
John Adams Parent/Student Handbook

2022-2023

John Adams Elementary School

2101 Manitoba Drive, Colorado Springs, CO 80910

Office: 719-328-2900

Michelle Slyter, Principal
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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.

We dare to empower the whole student to profoundly impact our world.

We are a dynamic, collaborative community of energized educators, engaged students and supportive partners with a passion for continuous learning.

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.

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 7:45 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 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 7:35 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 7:35 AM. Students are considered tardy at 7:45.

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 nontardy 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. Early sign out will not be allowed after 2:10 p.m.

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. For temporary pick up and drop off, please park in the grade level area designated by the labeled cone. You must stay in your car. 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 at the designated grade level cone.
- ✓ Pull all the way forward before stopping following the one-way arrows
- ✓ Do NOT exit your car while in the Hug and Go Lane

7:25 – 7:40 a.m. - All students will line up outside the main entrance to go the Wolfpack assembly in the gym.

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. Please notify the front office if you are going to be late picking up your child or if someone else is picking up your child.

LUNCH

General questions and/or concerns, please contact Adams at (719) 328-2900. John Adams serves breakfast and 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>.

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 WIDE AND CLASS DOJO: At John Adams, DOJO is our universal form of communication. Please download the app and consistently check the Adams page and your classroom page for immediate and important information.

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.

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.

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.

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.

Student Cell Phone Use. Cell phones are allowed on school grounds, but they must be turned off and in a student's backpack during school hours. (**Back pocket, desk, recess, lunch, or breaks are not permitted.**) Students may not use personal cell phones to call home for illness, homework, lunches etc. They must go to the office or make

these calls from the classroom. If student cell phones are in use during the school day, they will be confiscated and can be picked up from the teacher at the end of the school day. If the infraction occurs a second time a parent/guardian will need to come and pick it up.

Gum Chewing/Toys/Hats Students are not allowed to bring gum, toys, electronics to school. Students are not allowed to wear any type of head covering within the building.

Snacks

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

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.

TECHNOLOGY USE

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. We recommend you and your child have continual discussion on their Internet use at home and at school throughout the year.

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 (heellies) 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.

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

Respect

Integrity

Determination

Excellence

