances and to evaluate a course of action that would be in the best interest of the child's educational process. Additionally this evaluation would include, but not be limited to a home visit by a John Adams staff member. If the parents do not allow a visit or attend the meeting, John Adams Administration's decision shall be final unless overruled by Student Discipline Services.

### ***Tardiness***

Tardiness is defined as the appearance of a student after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, penalties shall be imposed for excessive tardiness. Parents or guardians shall be notified of all penalties regarding tardiness. Parents and students share

responsibility for being on time to school. **If your student is tardy, it is necessary for you as a parent to come into the office and sign the student in.**

Excessive tardiness shall be referred to the administration for consideration as an attendance problem.

In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter class. Teachers shall honor all passes presented in accordance with this policy.

### ***Leaving School Early***

A parent or guardian **MUST** sign out students before leaving the school campus. If the student is going to leave with someone other than a parent or guardian, the parent must grant permission. Students will be called out of class once the parent has signed the student out for the day.

### ***After-School Activities***

A student who was absent during a school day will not be allowed to participate in any after-school activities on that day.

### ***Make-Up Work***

**Prearranged absences** – teachers will do their best to collect and provide as much make-up work as possible prior to the absence. It is still the student’s responsibility upon return to check with their classroom teacher to see if there are additional assignments that need to be completed.

## ***STUDENT DROP-OFF AND PICK-UP***

John Adams has one drop-off and pick-up zone. Drop-off and pick up for all grades is in the Hug and Go lane in front of John Adams Elementary. You may park in any designated parking area to escort your children into or out of the school. Please do not park in designated bus lanes at any time.

### **AM/PM Hug and Go Lane**

- ✓ Use the Hug and Go Lane in front of the school
- ✓ Pull all the way forward before stopping following the one-way arrows
- ✓ Do NOT exit your car while in the Hug and Go lane
- ✓

**7:30 – 7:40 a.m.** - All students will go to the gymnasium for the Great Gathering and until the bell rings.

### **Pick Up – What if I can’t be here on time to pick up my child?**

If you cannot be here to pick up your student within 15 minutes of dismissal, please make other arrangements with a family member or daycare provider. We understand everyone is going to run late at times, and we strive to be understanding of emergencies. At the same time, late pick-ups interfere with scheduled meetings, trainings, and our ability to use resources effectively. John Adams staff cannot provide supervision to siblings of students participating in tutoring, athletics, clubs etc. It is the families’ responsibility to ensure students not involved in after school activities are picked up within 15 minutes of school dismissal

## ***LUNCH***

General questions and/or concerns, please contact Adams at (719) 328-2900. John Adams serves hot lunch every day in the cafeteria.

### **FREE and REDUCED LUNCHES**

We encourage all families to apply for free and reduced lunches. To see if your family qualifies fill out the application <https://www.applyforlunch.com>.

**Please note:** Being accepted into the free and reduced program is private information. John Adams staff does not know the status of your family. If you have questions or need clarification as to what your status is, you may contact the District 11 Nutrition Department.

### **ONLINE LUNCH PAYMENTS**

Pay for your student's lunch meals online service that provides a quick and easy way to add money to your student's lunch account using a credit/debit card or electronic check.

Enrollment

1. Go to [www.MySchoolBucks.com](http://www.MySchoolBucks.com) and click "sign up today" to register for a free account

### **SHARING LUNCHES**

Students are not allowed to share food. The John Adams staff is very sensitive to shared information regarding food allergies, and we also want to honor what families have decided is best for their own children to eat in packed lunches.

## ***COMMUNICATIONS BETWEEN STUDENT AND PARENT***

We create an effective community only when everyone's issues are recognized and respected. To that end, John Adams Elementary encourages communication by as many means as possible, including the following.

### ***School Visits***

The most direct means of communication is personal presence. John Adams Elementary welcomes parents and visitors. However, all visitors, volunteers, and parents **must check in** at the office before continuing on campus, and must wear a school visitor's pass.

### ***Quarterly School Newsletter***

Once per quarter a newsletter will come home with information about upcoming events, what is happening in classrooms, the school and within District 11.

### ***Report Cards***

John Adams Elementary divides its school year into quarters, creating four separate grading periods. Parent/Teacher conferences will be held at the end of the first grading period, at which time report cards will be issued. All parents/guardians are encouraged to attend. At the end of the second, third, and fourth grading periods report cards will be sent home with students.

### ***Teacher Conferences***

Formal parent/teacher conferences will be scheduled at the end of the first quarter. Arrangements for additional conferences may be made at any time with your child's teachers. We urge you to exercise this option should any concern or questions arise. Please send a note or email to your child's teacher to set up a time for a phone or direct conference.

### ***Email***

Email addresses for all staff and for the board are posted on the John Adams Elementary website ([www.adams.d11.org](http://www.adams.d11.org)). Parents are encouraged to communicate with school personnel regarding any concerns or suggestions.

### ***Social Media***

John Adams Elementary maintains a Facebook and Twitter @AdamsElemD11 page to promote communication and dialogue among our community—feel free to join the conversation. D11 also posts weather updates and other announcements on their home page at [d11.org](http://d11.org). John Adams also has a TEXT MESSAGE system called Remind.

### ***Contact Information***

Please notify the office of any changes of your child’s address, phone number, emergency number, or parent work numbers as soon as possible. It is vital that the office keep this information up to date. Please call 328-2900 for any changes.

### ***Beyond the School Bell Program***

John Adams provides a free after-school program for students. Beyond the School Bell has a partnership with the Pikes Peak Library and Science Matters. The program is limited to 50 students.

### ***Hillside Community Center***

John Adams provides a bus to and from school for students that need after school care.

## ***PROMOTION AND RETENTION***

John Adams Elementary staff and the administration will decide promotion and retention of students in consultation with parents or guardians. Promotion is to be viewed and determined on two levels: Academic performance, and emotional and social readiness.

Students who show decided and documented deficiencies in both academic and social areas should be considered for retention. Retention decisions will be based upon:

- Teacher-documented anecdotal information.
- Parent anecdotal information.
- Developmental and achievement test scores.

If the teacher is considering retention of a student, the parents and principal should be informed as soon as possible. In any case, this recommendation or consideration should come no later than April 1<sup>st</sup> if possible. **The school reserves the right to determine final placement of any student.**

Students who maintain academic work consistent with their talents and age level will be promoted so long as their social and emotional behavior patterns are in norm with others of that class or grade level.

### ***Homework and Extra Credit***

Homework and extra credit policies vary. Please contact your child’s teacher for more information.

### ***Class DOJO***

Class Dojo is a communication tool between parents and teachers relative to their child's homework, behavior, and activities in real-time via email or text by phone. Parents are asked to sign up with Class Dojo to keep lines of communication open. Class Dojo is replacing the student planner.

### ***Cheating***

Cheating is a clear violation of the spirit and practice of John Adams, and is not tolerated. Individual consequences will be handled on a case-by-case basis.

### ***Academic Awards***

John Adams encourages students to develop and maintain high academic and behavioral standards. Special honor is given to students at the end of each quarter to recognize their achievements in these areas:

**Academic Awards:** Total of 4 Academic Awards given

- One *reading* award relative to 'growth'
- One *math* award relative to 'growth'
- One *writing* award relative to 'growth'
- One *overall* academic achievement award

**STEAM:** Two awards given for collaboration and critical thinking skills

**BUG (Bringing Up Grades) Award:** Students who have brought up grades in any content area or assessment.

**PAW Award** Total of 2 awards given for demonstrating Wolf Pride behavior.

**Attendance Award:** No absences and no more than two tardies in a quarter.

## ***SPECIALS CLASSES***

Art; Physical Education; Music

## ***GIFTED AND TALENTED***

Gifted children mean those persons between the ages of 5 and 21 whose abilities, talents, and potential for accomplishment are so outstanding that they require special provisions to meet their educational needs. Children under 5 who qualify may be served. Gifted students are capable of high performance in any or a combination of these areas:

- ✓ General Intellectual Ability
- ✓ Specific Academic Aptitude
- ✓ Creative, Productive Thinking
- ✓ Leadership & Human Relation Skills
- ✓ Visual & Performing Arts

Please see the D11 Website for more information about the opportunities for Gifted and Talented Learners.

## ***DISCIPLINE***

### ***School-wide Discipline Program***

John Adams Elementary follows the Positive Behavior Intervention Support program using the following matrix as a guide for expected student behavior. (Please see the PBIS matrix at the end of the Parent/Student Handbook.)

**Cell phones** are allowed on school grounds, but they must be turned off and in a student's backpack during school hours. Students may **not** use personal cell phones to call home for illness, homework, lunches etc. They must go to the office to make these calls. If student cell phones are in use during the school day, they will be confiscated and can be picked up at the teacher. First infraction, the teacher will give it back to the student. Second infraction, the phone will be picked up by a parent/guardian.

### ***Gum Chewing***

Gum chewing is not allowed on school grounds.

### ***Snacks***

Healthy snacks are highly encouraged to support your child's learning development. (i.e. apples, carrots, Goldfish.)

Snacks that are disruptive and messy to the learning environment are not allowed.

### ***Textbooks and iPads***

All basic texts are on loan to students for their use during the school year, and so should be kept clean and handled carefully.

## ***ANTI-BULLYING POLICY***

### **What Students Need to Know**

Bullying is unwanted, aggressive behavior (verbally, physically, or electronically) between students involving a power imbalance that is either real or perceived. The behavior is repeated, or may be potentially repeated over time. Bullying may include behavior such as threats, spreading rumors, verbally or physically attacking someone, and purposefully excluding someone from a group. Bullying can take place on or off school grounds, and adversely affects the ability of a pupil to benefit from John Adams Elementary.

If you are the target of bullying, you are encouraged to use the following strategies:

- **STOP** – ask the person you believe to be bullying you to stop.
- **WALK** – if bullying behavior continues, remove yourself from the situation by walking away.
- **TALK** – if the bullying behavior still continues, let a trusted adult know what is happening starting with your classroom teacher, educational assistant, school staff or family member.

If you see bullying, it takes courage to stop it:

- Intervene to stop the situation (only if it is safe to do so) by letting the person know bullying is not okay.
- Let the victim know you are standing with them against the bully.
- Get help from an adult or someone older (let the adult know what you actually saw and heard).
- If the bully is a friend of yours, talk to him or her in private.

## **What Adults Need to Know**

John Adams prohibits acts of harassment or bullying. John Adams has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Demonstration of appropriate behavior (e.g. treating others with civility and respect, and refusing to tolerate harassment or bullying) is expected of administrators, faculty, staff, and volunteers in order to provide positive examples for student behavior.

“Harassment or bullying” is any physical, verbal, relational, written or cyber (e.g. email, social media, text, etc.) act that is reasonably perceived as being motivated either by any actual or supposed characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing trait. Such behavior is considered harassment or bullying whether it takes place on or off school property or at any school-sponsored function.

John Adams staff expects students to conduct themselves in a manner in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students, school staff, volunteers, and contractors.

Since bystander presence of harassment or bullying can support these behaviors, John Adams prohibits both active and passive support for acts of harassment or bullying. The staff should encourage students to support students who walk away from these acts when they see them, constructively attempt to stop them, or report them to the designated authority.

The following factors, at a minimum, shall be given full consideration by the principal in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment or bullying.

### ***Factors for Determining Consequences***

- Age, development, and maturity levels of the parties involved
- Degree of harm
- Surrounding circumstances
- Nature and severity of the behavior(s)
- Incidences of past or continuing pattern(s) of behavior
- Relationship between the parties involved
- Context in which the alleged incident(s) occurred

Consequences for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance.

***Internet Acceptable Use Policy for Students D11***

**Overview**

Access to the Internet is available at John Adams. There is a wealth of information available throughout the Internet that can serve to enhance and augment the Core Knowledge curriculum. This interconnected World Wide Web can provide students with access to the most recent research and the most up-to-date statistics and opinions. To this end, John Adams is providing access to students after their parent or guardian has read, agreed to and both parents and student have signed this Acceptable Use Policy.

John Adams has taken all reasonable precautions to ensure safe access to the Internet. A filter is being utilized to limit access to questionable material. The computer lab is set up so that the instructor can view all monitors from one position. No students will be allowed to use the Internet without adult supervision. However, students may accidentally access less than desirable information. We recommend you and your child have continual discussion on their Internet use at home and at school throughout the year.

**Privileges**

Each student accessing the Internet will be trained on the proper uses of the internet. Use of the Internet is a privilege and inappropriate use will result in a cancellation of those privileges. We encourage your help in guiding your child to use on-line services responsibly by reading over this document together. We further recommend continual discussion and monitoring of your child's interaction, learning, and exploration activities throughout the year for both encouragement of good practices and prevention of possible problems. Please indicate that you have read this document with your child and agree with the rules specified by signing where indicated and returning this document to school.

If there is ever a question about your child's interaction with the on-line services, please contact your child's technology instructor immediately.

**Specific Guidelines**

1. Student use may be permitted provided the students receives written parental permission and proper supervision is maintained by school officials. Students shall not use the Internet unsupervised.
2. No Social Media, Live Streaming Music, (Facebook, Google+, My Space, Pandora, iHeart Radio, You Tube, Instagram etc) should ever be accessed.
3. No student is to be identified over the Internet by full name, photograph, etc. without written permission from the parent or legal guardian. If the parent or legal guardian has signed a form provided by the classroom teacher or technology instructor, personal information may be posted in certain circumstances.
4. Use of the Internet to defame or demean any person is prohibited.
5. Network etiquette: Be polite; Use appropriate language; Do not swear, use vulgarities, or any other inappropriate language; Do not reveal personal address or phone number or the personal addresses or phone numbers of others. Remember that illegal activities are strictly forbidden.

6. Users may not download or use any documents or data that could knowingly cause damage to the school's computer system (i.e.: viruses).
7. Students will not engage in any activity that requires an exchange of money, credit card numbers or where they enter into an area of service for which the school will be charged an additional fee. Purchases or sales of any kind are prohibited.
8. Hate mail, harassment, discriminatory remarks, and other antisocial behavior are prohibited.
9. The illegal installation of copyrighted software for use on D-11 computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the network is prohibited.
11. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.
12. CSCA shall be the final authority on use of the network. Appropriate disciplinary action shall be taken against any student who willingly and knowingly violates the Internet Acceptable use Policy.

### ***iPad User Policy***

The school has purchased iPads for classroom use. These are wonderful tools that can supplement a student's education in a number of ways. They give students access right at their desks to many of the technological updates that are enhancing education. They provide benefits in a way that a limited number of desktop computers cannot. Some of the ways in which our students will use iPads in the classroom include developing keyboarding skills, conducting research, taking notes, taking part in lesson activities and completing homework assignments. Student will not always receive the same iPads to use throughout the day and school year. As such, each student will be required to use common sense and sound judgment when using iPads

The following policies are in place for the student use of iPads:

1. iPads will remain at school.
2. No food or drink will be consumed by a student while using an iPad.
3. If an iPad is damaged due to what the teacher deems a student's lack of the use of common sense, the student is responsible for the repair or replacement of the device.
4. All the terms laid out in the Internet Acceptable Use Policy apply to student use of the iPad. If a student is in violation of the terms, school work will be completed in a comparable fashion for the duration of the suspension of the student's use of the iPad.

While there is certainly a need for students to be responsible while using iPads, there are a number of safeguards in place to protect our students. The school's iPad management system allows the administrator to see all websites visited, emails sent, and documents created. Email has been restricted so that it can only be sent to and received from classmates or the teacher for school work. Internet safety and proper usage lessons will be taught to the students.

## ***VOLUNTEERING***

Any member of the child’s extended family can volunteer. Please fill out the volunteer packet available at the school office and submit it before volunteering.

Teachers and school staff plan for volunteer assistance, so reliability is expected. If you need to be absent, call the school the day before and ask that the teacher or the volunteer coordinator be told of your absence. Remember that you are in the classroom to help the teacher. Please be sensitive to the teacher’s direction and wishes for the students. If you have suggestions about the classroom please discuss these with the teacher before or after school, not while you are volunteering. Dress comfortably, but remember that you are a role model for our students. In order to give your full attention to your volunteer time, and because we do not have daycare available, we ask you to not bring your young children to the school while you volunteer. Please keep information and impressions you have about students between yourself and the teacher. A misplaced comment can be devastating to a student, a family, and the volunteer program.

You do not need a teaching certificate to volunteer. You only need:

- A genuine interest in students
- A cooperative attitude
- A commitment to your volunteer activity
- Flexibility
- Regular attendance

### ***Identification***

For the safety of our children, we require that you always report to the reception desk before you begin your day and sign in and out and wear a Volunteer Name Badge when in the building

### ***Enjoy the Students***

By giving of yourself, by sharing time, by caring—you are making a difference!

## **WHEN TO KEEP YOUR CHILD HOME**

**There are two reasons to keep sick children at home:**

1. The child does not feel well enough to participate comfortably in usual activities, (such as; extreme signs of tiredness, unexplained irritability or persistent crying).
2. The child requires more care than program staff is able to provide, without affecting the health and safety of the other children.

<b>SYMPTOMS</b>	<b>Child Must Be at Home?</b>
<b>DIARRHEA</b> frequent, loose or watery stools compared to child’s normal pattern; not caused by diet or medication	<b>Yes</b> - if child looks or acts ill; if child has diarrhea with fever and behavior change; if child has diarrhea with vomiting; if child has diarrhea that is not contained in the diaper or the toilet

<p><b>FEVER</b> with behavior changes or illness  <u>Note:</u> An unexplained temperature of 100°F or above is significant in infants 4 months of age or younger and requires immediate medical attention</p>	<p><b>Yes</b> - when fever is accompanied by behavior changes or other symptoms of illness, such as rash, sore throat, vomiting, etc.</p>
<p><b>FLU SYMPTOMS</b>  Fever over 100°F with a cough or sore throat. Other flu symptoms can include fatigue, body aches, vomiting and diarrhea</p>	<p><b>Yes</b> - for at least 24 hours after there is no longer a fever, without the use of fever-reducing medicine</p>
<p><b>COUGHING</b> severe, uncontrolled coughing or wheezing, rapid or difficulty breathing  <u>Note:</u> Children with asthma may be cared for in school with a written health care plan and authorization for medication/treatment</p>	<p><b>Yes</b> - medical attention is necessary</p>
<p><b>Mild RESPIRATORY OR COLD SYMPTOMS</b>  stuffy nose with clear drainage, sneezing, mild cough</p>	<p><b>No</b> – may attend if able to participate in school activities</p>
<p><b>RASH <u>with</u> fever</b>  <u>Note:</u> Body rash without fever or behavior changes usually does not require exclusion from school, seek medical advice</p>	<p><b>Yes</b> - seek medical advice. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated</p>
<p><b>VOMITING</b>  two or more episodes of vomiting in the past 24 hrs</p>	<p><b>Yes</b> – until vomiting resolves or a health care provider decides it is not contagious. Observe for other signs of illness and for dehydration</p>

1. The illness is on the list of symptoms or illness for which exclusion is recommended.

ILLNESS	Child Must Be at Home?
<b>CHICKEN POX</b>	<b>Yes</b> - until blisters have dried and crusted (usually 6 days) If blister occurs after vaccination, refer to Health Dept Guidelines
<b>CONJUNCTIVITIS (PINK EYE) OR</b> pink color of eye <i>and</i> thick yellow/green discharge	<b>Yes</b> - until 24 hours after treatment If your health provider decides not to treat your child, a note is needed
<b>CROUP</b> (SEE COUGHING) <u>Note:</u> May not need to be excluded unless child is not well enough to participate in usual activities	Seek medical advice
<b>FIFTH'S DISEASE</b>	<b>No</b> - child is no longer contagious once rash appears
<b>HAND FOOT AND MOUTH DISEASE</b> (Coxsackie virus)	<b>No</b> - may attend if able to participate in usual activities, unless the child has mouth sores and is drooling
<b>HEADLICE OR SCABIES</b>	May return after treatment starts
<b>HEPATITIS A</b>	<b>Yes</b> – until 1 week after onset of illness or jaundice and when able to participate in usual activities
<b>HERPES</b>	<b>Yes</b> – if area is oozing and cannot be covered, such as mouth sores
<b>IMPETIGO</b>	<b>Yes</b> – for 24 hours after treatment starts
<b>RINGWORM</b>	May return after treatment starts Keep area covered for the first 48 hrs of treatment
<b>ROSEOLA</b> <u>Note:</u> A child with rash and no fever may return to school	<b>Yes</b> – seek medical advice
<b>RSV</b> (Respiratory Syncytial Virus) <u>Note:</u> A child does not always need to be excluded unless he/she is not well enough to participate in usual activities	Seek medical advice. Once a child in the group has been infected, spread of illness is rapid
<b>STREP THROAT</b>	<b>Yes</b> - for 24 hours after treatment and the child is able to participate in usual activities
<b>VACCINE PREVENTABLE DISEASES</b> Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	<b>Yes</b> – until determined not infectious by the health care provider
<b>YEAST INFECTIONS</b> including thrush or candida diaper rash	<b>No</b> – may attend if able to participate in school activities Follow good hand washing and hygiene practices

## ***INCLEMENT WEATHER***

All children should be sent to school with appropriate clothing for our frequent and sometimes drastic weather changes. Students will go out every day for recess unless the temperature drops to 18° or below, or in the case of severe weather. We are all in favor of fresh air and activity when possible.

### ***Snow Day Policy***

CSSD11 uses every available resource to help us with the decision to cancel school because of inclement weather or unsafe road conditions. We sincerely ask and urge parents to help with the decision as far as their own children are concerned. If the parent's judgment is that it is too hazardous to send his or her child to school—the parent is encouraged keep the child at home. Students will not be penalized for such absences and will be given ample opportunity to make-up missed assignments.

### ***Announcements***

In the case of bad weather, parents and staff should listen to local radio or television stations or check the D11 web site ([www.d11.org](http://www.d11.org)). These locations will broadcast information about the delayed start of school, cancelled school, or early dismissal of school due to bad weather.

### ***Two-Hour Delayed Start***

In the event of a delayed start, all students should report to school at 9:45 a.m. Breakfast is not served on delayed start days however, lunch will be available at the regularly scheduled time.

### ***Safety Drills***

John Adams will be conducting Colorado state required shelter-in-place and Lock-down safety drills during this academic year. Safety drills allow John Adams to prepare for situations where we may need to take additional safety precautions with agitated or potentially harmful individuals, outside or inside our school facilities.

***Lock-down*** – This safety drill consists of school staff members ensuring the exterior doors are locked, and windows are closed to prevent suspected individuals from gaining entry. Heightened alert, monitoring of doors, windows, and outside activity continue during this drill or actual event. Instruction continues as usual, but students will not go outside or move between buildings.

***Shelter in Place*** – This safety drill consists of securing our students and staff into locked classrooms and secured areas and requires John Adams to take special safety precautions. By conducting these safety drills, John Adams will be better prepared to efficiently and effectively take action in the event we ever need to implement these safety procedures.

***Fire and Tornado Drills*** – Conducted periodically to ensure the safety of our students.

**FAMILIES PLEASE** discuss with your child the importance of these drills. Drills may be a little scary at first, especially for younger children. The message to our students is “The adults know what to do to keep everyone safe, and we are just practicing so everyone knows what to do.”

### ***DRESS CODE POLICY***

At John Adams we believe in fostering an environment that maximizes our children’s ability to learn and grow. School dress is a joint concern between the school and parents. Student dress and appearance along with student conduct have a definite influence on class discipline and achievement even in the elementary school. During school hours, students shall be appropriately attired and groomed for the classroom. Adams Elementary is a no-hat zone inside the building; hats may be worn outside only.

- Please remember that students are out on the playground every day (weather permitting), so clothing and shoes should be conducive to outdoor play. Closed toe shoes only and tennis shoes with wheels (heelies) are prohibited for safety reasons.
- It is also expected that students do not have mohawks, fauxhawks, or other similar hair styling. Hair coloring is also not permitted.
- Shorts and skirts must be mid-thigh length or longer and must be worn in the hips or above. Belts are encouraged.
- Spaghetti straps or shirts less than two fingers wide on the shoulder are not permitted.
- Clothing that contain advertisements, symbols, words, slogans, patches, or pictures that are obscene, profane, promote hate, or are disruptive or potentially disruptive to the learning environment are unacceptable school attire.
- Ill-fitting clothing that is too tight or too loose is unacceptable school attire.
- Items considered sleepwear or lounge pants are considered unacceptable school attire.
- More information on the dress code is available at [www.d11.org](http://www.d11.org).

Any students who come to school without proper attention having been given to their appearance, which includes cleanliness, in violation of this policy may be asked to cover the non-complying clothing, disciplined, sent home to be properly prepared for school, and required to prepare himself or herself for the classroom before re-entering school. Students who violate this policy in a continuing or flagrant manner may also be recommended for suspension and/or expulsion.

## *Positive Behavior Intervention Support*

Positive Behavior Intervention and Support is a process for creating a school environment that is positive and effective in achieving academic and social goals. At John Adams all students will model wolf PRIDE expectations. Students earn PRIDE tickets toward their Wolf PRIDE punch cards. Students may earn free time on the iPad, STEM time, lunch with the principal or teacher for modeling positive and appropriate behavior. Students may also earn a Positive PAW which is a call home sharing with parents/guardians on their academic and social successes.

### **Personal Responsibility**

**R**espect

**I**ntegrity

**D**etermination

**E**xcellence

**Great Gathering-** 7:30-7:45 Where staff and students come together to lead in the pledge. The Great Gathering focuses on specific skills relative to bullying, friendship, and PRIDE.

**School-wide Color Chart System: Visual aid is either a Clip Chart or Pocket Chart**

Purple –Outstanding Day
Green- Ready to Learn
Yellow- Warning
Orange- Fix It (Think Sheet/Buddy Team)
Red- Consequence/Call Home