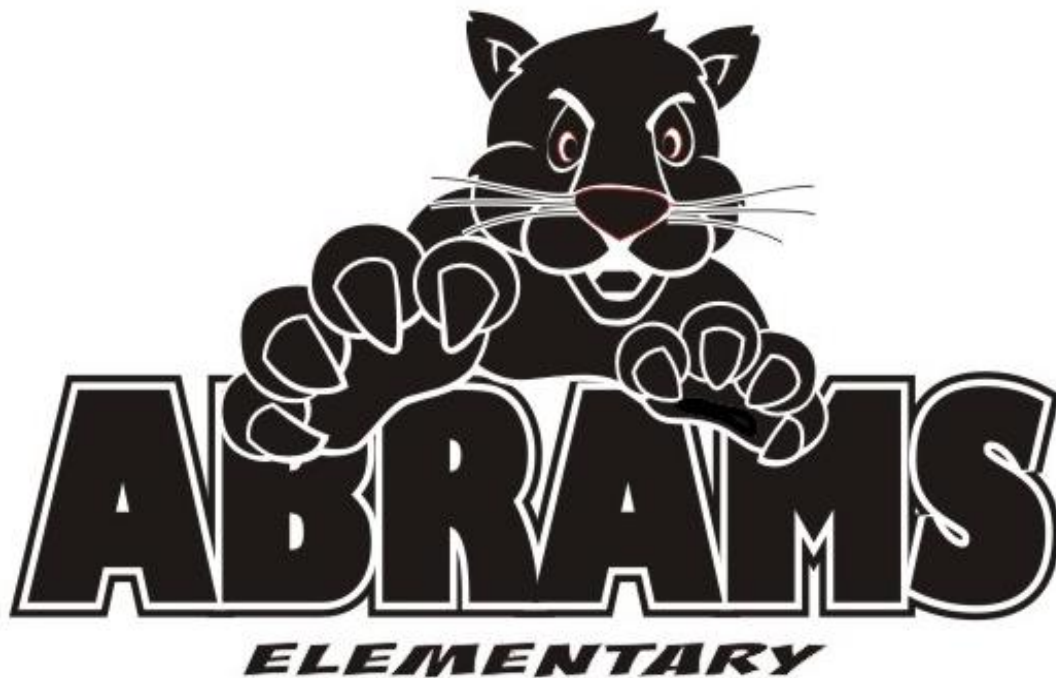


Abrams Elementary  
Parent/Student  
Handbook  
2018- 2019



**Welcome to Abrams  
Home of the Panthers!**

Lois Skaggs – Principal  
Rochelle Williams – Assistant  
Principal

**Welcome to the 2018-2019 school year!**

The Abrams Elementary Parent/Student Handbook has been developed in accordance with the Fountain Fort Carson District 8 policies and procedures. It has been developed specifically for Abrams Elementary and to provide useful information, valuable details and procedures. It also provides a unified approach in our service to students, parents, the Fort Carson community, and to Fountain/Fort Carson District 8. It is important that parents read the Abrams Elementary Parent/Student Handbook and review the contents with their child(ren).

Lois Skaggs  
Principal

Rochelle Williams  
Assistant Principal

**Fountain – Fort Carson Mission Statement:**

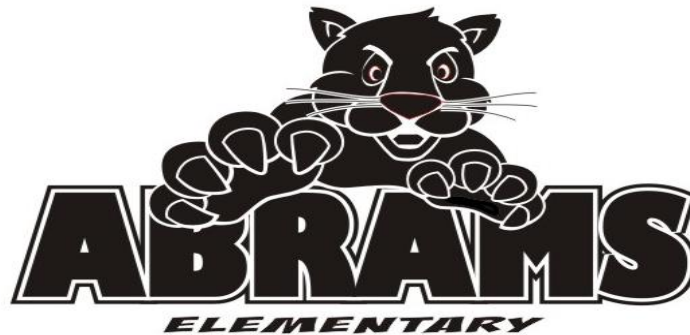
To develop generations of world-class learners capable of being successful members of society by providing a positive, empowering and safe environment where academic success is the desired result for all students.

**We are Abrams Elementary because...**

**We care about and affirm one another, students,  
teachers and our community.**

**We believe in, and do what's best for kids.  
Every child will make a year's growth in a year's  
time.**





**Abrams Colors**

Red & Black

**Abrams Mascot**

Panther

**Abrams Characteristics**

Respectful ♦ On-Task ♦ Always Safe ♦ Responsible

**Panther Pride Pledge**

**At Abrams we are Respectful, On-Task, Always Safe, And Responsible.  
Abrams Panthers ROAR!**

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Capturing Kids Hearts:

Abrams Elementary School is a Capturing Kids Hearts School. We believe that in order for students to learn, we must first have strong relationships with them, or “capture their heart.” At Abrams you will see that we greet every child, every day with

a handshake, eye contact and a kind word. Students soon learn how to greet others in a socially appropriate manner, and how to help other students feel comfortable.

Teachers and students work together to develop Social Contracts, which outline how we are expected to treat one another. Your children may come home and talk about their Social Contract or even tell their brothers or sisters to “check their hearts” and be kind to one another.

As part of Capturing Kids Hearts, we also give affirmations to students and teach them how to affirm one another as well. Students have opportunities to share good things and to learn about their classmates. Students learn to self-manage their behaviors and their learning.

## Tips for a Successful School Year

- Talk to your child's teacher. Together you are a team for your child's academic success.
- Provide a quiet place and a consistent time to do homework. Support your child in homework efforts but refrain from doing it for him/her.
- Help your child learn to follow directions. Give one-and two-step directions and see that the task is completed.
- Teach your child to show respect for others by using polite phrases such as "please," "thank you" and "excuse me."
- Model and reinforce appropriate behavior.
- Help your child learn his/her address and telephone number.
- Guide and monitor your child's television viewing and screen time.
- Listen to your child and encourage him/her to talk about new experiences.
- Explain the meaning of new words to your child.
- Help your child to succeed by encouraging his/her best work.
- Involve your child with reading and writing activities.
- See that your child gets a good night's sleep.
- Write your child's name on all personal items brought to school such as coat, hat, gloves, boots, sweater, lunch box, etc.
- Refrain from sending to school a sick child or one who has had a fever within the past 24 hours. This precaution will help preserve the health of other children.
- Please telephone the school when your child will be absent.
- Dress your child according to the weather; outside activities will take place when the weather permits. A note from you will be required if your child should remain inside because of a physical condition.
- Provide the teacher and or secretary (Mrs. Stephenson, Mrs. West, Mrs. Midkiff) with a correct telephone number where parents or a family friend may be reached during the school day, in case of an emergency.
- Discuss with your child what to do and where to go in the event you are not at home when he/she arrives.



## **Arrival & Daily Schedule**

### **Arrival**

The first bell will ring at 7:25 a.m. and school begins each morning at 7:30 a.m. (Monday through Friday). Any student arriving after 7:30 a.m. will be considered tardy and will need to report to the front office for a tardy slip. Students are to hand the tardy slips to their teacher once they enter their classroom.

1st - 5th Grade Students beginning and ending dates: August 13, 2018 – May 24, 2019

Kindergarten beginning and ending dates: August 15, 2018 – May 25, 2019

Early Release Days - all students dismissed @ 11:30 a.m.

First Bell 7:25 a.m.

School Begins 7:30 a.m.

School dismissed 2:25 p.m.

Breakfast for students will be served from 7:05 a.m.–7:20 a.m. in the cafeteria. If students finish eating breakfast prior to 7:20 a.m., kindergarten – third grade students are to report to the kindergarten asphalt area and then line up outside. Fourth and fifth grade students will line up on the back playground area directly outside of the fourth and fifth grade hallway. If students are eating breakfast, please make sure they arrive before 7:20 a.m.

When students arrive, they are to line up in their designated area. Students line up by grade level and for kindergarten, by teacher. When the first bell rings (7:25 a.m.), the teachers on duty will begin sending students to their classrooms. Kindergarten teachers will pick up their students. In inclement weather, students will line up in the gym prior to the start of the school day.

Our goal is to be ready to start classroom instruction at 7:30 a.m. Classroom teachers will be in their classrooms every morning to greet their students as they enter their classroom. When the bell rings in the afternoon (2:25 p.m.), staff will ensure safe dismissal of all students by escorting students to their dismissal locations. Please ensure that you are **very** familiar with our Pick-Up/Drop off procedures section. Detailed procedures for dismissal are listed in the Pick-Up/Drop off procedures section. Students are to report to the office if they have not been picked up by 2:35 p.m. Parents are expected to pick up their children immediately at the end of the school day.

### **Breakfast and Lunch Program**

School breakfast and lunches are available to students in kindergarten through fifth grade. The cost will be payable by the day, or you may purchase as many lunches as you care to at a time. If your student brings a sack lunch, milk or juice will be available for purchase. Free or reduced lunches are available for those who qualify (forms available in our office). Parents are always welcome to have lunch with their children! Parents may make payment by dropping an envelope into the food service box in the front office.

### **Pay Online (Breakfast 1.00 Lunch \$2.25)**

For a small service fee you can now pay for your child's meals online at [www.mymealtime.com](http://www.mymealtime.com) with your MasterCard or

Visa. When using the pay online feature, the minimum amount that can be deposited into a student's account is 25.00, and the service fee is 4.9% of the total amount you charge. Any money left in a student's account at the end of the school year will stay in the account ready for use in the next school year. Since accounts are set up using the student ID#, account balances follow students as they change schools within the district. A new benefit of the MealTime pay on line service is the ability to check the balance of the account at any time that is convenient to you by simply logging on. For more Nutrition Services information and current pricing, please log onto the District 8 website at [www.ffc8.org](http://www.ffc8.org) and click on "Nutrition Services."

## **Attendance**

### **STUDENT ABSENCES AND EXCUSES**

#### **JH**

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class or school day begins. Similarly, elementary students who leave school before the end of the school day without a proper excuse will be coded as a "reverse tardy." 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/guardians shall be notified of all penalties regarding tardiness.

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 his next class. Teachers shall honor passes presented in accordance with this policy.

Tardies and reverse tardies will be converted into unexcused absences for the purpose of calculating unexcused absences in the truancy policy. Secondary schools may convert three tardies into one period absent. Elementary schools may convert five tardies into a part-day absence.

The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law. Student Absences and Excuses (Board Policy JH)

For students attending Abrams who reside either out of Abrams attendance zone or out of district, attendance will be examined prior to approval for continued enrollment at Abrams Elementary School. Students with excessive tardies and/or absences may not be approved for continue enrollment.

*Please Note: An excused absence may include, but is not limited to, the following reasons: funeral, illness, injury, legal obligation, medical procedure and religious observation. An unexcused absence occurs when the student is absent without a reason, or for an unacceptable reason, as identified within the attendance rules set by the Board of Education.*



Military connected students whose parents are experiencing a deployment or re-deployment may be granted up to five days of excused absences. The conditions under which the schools may approve excused absences are: (1) the absence is pre-approved; (2) the student is in good standing; (3) the student has a prior record of good attendance; (4) missed work is completed and turned in within the school's allotted time period; and (5) the absence is not during standardized testing dates.

Suitable proof regarding the above exceptions, including written statements from medical sources, may be required.

### **Unexcused Absences**

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally or in writing by the Abrams office of the unexcused absence.

The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 15 days during any calendar year.

### **Attendance records**

Students will be considered tardy if they arrive after 7:30 a.m. Students arriving late to school must report to the office for a tardy slip. Upon returning to the classroom, they should have a tardy slip. Any student that is marked absent will receive an automated call from Infinite Campus that begins at 8:30a.m. When students are absent they should have a note from home or parents should report the absence by phone. All notes should be sent to the office and will be filed in the office by April West (attendance secretary).

Students who must leave school during the school hours must be signed out through the office. Once they are signed out, the student will be sent down to the office. Anyone picking up any student must be listed as an alternate contact on Infinite Campus (IC). A picture ID will need to be shown. If there is not a court order or separation agreement concerning custody of the child, either parent (or legal guardian) has the same right to see the child at school or have the child released to him/her.

The following schedule will assist you in determining when your child or children will be counted as tardy:

- - students who arrive after 7:30 AM at the beginning of the day, will be coded as tardy.
- - students who leave before 2:25 PM at the end of the day, will be coded as a reverse tardy.
- - students who arrive after 9:15 AM will be coded as absent PART DAY – AM (formerly ½ day absence).
- - students who leave for the day before 12:45 PM will be coded as absent PART DAY – PM (formerly ½ day absence).

### **Truancy**

**JHB**

If a student is absent without an excuse signed by the parent/guardian or if the student leaves school or a class without permission of the teacher or administrator in charge, the student shall be considered truant. A "habitual truant" shall be defined as a student of compulsory attendance age who has four total days of unexcused absences from school in any one month or 10 total days of unexcused absences during any school year. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as a "habitual truant."

In order to reduce the incidents of truancy, parents/guardians of all students shall be notified in writing at the beginning of each school year of their obligation to ensure that all children of compulsory attendance age attend school. Parents/guardians shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day.

The school shall establish a system of monitoring individual unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the

absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone.

Please Note: An excused absence may include, but is not limited to, the following reasons: funeral, illness, injury, legal obligation, medical procedure and religious observation. An unexcused absence occurs when the student is absent without a reason, or for an unacceptable reason, as identified within the attendance rules set by the Board of Education.

A plan shall be developed for a student who is at risk of being declared habitually truant with the goal of assisting the child to remain in school. The plan shall also include strategies to address the reasons for the truancy. When practicable, the student's parent, guardian or legal custodian shall participate with district personnel during the development of the plan. Appropriate school personnel shall make reasonable efforts to meet with the parent, guardian or legal custodian to review and evaluate the reasons for the child's truancy. In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while truant. Penalties may include a warning, school detention or in-school suspension.

## **Communication**

### **Keeping In Touch with Your Child's Teacher**

As a parent of an elementary level student, keeping in touch with your child's school and teacher is important to the academic success of your child's education. Parents are always encouraged to communicate with teachers about their child's progress by email or phone. During the school day, messages can be left for teachers by calling the school directly at 719-382-1490. Parents are also encouraged to make appointments for face-to-face contact with teachers. Teacher and school contact information can also be found on our district web page.

### **Change in Pick-up Plans**

When there is a change in pick-up plans for students, parents are asked to give the staff prior notification by a note or a phone call. Pick up changes can be made until 2:00 PM by calling the office at 719-382-1490. No changes will be made after that time. This will ensure that teachers will receive the message in ample time to change their regular dismissal arrangements. Abrams Elementary School personnel are unable to allow a child to deviate from their normal route home unless these procedures are followed.

### **Change of Address or Phone Number**

Parents are asked to inform the school office of any change in address or phone numbers immediately by checking in with the front office so that we have accurate, up-to-date information for all students. All parents must give a phone number (home, work, mobile, etc.) where they can be reached during the school day in the event of an emergency. All parents should have alternate contacts listed in the event that the school is unable to reach parents

### **Conferences**

Classroom teachers will schedule conferences with you. There will be two formal parent/teacher conference sections held. Should you wish to conference with your child's teacher at another time, please email or call your child's teacher to schedule a mutually agreeable conference time. It is very important that you keep the scheduled conference time and that you are prompt. Any changes or delays may affect other families.

## **EMERGENCY SCHOOL CLOSINGS**

### **EBCE**

The Superintendent or designee is empowered to close the schools, to delay their start, or to dismiss them early in the event of hazardous weather or other emergencies which threaten the safety, health or welfare of students or staff members. It is understood that the Superintendent will take such action only after consultation with appropriate authorities.

Information regarding notification of emergency closings and early dismissals shall be provided to parents, students and staff members at the beginning of each school year.

### **Emergency Closure**

When it becomes necessary to close the Fountain-Ft. Carson School District because of severe weather conditions, the announcement will be made over the radio station by 7:00 a.m. or at least one hour prior to an early dismissal. The report will be made over local radio stations including, but not limited to: KYSN (1460), KRDO (1240), KSSS (740), KPIK (1580) and KVOR (1300). It is the parent's responsibility to make prior arrangements with a babysitter or neighbor to take care of their child if arriving home early due to emergency school closings. Please discuss these emergency arrangements with your child periodically. A two hour late start means that all bus pick-up times will be moved back two hours. So a normal pick-up of 6:30 am would become 8:30 a.m., etc. No breakfast will be served if a two hour delay is announced. **Please be aware that announcements for closures will list Fountain-Fort Carson School District 8 as: "DISTRICT 8."** This description is used to differentiate the school district from the closures or delays that may occur on Fort Carson. **Parents may also subscribe to the Flash News alert option found at [www.flashalert.net](http://www.flashalert.net), and download the Fountain-Fort Carson SD 8 app.**

The District will only hold classes if it believes it is safe to do so. If parents believe the conditions are not safe, it is always the parent's option to keep students home. The absence will be excused. If you have any questions, please call the school.

### **Emergency Procedures**

Safety at Abrams is our first priority. In order to be prepared for an emergency, we practice drills monthly. Your student may come home and talk to you about one of practiced drills. These drills have been put into place to help keep our children safe in dangerous situations that may arise. Police and District administration also support each drill in their own specialized way. Other things we do to ensure your child's safety are: keep all exterior doors locked except one front entry door, screen all visitors through the RAPTOR system, work closely with the school resource officer, and meet regularly as a school crisis team to address any safety concerns.

\*\*Please note: No one is allowed in or out of the building during a crisis drill.

### **Emergency Contacts**

The name and phone numbers of relatives, neighbors, or friends who can be contacted, in case of an emergency, when you cannot be reached need to be current and updated periodically. If changes occur during the year, please notify the front office and your child's classroom teacher. We will be requiring a picture ID of contacts that are listed on Infinite Campus. Please let these individuals know that they will be required to show a picture ID.

### **Parent Messages**

Parent messages will be sent by email via the Parent Link/Blackboard. The district auto-dialer will start calling parents of children who are marked absent beginning at 9:00 a.m. on the day the child is marked absent. Many events and announcements will be posted on our Abrams Website. Please check it periodically.

Classroom teachers will send out regular communication to families at least monthly. Additional school information can be found on the Abrams website at <https://www.ffc8.org/Abrams> or on the Abrams Facebook page: <https://www.facebook.com/AbramsElementary/>

Parents may track student grades and attendance online through the Parent Portal. Parents who do not have a portal account should call the Abrams office to register for an account. Assignments, grades, and attendance will be posted regularly. Parents are encouraged to contact their child's teacher with any issues or questions that may arise.

### **Report Cards**

Students are to meet local and state standards for promotion in grades K-5 that include demonstrated proficiency on local assessments, standardized tests, and final progress reports/report cards. The purpose for report cards is to inform students and parents about a student's performance on the grade level standards. Information related to growth and overall strengths and needs will be discussed at conferences. Parents are encouraged to utilize the parent portal on Infinite Campus.

Grades will be provided each quarter. The report card increases a teacher's ability to communicate with the student and the parent about the student's success in progressing toward grade level standards for that grade, as well as reporting on the student's classroom behavior.

### **Student Birthday Celebrations**

We recognize that each of our students' birthdays are extremely important, both to them and to you. Consequently, we ask for your support by following these guidelines:

- Any food items provided for classroom celebrations must be trans-fat free. This includes birthday celebrations and holiday celebrations.
- Invitations for birthday parties will not be handed out by classroom teachers. Invitations may be passed out by parents or students before or after school.
- If you would like to bring/send balloons or flowers for their birthday, your child will be called to the front office to receive those gifts, but they must remain in the office area until the end of the day, when he/she will be called down to get them to take them home.

### **Visitors**

All visitors to the school must provide a government-issued photo ID in order to access the building. Visitor ID badges will be processed using the RAPTOR system, which screens state and national databases for criminal behavior. Once the visit is approved, visitors will receive a printed visitor's badge which must be worn in the building at all times. The badge must be returned to the front office as visitors leave the building. All staff members are asked to look for the visitor's badge so that unwelcome and unwanted strangers are not able to go unnoticed throughout the school. This procedure is to ensure the safety of the children. We enjoy and encourage parents to visit and be volunteers at our school. We appreciate your understanding and support of this policy. The safety of our students is our number one priority at Abrams.

We also want to provide the best possible learning environment for our students. In order to be able to do so, we need your help. When you visit Abrams, please remember that we have a "voices off" policy. You are welcome to visit classrooms by making prior arrangements with the classroom teacher.

If you would like to speak to your child's teacher, please send in a note or email the teacher to arrange a time to meet. The front office can also set up an appointment time outside of regular school hours for you to meet with your child's teacher.

## **Volunteers**

Parents are encouraged to volunteer at Abrams Elementary. All volunteers must be screened using the RAPTOR system. Regular volunteers may be asked to complete a more thorough background check.

# **Homework Policy (Board Policy IKB)**

Education is a lifelong process which extends beyond the school. It is important that students recognize that learning occurs in the home and community. Homework is one means of teaching the necessary skills of independent study and learning outside the school. A broad definition of homework includes not only written work but also related activities such as viewing specific television programs, news reporting, recreational reading and other activities which are related to classroom work but which are assigned to be done at home.

## **Why assign homework?**

- To provide practice using rigorous application of newly taught skills and concepts.
- To provide opportunities for applying skills and concepts into real world application.
- To allow for deeper understanding and learning.
- To improve life skills such as time management and responsibility.
- To provide the teacher with feedback that identifies students' strengths and weaknesses in understanding.
- To provide additional practice in skills and concepts that were re-taught because students had difficulty understanding them the first time they were taught.
- To provide an informal assessment teachers can use to enhance instruction.

## **When is homework assigned?**

- Homework is generally assigned Monday through Thursday and occasionally on weekends and over breaks.
- Homework time and complexity should increase with the age of the students. (Kdg/1st grade – 15 minutes, 2nd/3rd grade – 30 minutes, 4th grade - 45 minutes, 5th grade - 60 minutes.)
- Homework for middle school and high school students will vary depending on the course load. However, students should expect 1-2 hours of homework each night.
- Homework should be graded and account for 10-15% of the total grade.
- Homework is commonly posted on classroom whiteboards and students copy it into their planners. Homework may also be posted electronically as defined by each school.

Homework should not be assigned during standardized testing time periods or semester exams.

## **Guidelines for Students**

- Students should be aware of all homework assignments. It is the responsibility of the student to have the materials necessary to complete the assignment. Students should strive to deepen their learning by completing their homework.
- Be sure you understand the assignment and ask your teacher if you need help.
- Set aside a regular time to do homework.

- Study in a quiet place.
- Complete your work and hand it in when it is due.
- Do your best on each homework assignment.
- Be prepared to ask specific questions about your homework.
- Monitor your progress on assignments.
- Monitor your grades using Infinite Campus or by communicating with your teacher.
- Seek assistance and clarification from teachers before or after school when needed.

#### Guidelines for Parents

- Parents can support their students' learning by encouraging good study habits, providing a home environment conducive to learning, and expecting their student to complete homework assignments.
- Dedicate an area of the home free of distractions for your child to do their homework.
- Parents are encouraged to access Infinite Campus in order to monitor student progress and grades on homework. Please contact your child's school for assistance with Infinite Campus username and passwords.
- Take an active interest in your child's learning and what your child is doing in school.
- Compliment good work or when improvement is shown.
- Seek clarification from teachers regarding homework expectations.
- Encourage your child to seek additional help when needed.
- Express support for homework to your child.

#### Make-up Work

Make-up work shall be provided for any class in which a student has an excused absence unless otherwise determined by the building administrator. It is the responsibility of the student/parent to pick up any make-up assignments permitted on the day returning to class. There shall be one day allowed for make-up work for each day of absence. Make-up work shall be allowed following an unexcused absence with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. Credit will not be given for unexcused absences. Those assignments will result in zeroes.

## **PBIS (School-Wide Procedures / Expectations)**

PBIS is a program supported by the Colorado Department of Education and El Paso County School District 8 to promote and maximize academic achievement and behavioral competence. This is a school-wide strategy for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning. Abrams Elementary is proud to be a part of this exciting initiative.

As part of the PBIS program, we have several clear rules for the behavior we expect in all areas of our school. We explicitly teach those expectations to the students and reward them frequently with positive notes and prizes for their great behavior. The expectations for all student behavior will be clear throughout our building and playground areas, cafeteria, gymnasium, and classrooms. You will be able to ask your student, "What are the rules in your school?" "How do you follow those rules?" "What happens when a teacher sees you following the rules?"

Our school rules will specifically address bullying behaviors, provide for a safer school environment and give more time for instruction. We will apply consistent consequences and positive reinforcement for all kids. By detailing every expected behavior and teaching to kids in a positive way, we will provide a common language for everyone in our building, including students, teachers, front office staff and our paraprofessionals.

We believe that by helping students practice good behavior, we will build a school community where all students have an environment where they can succeed and grow.

Thank you for your support!

**Show Me Your Paws:**

When a staff member raises both hands, all students will also raise their hands, be silent, and listen to the staff member.

Students are asked to follow the Panther pledge:

**At Abrams we are; Respectful, On Task, Always Safe, And Responsible. Abrams Panthers ROAR!**

The Abrams staff will teach) expectations to students and help them in understanding their meaning. Students will be taught these expectations during the first two weeks of school and revisited every month or as needed.

In order to maintain a safe environment for your children to learn and grow, Abrams reviews discipline cases on a case by case basis. Please know that each disciplinary case is considered individually and all circumstances are taken into consideration when deciding on appropriate consequences. Parents will be notified of any documented office referral either by mail or telephone

## **Pick-Up/Drop-Off Procedures**

Breakfast begins at 7:05 and doors will close at 7:20. All students will enter through the outside cafeteria door. Students that are not eating breakfast at Abrams should not arrive before 7:20.

The first bell rings at 7:25 and the tardy bell rings at 7:30

Students arriving after 7:30 need to be signed in by their parent to receive a tardy slip.

Please help us keep your children safe by adhering to the following guidelines:8/21/2018

**AM Drop-off Procedure:**

**Drop-off Time:**

Students may be dropped off in the morning no earlier than 7:05 a.m. Breakfast begins at 7:05, and school staff are on duty to supervise students at 7:05. If you arrive earlier with your children, please keep them with you until 7:05 a.m.

**Drop-off Location:**

**Bus Riders:** All buses will unload students in the morning to the designated bus zone at the back of the school building on Wetzel Avenue. Students will proceed through the back playground gates to either the back playground, kindergarten playground or the cafeteria.

**Car Riders:** Students arriving in cars will be dropped off in the lane directly in front of the school building. Drop-off will only be allowed between the marked cones. All students will exit cars only from the passenger side. Students who are having breakfast may proceed directly to the cafeteria. All other students should proceed to either the kindergarten playground or the back playground, weather permitting.

Parents should remain in vehicles and allow school staff to help students. Please be sure that your students are prepared to exit the vehicle. If you need to help your students, please park your vehicle in the parking lot directly behind the school building and walk with your student to either the playground or the cafeteria.

Cars will exit the Abrams parking lot by turning left onto Chiles Ave. Due to the proximity of the crosswalk, **ONLY LEFT TURNS** will be allowed onto Chiles until 7:30 a.m. Please plan accordingly.

**Walkers:** There are two locations provided for walkers to cross to Abrams: the corner of Wetzel Avenue and Burris Street, and across Chiles Avenue at the signal light. Students and parents must wait for the crossing guard to signal that it is safe

to cross the street at both locations. Students should not cross Chiles Avenue, Burris Street, or Wetzel at any other locations.

**PM Pick-up Procedures:**

**Dismissal Cards:** All students will have a dismissal card at the end of the school day. Students must hand their card to the teacher on duty before they are released to either walk home, with a parent to be driven home, or before getting on the bus. These dismissal cards allow us to track where students are at the end of the day and ensure that they are safe. Please help us by reminding your child to hand their dismissal card to the teacher on duty.

**Pick-up Time:**

School is dismissed at 2:25 p.m. Students will be escorted to their pick-up locations after the final bell rings.

**Pick-up Locations:**

**Bus Riders:** All bus riders will load buses at the back of the school on Wetzel Avenue at the end of the day. When students are loading buses, parents who are picking up students will need to allow bus riders to have clear access to the buses.

**Car Riders:** All car riders will be picked up in the asphalt playground area behind the school. Teachers will escort the students to the back and line up by grade level. Parents must acknowledge the teacher during pick-up, and students must hand their dismissal cards to the teacher on duty.

**Walkers:** Students who are walkers will gather in the cafeteria at the end of the school day. Sibling and neighborhood groups of students will meet in the cafeteria and provide their card to the teacher on duty.

*\*\*Please note that kindergarten students are not allowed to walk home unless supervised by an adult 18 years of age or older, as noted by Department of the Army Installation Policy for Supervision of Children, IMCR-ZA. A copy of this policy is available in the front office at Abrams.*

**In order to change how a child is transported at the end of any school day, parents MUST call the office before 2 p.m. or send a note to the teacher. Abrams Elementary School personnel are unable to allow a child to deviate from their normal route home unless these procedures are followed.**

We appreciate your support and understanding that student safety is a top priority at Abrams Elementary School.

## **Technology**

**Inappropriate Use of Social Networking Tools**

Social networking tools provide students easy access to share news and events with each other. However, using these communication tools in an inappropriate manner can have negative consequences—especially if unkind words or threats are used with the intent to hurt others. Any authorized or unauthorized use in school or out of school of computer software, computer networks, telecommunications devices, information technology and related technologies, which disrupts or interferes with the educational process in any manner is prohibited and may result in suspension. As a reminder, most social networking tools do not permit children under 13 years of age to access their sites.

**Media Center/Library**

The media center is an essential part of the school's instructional program. It helps students learn to become proficient readers and independent users of information. The media center will be open in the mornings for student check out on Monday – Friday mornings. We want our Abrams students to become life-long readers and book lovers. We hope that parents will enjoy reading with their children the books they bring home and that you will encourage them to love reading.



## **Systems/Procedures**

### **Bikes**

- A rack is located in the front side of the building and is available for students who ride bikes to school.
- Students should ride bikes to school only if they are able to lock the bikes securely on the rack.
- Bicycles are not to be ridden on the playground to avoid running into other students.
- When students arrive on the school grounds, they are to walk their bicycles to the racks and secure them.

### **Child Custody**

In most cases, when parents are divorced, both parents continue to have equal rights where their children are concerned. If you have a court order that limits the rights of one parent in matters such as a custody or visitation, please bring a copy to the office. **Unless your order is on file, court certified, and specifically states denial requests, we must provide equal rights to both parents.**

### **Classroom Websites**

All teachers will develop and maintain a classroom website. The website will include information about the classroom, curriculum, special events, and other pertinent information. All homework will be posted on the website.

### **Cell Phones**

Although children may have cell phones at school, we require that students keep their cell phones outside of the classroom and in their backpacks during the entire school day. Children may use their phones before and after school. Please understand that the school and its employees cannot be responsible for missing, broken, or stolen cell phones. If you need to reach your child during the school day, please call the school (382-1490) and we will relay the message or bring your student to the office to speak with you. If your child needs to call you during the day, they may use the school phone. Phones, electronic devices, and toys that are seen out of the backpack will be turned into the Principal or Assistant Principal. Parents will be notified and may pick up those items at any time. Please note that any item brought to school that is disruptive will be taken away.

### **Counselor Services**

Counselor services are available to every student in the school. The student determines directions and goals in counseling. With the counselor, a student may discuss and explore freely and in confidence any problem or feelings that are personally important. During counseling, these concerns may be talked through and examined, alternatives explored, and decisions made about future courses of action. Should the student find that special and/or additional assistance of some sort is needed, the counselor will assist in finding such help as may be needed. Parents are encouraged to talk to a counselor about any area of concern related to their children and the school. Should you have concern about any of your students, check with the counselor. Together, you can form a plan to best serve the needs of the student.

### **Social Contracts**

*"If you have a child's heart, you have his head." ~Flip Flippen*

Teachers will work together with students in creating a social contract in the student's classroom as well as greeting the students at their doorway every morning.

### **Crosswalk Safety**

Abrams has orange vested crossing guards keeping our children and families safe. Please cross only where there are crossing guards and please remember to always use the crosswalks. Do not cross between cars.

### **Field Trips**

The purpose of field trips are to enhance what is being taught in the classroom. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission form. If parents elect to not allow their student to go on the field trip, then parents must keep student at home.

### **General Safety**

Weapons or any facsimile of a weapon (i.e. play guns or knives, slings shots, bow and arrows) or any other dangerous toys should not be brought to school. Doing so may result immediate suspension from school.

### **Health**

### **ADMINISTERING MEDICATIONS TO STUDENTS**

#### **JLCD**

Medication may be given legally only by school personnel whom a registered nurse has trained and delegated the task of giving such medication. For the purposes of this policy, the term "medication" includes both prescription medication and nonprescription medication. The term "nonprescription medication" includes but is not limited to over-the-counter medications, homeopathic and herbal medications, cough drops, vitamins and nutritional supplements. Medication may be administered to students by the school nurse or other school designee only when the following requirements are met:

1. Medication shall be in the original properly labeled container. If it is a prescription medicine, the student's name, name of the medication, dosage, how often it is to be administered, and name of prescribing health care practitioner shall be printed on the container. Non-prescription medications shall be provided in a new, unopened, sealed container.
2. The school shall have received written permission from the doctor or dentist to administer the medication.
3. The school shall have received written permission from the parent/guardian to administer the medication. When such a request is made by a parent/guardian, a full release from the responsibilities pertaining to side effects or other medical consequences of such medications also must be presented.
4. The parent/guardian shall be responsible for providing all medication to be administered to the student.

Please Note: All medication shall be safeguarded at school to avoid any risk that it may be improperly administered to anyone.

### **Self-administration of medication for asthma or anaphylaxis**

A student with asthma, a food allergy, other severe allergies, or a related, life-threatening condition may possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or other related life-threatening condition. Self-administration of such medication may occur during school hours, at school-sponsored activities, or while in transit to and from school or a school-sponsored activity. Student possession and self-administration of such medication shall be in accordance with regulation JLCD-R.

Authorization for a student to possess and self-administer medication to treat the student's asthma, food or other allergy, anaphylaxis or other related, life-threatening condition may be limited or revoked by the school Principal after consultation with the school nurse and the student's parents/guardian if the student demonstrates an inability to responsibly possess and self-administer such medication.

Student possession, use, distribution, sale or being under the influence of medication inconsistent with this policy shall be considered a violation of policy JICH, Drug and Alcohol Involvement by Students and may subject the student to disciplinary

consequences, including suspension and/or expulsion, in accordance with policy JICH.

## **FIRST AID**

**JLCE**

No treatment of injuries except first aid shall be permitted in the schools. First aid is that immediate help given by the best qualified person at hand in case of accident or sudden illness.

First Aid: Office personnel do not diagnose or give treatment other than first aid. Any injury received in school should be reported to the teacher in charge before coming to the office. All major injuries are referred to the parents, or in case they cannot be reached, the emergency contact person will be notified. All injuries to the head are reported to parents. In the case of a severe emergency, 911 services will be requested.

Hearing/Eye Tests: Children in grades K-5 and new students are screened each year for visual and hearing problems. Abnormalities are reported to the parents. However, no report is made if the results are normal.

Illness: When your child is ill, please keep him/her at home. In the event your child becomes ill at school, he/she will be made as comfortable as possible until the parent arrives to take the child home. We do not have facilities to provide care. If your child is sent home with a fever or runs a fever (100.0\* or greater), please keep your child at home and under your care until the fever is gone. He/she must not have had any fever reducing medications for at least 24 hours. Please also keep your child at home for a minimum of 24 hours after the last incident of vomiting or diarrhea.

## **IMMUNIZATION OF STUDENTS**

### **JLCB**

No student shall be permitted to attend or continue to attend any school in this district without meeting the legal requirements of immunization against disease unless the student has a valid exemption for health, religious, personal or other reasons as provided by law. Students who do not submit an up-to-date certificate of immunization or a written authorization signed by one parent/guardian requesting local health officials to administer the immunizations or a valid exception shall be suspended and/or expelled from school according to regulation JLCB-R.

All information distributed to parents/guardians by the district will inform them of their rights to seek an exemption from immunization requirements.

## **Lost and Found**

Articles of clothing and other items that are found will be taken to the lost and found coat rack/container in the foyer by the office.

Please instruct students that they should leave the hangers on the rack when retrieving lost items. If items are not claimed during a one-month period, they will be donated to charity.

## **Pets at School**

Pets may not be brought on school grounds at any time, with the exception of service animals.

## **Physical Education Dress Code**

Student safety in physical education classes is an Abrams priority. To ensure your student's safety, the follow dress code is enforced;

- Provide a belt for loose fitting pants
- Provide shorts underneath dresses
- Provide athletic shoes that tie or strap on
- Please be aware of the day that your student goes to P.E. and dress them appropriately

## **Pledge**

Each school day begins with the Pledge of Allegiance. This is a salute to our country. Any student whose religious beliefs prevent them from participating in this activity should speak to the teacher in order to be excused from this part of the school day.

### **Recess**

Recess will occur after students have eaten lunch.

### **Records & Withdrawals**

The school office keeps an up-to-date enrollment card on file for each child. If you move or change your residence or telephone number, please report the new information immediately. **It is very important that we have telephone numbers where you can be reached in case of an emergency. We also request the name and phone number of a responsible person in case you cannot be reached.**

### **Student Allergies**

In an effort to reduce the risk of exposure to food allergens we are asking all staff members and parents to follow the recommendations made by the Centers for Disease Control and Prevention on the following website: <https://www.foodallergy.org/life-with-food-allergies>

### **Security**

The safety of the students and staff is very important. All outside doors will be locked. Parents and visitors will be admitted into the school building by office staff.

### **Student Supervision**

The safety and well-being of your child are our priorities. From recess to academics, adults are on duty to supervise the actions and activities of your children. Remember to contact the office if plans change for the end of day release for your children.

### **Suspensions**

Students may be suspended from school. This can be an In School Suspension, or an Out of School Suspension. In both cases, Students will be allowed to complete all assignments for a grade within a reasonable time frame usually one for each day missed.