

# **ADAMS ELEMENTARY SCHOOL**

**1725 WARM SPRINGS AVE.**

**BOISE, IDAHO 83712**

**854-4190**



## **All-Star Handbook 2009-2010**

**Great Students, Great Staff, Great School, Great Community!**

## A MESSAGE FROM THE PRINCIPAL

Greetings and welcome to Adams Elementary School. Adams provides a warm, caring and supportive learning environment for every student. Our staff works collaboratively to ensure a comprehensive and challenging curriculum, and to provide a positive learning experience for your child. We support a teamwork approach to education ~ your support and involvement at Adams is welcome and appreciated!

The All-Star Handbook was developed to acquaint you with our policies, procedures and programs. Please read over the handbook with your child, and keep it for future reference. Feel free to contact the office if you have any questions or concerns (854-4190).

Thank you for being a part of the Adams All-Star Team!

*Dr. Kelly Cross  
Principal*

## ADAMS' PHILOSOPHY AND VISION

Adams Elementary School is dedicated to learning, where all feel safe, welcome and involved. It is child and family centered and fosters academic excellence, responsible citizenship, and divergent cultures. The staff, parents, and volunteers work as an accountable, collaborative team, differentiating each student's educational experience in order to meet his or her educational potential.

## BOISE SCHOOL DISTRICT VALUES

Respect – Dignity – Honesty – Responsibility – Teamwork

## ***ALL-STAR STAFF***

<u>POSITION</u>	<u>NAME</u>
Principal	Dr. Kelly Cross
Secretary	Deb Stoddard
Kindergarten	Kathy Slama
1 <sup>st</sup> Grade	Jane Childers
1 <sup>st</sup> Grade	Lori Hoff
1 <sup>st</sup> Grade	Barbara Smith
2 <sup>nd</sup> Grade	Cheryl Moore
2 <sup>nd</sup> Grade	Debra White
3 <sup>rd</sup> Grade	Christie Englesby / Karen Lung
3 <sup>rd</sup> Grade	Sarah Mallane
4 <sup>th</sup> Grade	Kathy Blank
4 <sup>th</sup> Grade	Tricia Holt
5 <sup>th</sup> Grade	Dave Beig
5 <sup>th</sup> Grade	Teresa Reeves
6 <sup>th</sup> Grade	Barb Austin
Band	David Smyth
Counselor	Christopher Gibbons
Custodian – Head	Tim Buchta
Custodian – Night	Nermina Sinanovic
Health Technician	Lynn McPartland
Librarian	Laurie Downs
Lunchroom Manager	Charlene Nicholson
Music	Ellen Morse
Nurse	Jo Johnson
Orchestra	Christa Rowland
Physical Education	Anne Ponton
Psychologist	Joe Bisig
Reading Specialist	Molly Blanton
School Support	Sharon Neupert
School Support	Rhonda Hilburn
School Support	Lecia Snyder
Special Education RR	Jennifer Ramey
Special Education SC	Catherine Smith
Spec. Ed. Assistants	Ronda Cannon
	Bonnie Scudder
	Susan Soniville
	Carolyn Waggoner
Speech & Language	Lori Talboy

## 2009 ~ 2010 Daily Schedule

8:15	Staff on campus
8:40	First bell
8:45	School day begins
9:45-9:55	Kindergarten Recess
10:00-10:20	1 <sup>st</sup> and 2 <sup>nd</sup> Recess
10:30-10:50	3 <sup>rd</sup> and 4 <sup>th</sup> Recess
11:00-11:20	5 <sup>th</sup> and 6 <sup>th</sup> Recess
11:30	AM Kindergarten Dismissal
11:30-11:45 / 11:45-12:15	1 <sup>st</sup> and 2 <sup>nd</sup> Lunch / Recess (45 min)
11:45-12:05 / 12:05-12:30	3 <sup>rd</sup> and 4 <sup>th</sup> Lunch / Recess (45 min)
12:15-12:35 / 12:35-1:00	5 <sup>th</sup> and 6 <sup>th</sup> Lunch / Recess (45 min)
12:30	PM Kindergarten Arrival
1:15-1:30	1 <sup>st</sup> and 2 <sup>nd</sup> Recess
1:35-1:50	Kindergarten Recess
2:00-2:15	3 <sup>rd</sup> and 4 <sup>th</sup> Recess
3:15	Student Dismissal (K-6)
3:45	Staff Dismissal
4:00	Office Closed

### Early Release Schedule

10:30	AM Kindergarten Dismissal
11:30	PM Kindergarten Arrival
1:15	Student Dismissal (K-6)

**Morning playground supervision begins at 8:15 am**  
**Adams Policies, Procedures and Programs**

**ATTENDANCE POLICY**

Regular attendance is essential for successful school work. Boise Schools adheres to a 90% attendance policy and students may be referred to attendance court or can be denied promotion to the next grade level if they miss more than nine days during one semester. Boise Schools expect every child of school age to be in attendance each day school is in session, unless prevented by an excused absence.

Excused absences are those taken with the knowledge and approval of the parent or guardian for legitimate reasons such as illness, professional appointments or religious holidays. It is the responsibility of the parent to notify the school if their child is absent. A call should be made to the school (854-4190) between 8:00 and 9:00 a.m. Written notice regarding extended absences (such as family trips during school session) should be submitted to the principal.

Make-up work is allowed for students with excused absences. The classroom teacher will provide the student with missed assignments when it is requested by the student or parent/guardian. Please contact the teacher in advance when picking up your child's assignments. A student is allowed two days for each day of excused absence to make-up new material – not to exceed six school days from the date of return. Teachers can make exception to this policy in cases of term papers or long-range projects as long as students are informed at the beginning of the assignment and before the absence or illness.

Although "make-up" work is allowed, days absent from school truly cannot be "made-up." There is no substitute for uninterrupted time between the teacher and student. Carefully planned classroom lessons cannot be replaced by homework assignments or independent student work.

**ABUSIVE / OFFENSIVE LANGUAGE OR CONDUCT**

It is the policy of Boise Schools to maintain a learning environment that is free from sexual, racial or other types of harassment. It is a violation of this policy for any employee of the district to harass a student or for any student to harass another student through conduct or communication.

In compliance with this policy, we adhere to the enforcement of our rules forbidding improper language and harassment on the school grounds. It is our desire that no student be subjected to language or harassment that makes him/her feel uncomfortable or unsafe. Students who believe they are being harassed should report the situation to a teacher, counselor, or the principal immediately.

## AFTER SCHOOL ACTIVITIES

Boise Schools offers inter-mural athletics after school hours for boys and girls in grades 5 and 6. The fall season features girls' basketball; the winter season features boys' basketball; and the spring season has track for both boys and girls. The school furnishes all the necessary equipment.

Due to our limited gym space and safety factors, students who are non-team members will not be allowed to stay and watch games or practice session unless their parents/guardians are with them. We appreciate your cooperation.

## BAND AND ORCHESTRA PROGRAMS

A Band and Orchestra Program is available to 5<sup>th</sup> and 6<sup>th</sup> grade students. These classes meet during the school day for ½ hour daily, five days a week. Students participate on a voluntary basis and should be prepared to provide their own instruments, and to take them to and from school for regular practice times. A grade is given for the class. Adams' Band and Orchestra teachers will meet with the 5<sup>th</sup> and 6<sup>th</sup> grade classes during the first week of school to explain the program and to enroll students. Students not participating in band or orchestra classes remain in the classroom with the classroom teacher.

## BEHAVIOR AND DISCIPLINE

District Policy: Boise Schools is organized and administered for the purpose of helping each individual student reach the maximum of his/her learning potential. By having a consistent discipline policy, the goal of educating children can be most efficiently reached. In short, no student shall interfere in the instructional process either by interfering with another student's right to learn or by preventing a teacher from doing his/her job.

The District maintains that:

1. Teachers have the right to teach and students have the right to an excellent learning environment.
2. Parents/guardians and teachers should maintain open communication, mutual support and constructive involvement.
3. Parents/guardians have a responsibility to teach their children basic rules of decency and see to it they obey them.
4. All students are required to behave in a positive manner that does not interfere physically or mentally with their own educational welfare or the educational welfare of others.
5. All students will attain a level of self-discipline that is motivated from

within the student.

Adams School Policy: The staff at Adams has a primary responsibility for facilitation of learning and maintenance of discipline at the school. Our goal is to teach and reinforce school behaviors that promote learning and positive social interaction while developing self-discipline in each child. The following Code of Conduct and School-wide Rules describe the behaviors that are expected of each student.

#### Adams Code of Conduct

- ✚ Adams students and staff show *respect* and *dignity* to everyone and everything.
- ✚ Adams students and staff are *honest* and take *responsibility* for their words and actions. They are advocates for others by speaking out and getting help if needed.
- ✚ Adams students and staff show *teamwork* in their work and in their play.

#### Adams School-wide Rules

- ✚ Students follow staff directions at all times.
- ✚ Students stay within school boundaries.
- ✚ Students use school equipment and property in a responsible manner.
- ✚ Students keep hands, feet and objects to themselves.
- ✚ Students use appropriate language and gestures.
- ✚ Students show respect in the hallways and cafeteria.
- ✚ Students are respectful to everyone.

Students will be rewarded for showing these behaviors through self-pride, verbal recognition, and other efforts throughout the year to highlight good citizenship. Students will be helped to change unacceptable conduct through redirection, logical consequences, restriction of activities, time out, Behavior Reports, Conduct Notices and involvement of the parent/guardian. Behavior Reports serve to notify teachers of rules that are broken when a child is outside of the classroom. They can also be written by a teacher when there is continuous misbehavior within the classroom. Students should recognize that the school's authority extends from within the building itself, to the playground, to the buses and bus stops. Parents will be contacted if there is a behavior problem with their child.

Major School Infractions: Major infractions of district policy and school rules occasionally occur, whether on a school campus or at a school-sponsored event. The following actions are considered major disciplinary problems.

- Insubordination
- Theft/Vandalism
- Fighting
- Physical Abuse
- Continued Harassment/Verbal Abuse
- Severe Disruption in Class
- Truancy
- Making Threats to Harm Others
- Zero Tolerance Behaviors (Tobacco, Weapons, Drugs or Drug Paraphernalia)
- Four Behavior Reports in a Semester

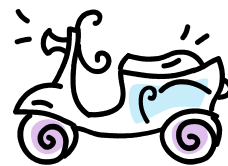
In the event of a Major School Infraction, parents are contacted and a written Conduct Notice is sent home. Conduct Notices must be signed by the parent or guardian and returned the next school day. Logical consequences will be provided for students who receive a Conduct Notice. Consequences may include restricted lunch or recess time, after school detention, or even suspension from school. Parents will be notified in advance if their student is to stay after school. Any major violation involving weapons, tobacco, lighters, drugs, or drug paraphernalia will result in suspension, and possibly in further action by the District, including exclusion from school.

Classroom Discipline: Each teacher has his/her own behavior plan that has been shared with the principal. The plan will be communicated to parents and students at the beginning of the school year.

## BICYCLES/SKATEBOARDS/ROLLERBLADES/SCOOTERS

For the safety of others, bicycles, skateboards, rollerblades and scooters are to be walked or carried on the school grounds between 8:15 a.m. and 3:45 p.m. They should also be walked or carried when crossing with the crossing guard at Warm Springs Avenue.

For your child's safety, it is recommended that he/she always wear a helmet. In addition, the school cannot be responsible for lost, stolen or damaged bicycles, skateboards, rollerblades or scooters. Bicycles are to be placed and locked in the bike racks located behind the school (one bicycle = one lock). Also, a bicycle is meant for just one person; therefore, only one person should ride it.



BREAKFAST AND HOT LUNCH

Breakfast and hot lunches with a healthy choice salad bar are available to students each day. Breakfast is served in the cafeteria from 8:10 – 8:35 a.m. Students are expected to prepay for their breakfasts and lunches. Payment of student breakfasts and lunches is done through a computer automation system. The kitchen manager will be available on Monday mornings before school to prepay for lunches/breakfasts. Please prepay for at least one weeks' worth at a time. In case of an emergency, the kitchen manager is available for prepayment between 8:15 a.m. to 8:45 a.m. each day. We prefer money be sent in check form and made out to Adams School. If you send cash, please place it in a sealed envelope with your child's name on the envelope.

To qualify for free or reduced price breakfasts/lunches, families need to turn in a new application and have it approved each school year. If the family was on a Boise Schools modified lunch program last year, students are given a two-week grace time to allow their family to turn in a new application and have it approved.

If you wish to buy a lunch and eat with your child, please notify the office by 9:00 a.m. Any child not attending Adams will be charged the adult ticket price. Current prices are:

Breakfast Prices:

Student	\$1.25
Adult	\$1.75

Lunch Prices:

Student	\$1.90
Adult	\$2.75

(The above costs include milk.)

Milk can also be purchased separately:

White.....\$ .30 per-carton	Chocolate.....\$ .40 per carton
-----------------------------	---------------------------------

## BUS INFORMATION

State law provides for bus transportation for all students living a mile and a half or more from school. Bus transportation applications must be completed for all students eligible for busing. When riding the bus, the students are expected to display good manners and to follow the rules so every trip will be a safe one. Safety rules include staying seated at all times, quiet talking and following the directions of the driver. While on the bus and being picked up, the students are under the direction of the bus driver. School rules apply for the children when they are on the bus or at the bus stops. Failure to abide by school bus safety guidelines could result in suspension of a student's privilege to ride. Citations are issued for students who do not cooperate. The following steps are usually taken according to the number of citations and severity of behavior: More information on busing is available in the District's Handbook.

Bus Citation Procedure:

1. Warning
2. Bus privilege denied for three days
3. Bus privilege denied for five days
4. Bus privilege denied for remainder of current school year.

If your child wishes to ride the bus to the house of a friend who regularly rides the bus, the parent or guardian needs to send a written request to the school office. Your child needs to have the request signed by the principal and then give the note to the bus driver as he/she boards the bus to go home.

## CLOSING OF SCHOOL DUE TO SEVERE WEATHER

To close or not to close school because of weather conditions is a complex issue. Snow, cold, and ice are three different weather conditions, each one unique in terms of affecting the decision to close schools. Ice is the biggest problem as the refreezing of melted snow makes the roads and sidewalks extremely dangerous for pedestrians, cars, and buses. Such conditions may force closure even when it appears that no severe weather exists. In all situations, the safety of the school children is of prime concern.

Representatives from transportation agencies, the weather bureau, law enforcement, and school administration monitor weather conditions throughout the night and confer between 5:30 and 6:00 a.m. to reach a decision which insures the safety of students. Local radio and television media will then announce if school is to be closed. Only under the most severe conditions would a school closure be announced the night before.

If the District schools remain open, parents are in the best position to make a judgment as to whether or not to send their children to school based on weather conditions in their specific locale. If parents believe it is too cold or too dangerous for their children to go to school, they have the option to keep their children at home.

## COUNSELOR

The elementary school counselor is a valuable and available resource for parents/guardians, teachers, and children. The counselor has developed curriculum in daily living skills which are presented in units to all classes. Children learn such things as problem solving, communication, and cooperation. Students may also see the counselor individually or in small groups. Parent education is offered to help families solve adult/child relationship problems. The Parent Education Center can be reached by calling 854-4103.

## DRESS CODE

Students are expected to dress in a manner that reflects the educational purpose of Adams School. In general, clothing, jewelry and accessories should not be revealing and should not be a disruption or interference to the educational process when the student is on any school premises or at any school-sponsored activity, regardless of location. Obscene items or items that promote drugs, alcohol, tobacco or gangs are not permitted. Clothing should be safe to wear given a child's active behavior when at school. While we depend on a parent's/guardian's good judgment to help their child choose satisfactory dress for a day at school, below are some of our expectations for student dress.

- ❑ Pants should not be so baggy that they show skin or underwear and should not drag on the ground and become unsafe.
- ❑ Short shorts, low tank tops, and strapless or "spaghetti-strap" tops are distracting and not appropriate for school. In general, shorts should not be shorter than the children's fingertips when they hold their arms by their sides.
- ❑ Tops must cover the torso, the midriff and any underwear. Straps should be at least the width of the student's 2 fingers.
- ❑ Students may not wear head coverings in the school building except for religious headgear or as authorized by the principal or designee.
- ❑ Shoes must be worn at all times and should fit snugly or have a strap around the heel and toe for safety (for example, flip flops are not appropriate).

## DUE PROCESS

When students receive school consequences for misbehaviors, they are entitled to due process. Due process means that the student has the right to hear the details and the reasons as to why an action is being taken. In addition, the student has the right to present his/her side of the story.

## ENROLLMENT PROCEDURE

A child may not attend Adams Elementary until an enrollment form has been completed and signed by the child's legal parent or guardian. In addition, two documents, a certified copy of the student's birth certificate and an original immunization record, must be submitted. The immunization record must show that the child has received 4 DPT, 3 Polio, and 1 MMR. Students born on/or after November 22, 1991 also need a Hepatitis B immunization.

## FIELD TRIPS

At the beginning of each year, parents/guardians will be asked to give written permission for their children to participate in field trips during the school year. Teachers will then provide written notice at the time of each field trip, indicating when and where the field trip will take place, and how the children will be transported. Transportation shall be by walking, private cars or by school/public buses.

Parents/guardians who drive on field trips must sign an insurance form in the office which signifies that he/she carries \$300,000 of liability insurance, \$300,000 per accident and \$100,000 per individual, and is willing to transport school children according to the laws of the State of Idaho, including having and using a seatbelt for each child. A School Event Transportation Permission and Owner-Operator Vehicle Request form must be completed.

## HEALTH, INJURY, OR ILLNESS

If your child is ill, please keep him/her home from school. Be alert to such symptoms as upset stomach, runny nose, fever or sore throat. Check with your doctor for diagnosis, treatment and the proper time to return to school. Again, be sure to call the school prior to 9:00 a.m. each day your child is absent (854-4190).

At school, we administer simple first-aid only. If your child becomes ill or injured at school, your child should tell his/her teacher. Your child will be cared for temporarily by a staff member or school nurse. We will call if there is an illness or injury that requires treatment or if we feel your child should go home. If you cannot be located, your emergency contacts or your family doctor will be called, and your child will be released to their care. It is extremely important that the school have your current home and business phone numbers and an emergency name and number. If no one can be reached and the illness is severe, the paramedics will be called and, upon their recommendation, your child will be transported to an emergency room at your cost.

Generally if students are well enough to be in school, they are well enough to go outside for recess. Studies have shown that fresh air is a benefit. However, if your doctor requests that your child to be kept indoors during recess please let us know.

## INCLEMENT WEATHER

Except for extreme weather conditions, your child should come prepared to be outside until the first bell rings at 8:40 a.m. During extremely cold or wet weather, children may come into the cafeteria to wait for school to begin. If the weather continues to be extreme and the cafeteria becomes crowded, an early bell will be rung so students can go to their classrooms under their teacher's supervision. Please have your child dress appropriately for the weather and arrive at school after 8:15 am. Thank you!

## INSURANCE

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents/guardians need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians. The district carries only legal liability insurance.

The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year and are available at the school office. Parents/guardians, please be prepared to pay for your child's possible medical expenses.

## MEDICATION

Consent of the parent/guardian is required in order for students to take medication at school. On all daily on-going medication, the consent must be written on a medication form provided by the nurse. The medication must be kept in its original prescription bottle. A medicine card will be kept on each student on a daily basis to verify that the student has taken the medicine. Short term medicines, like antibiotics or cough syrup, also require written consent from the parents.

## PERSONAL BELONGINGS

Only those items on the school supply list or requested by the teacher should be brought to school. Please leave personal playground equipment, toys, cameras, Ipods, electronic games, radios, or large sums of money at home. Students' cell phones must be turned off and stored in backpacks during school hours. No money should be left in desks or in the building overnight. The school cannot be responsible for money or valuables lost or stolen.

## PETS

Due to our crowded halls before and after school, and in consideration of those with allergies or a fear of animals, we respectfully request that pets do not enter the building. If you bring a pet to school, please keep the animal outside and well-supervised or leashed. Exceptions can be made for "show & tell".

## PHYSICAL FITNESS

Physical fitness testing has long been an integral part of the Boise School District Elementary Physical Education Curriculum. In the last few years, fitness has become even more of a concern as researchers collect data establishing the unfit physical condition of our nation's children and the critical need to promote health and wellness standards among the children in our schools.

This emphasis is projected in the Physical Fitness Appraisal given to the Boise School District's elementary school children assessing acceptable health standards for fitness that children need to acquire to experience a lifetime of wellness. This appraisal will be given twice during the school year; once in the fall and again in the spring.

The regular PE program requires that each child participate in PE activities. If your child has a particular medical problem that warrants a doctor's release, please send written notice from your doctor to the physical education teacher.

## PLAYGROUND SAFETY GUIDELINES

Adams' students are expected to conduct themselves in a respectful manner with all other children and adults. Children are instructed as to appropriate behavior and use of equipment on the playground. Please review these general playground safety guidelines with your child:

- Activities that are disruptive or dangerous will not be allowed on the playground.
- Students are allowed to play "tag" or "flag" football only. Tackle football is not allowed.
- Students are expected to use the playground equipment properly. Running or tag games on or under the equipment are dangerous. Slides are meant to go "down" only. Also, no ball games are allowed near the equipment, and students may not stand on the top bars.
- Ropes should be used for jumping only.
  
- Wrestling, "pyramids", play fighting and other games in which children pile on top of each other are not safe and are not allowed.
- Any animals that are on the playground should be reported to an adult. Students should not play with or tease stray animals.
- Gum chewing is not allowed because of the mess it can make when not disposed of in a proper manner.
- Pushing, shoving, hitting, kicking or throwing objects is never appropriate.
- Please respect our trees and do not hang on their branches or climb in them.
- Respect others by eliminating name-calling, put-downs, embarrassing actions or bullying.

## PROHIBITION OF GANGS AND HATE GROUPS

Gangs, hate groups, and similar organizations or groups which advocate hatred or discrimination on the basis of race, color, religion, sex, ancestry, national origin or handicap are inconsistent with the fundamental values of the educational environment of the Independent School District of Boise City. The activities of such groups and their members are prohibited on school district property and at all school sponsored functions.

## PROHIBITION OF WEAPONS AND THREATS

Students may not possess, use or store guns, knives, cigarette lighters, explosives or any other weapon. They may not use or threaten to use anything as a weapon, including hands, feet, any other part of the body, or any object. In addition, chains or studded jewelry which could be used as a weapon are not appropriate for school.

Possession and/or use of these objects/substances at the elementary school or at any elementary school sponsored activity without prior permission of school officials will result in the principal conducting an investigation immediately and making the determination as to whether a School Resource Officer is to be contacted and a complaint filed and/or if an immediate suspension is in order. Parents/guardians will be contacted by phone, letter, or in person in an expedient manner with detailed information regarding the incident.

## PTO

The P.T.O. coordinates such activities as room parents, art parents, extracurricular events, fund raisers and volunteer needs. Adams P.T.O. plays a crucial role in assisting our school to provide a well-rounded education. We appreciate your help and welcome your attendance at PTO meetings.

The P.T.O. also publishes a Student Directory that lists the addresses and phone numbers of all students in the school according to classroom. If you wish your child to not be listed in this directory, please call or send a note to our school secretary.

## POPCORN /PIZZA SALES

Popcorn and pizza will be sold every other Thursday. The cost of pizza is \$1.25 per slice and \$8.50 for a whole pizza. The cost of popcorn is .25 per bag.

## REPORT CARDS

Student report cards are completed and sent home at the end of each quarter. For the first quarter, the report cards are given to parents/guardians at the scheduled Parent/Guardian Conferences. Please feel free to talk with your child's teacher regarding any concerns that

you have either before or after the report card is sent home. Teachers may also maintain an electronic Parent Portal to review current grades, and other classroom information, on-line. Please contact your teacher, or the office, for information on how to access.

## SAFETY PATROL

Adams provides student patrol helpers. Sixth grade students with parent/guardian approval may serve on safety patrol. Certain standards in academics and conduct must be maintained in order to be a patrol member. Urge your child to respect and cooperate with these students. In addition we have an adult crossing guard on duty before and after school. School children should cross Warm Springs Avenue only at the crosswalk directly in front of the school and after the crossing guard extends the sign into the street and then signals for the children to cross.

Bicycle, scooter, rollerblade and skateboard riders are to WALK with their form of transportation across this intersection; they are to follow the same procedure as pedestrians. Help your child select the safest route to and from school and insist that it be followed.

## SODA PRODUCTS

Colas or similar soda products will not be available for student purchase during school or before/after school. The soda machine in the faculty lounge is for staff members or volunteers only. Adams School does not promote student consumption of soda products during the school day. Soda products may be sold at school events or activities, during which time parents can give specific permission for that purchase.

## SMOKING

Smoking in all buildings and on all property owned or leased by the public schools in Idaho is prohibited.

## SPECIAL SERVICES

Adams School provides the following services on a full or part-time basis: psychologist, nurse, speech pathologist, counselor, learning disabilities teacher, reading specialist, and gifted/talented facilitator. Students identified for these services may be referred by a teacher or a parent. Parents/guardians should first talk to the teacher about any concerns related to their child's learning. Parents/ guardians will be notified by the classroom teacher regarding any referral made to an instructional unit outside the regular classroom. No placement for special education services is made without the consent of the parent or guardian.

## STUDENTS LEAVING SCHOOL GROUNDS

According to state law, students are not allowed off school grounds from the time they arrive at school until they are dismissed at the end of the day. If your child is to go home for lunch, a note signed by the parent needs to be on file with the principal or permission be sent or called in each day that the child is to go home for lunch. Please advise your child that he/she will not be permitted to leave the school grounds to go to the M & W market.

Releasing pupils from school on a regular, extended basis is discouraged. However, an occasion may arise in which it is necessary for a student to leave school for a specific reason on a specific day. On such occasions, a parent/guardian should send a note stating the specific reason for taking the child out of school. A parent or authorized person must then come to the office at the given time and sign for the child's release. For safety reasons, students will be not allowed to wait outside. If the child is going to a doctor, dentist or other type of professional appointment, please bring in a note completed by the professional's office the next day so that the excused absence is fully documented.

## TARDY POLICY

It is important that children arrive at school on time. Tardiness interrupts the teacher and class and gives the child a poor start to the day. In addition, timeliness is an important life value that needs to be nurtured. According to the policy of the Boise School District, the only excused tardy is when a student has an appointment with a professional such as a doctor or dentist, and the tardy is documented with a note from the professional's office. All other tardies are unexcused.

Morning tardies are monitored on a semester basis with the following steps taken as tardies accumulate:

8 tardies	Phone call to parents
10 tardies	Letter to parents
12 tardies	Second Letter to parents
14 tardies	Conference with parent and student, and/or possible referral to the Ada County Attendance Court

## TELEPHONE CALLS

Except in cases of emergencies, students cannot be called from classes to accept phone calls.

Children calling home to ask permission to stay for prior scheduled after-school activities or to visit friends is not permitted. Your child needs to assume responsibility for making these arrangements with you before coming to school.

## TITLE IX POLICY STATEMENT

It is the policy of the Boise School District, in subscribing to and promoting the principles of equal protection under the law, that neither the Board of Trustees, nor its designated agents will discriminate in employment or in the equal delivery of educational services and opportunities against any person because of race, color, sex, religion, age, birth, ancestry, national origin, family relationship, personal or political patronage, or handicap.

## VISITORS

Students are NOT allowed to bring non-adult friends or relatives to visit at school. A child must be officially enrolled at the school before attending any classes.

Parents/guardians are always welcome at Adams Elementary. We heartily believe in parent/guardian participation and encourage them to come volunteer in a classroom, attend special programs, and/or eat lunch with their children. However, we do require all visitors, including parents/guardians and volunteers, to first go to the office and obtain an identification sticker for each day they are at school.

## BOISE SCHOOL DISTRICT EXPECTATIONS

*“Live the values of Respect, Dignity, Honesty, Responsibility, and Teamwork”*

**Respect** - “The act of giving particular attention”

- . Be friendly, polite and show common courtesies
- . Listen actively to what someone has to say
- . Consider the points of view of others
- . Care about the feelings of others
- . Use appropriate words and avoid swearing, name calling, obscene gestures, and inappropriate touching
- . Listen and follow directions
- . Demonstrate self-respect through wellness, fitness, and hygiene

**Dignity** - “The state of being worthy, honored, or esteemed”

- . Find value in others and let them know you value them
- . Talk out a problem, avoiding violence and hurting others
- . Have self-respect and a calm self-esteem

**Honesty** - “Fairness and straightforwardness of conduct - adherence to the facts

- . Give credit for a borrowed idea
- . Admit and correct mistakes, even if others don't notice
- . Tell the truth
- . Return what you borrow
- . Say what you mean do what you say, keep promises

**Responsibility** - “Moral, legal, or mental accountability - reliable - trustworthy”

- . Behave within the laws and rules of the organization, state, and nation
- . Accept consequences of your actions
- . Be prepared and do your share of the work
- . Be on time and complete work on time . . . Make Positive Contributions
- . Take pride in your home, school, and community
- . View mistakes as opportunities to learn; take the risk of trying

**Teamwork** - “Work done by several people with each doing a part”

- . Pitch in to help others . . . Ask and encourage others to participate
- . Change your habits to meet the group's need
- . Encourage others to express their points of view