

2018 - 2019

Adolphus Elementary School

Parent / Student Handbook



Judge James C. Adolphus Elementary

7910 Winston Ranch Pkwy - Richmond, TX 77406

(832) 223 - 4700

Welcome to Adolphus Elementary, where our mission is "One Team, One Goal, Every Child". Our staff strives to inspire greatness one child at a time. We look forward to partnering with your family on this journey. Please feel free to call the office if we can assist you.

ABSENCES

Each child is expected to be punctual and at school. State Law requires students to attend school. In case of an absence from school, parents need to send a written excuse on the day their child returns. If a child is absent five days or more, a doctor's excuse is required. Communication will be sent home by the district regarding absences.

ARRIVAL

School hours are: 7:30 a.m. – 2:40 p.m. The building opens at 7:00 a.m. Students go to their classrooms at 7:20 a.m. to prepare for the day.

Car riders should be dropped off and picked up in the front of the school. Please use caution. Students should load and unload from the curb. If you wish to park, you must walk your child all the way across the crosswalk for safety purposes. The side lot is only to be used for pick up from after school daycare and buses. Students riding bikes will park them in the front of the school at the bike racks.

CAFETERIA

Paying for breakfast and lunch can be paid for online on the district website www.parentonline.net. Placing money in a student's account is also available in the cafeteria each morning before school. Applications for free/reduced meals are available in the school office. In addition to lunch and breakfast, the cafeteria sells various other items such as ice cream, fruit snacks, etc. Students can purchase any item they have the ability to pay for, therefore if you do not want your child to buy anything other than lunch, please notify the cafeteria manager. Accounts can be designated as lunch only, lunch and breakfast only, or an unlimited account with the child being able to choose selections. Breakfast is served each morning from 7:00 a.m. – 7:30 a.m.

DISCIPLINE

Maintaining student conduct is necessary in achieving our goals of providing a safe school and achieving highest student achievement. Each class, under the direction of the teacher, will develop a set of rules. The rules and consequences are posted in the classroom. This is a step program. Typically, this means that the first offense might result in a warning; the second offense, a short period of isolation from the class activity; the third offense, time out of the classroom; and the fourth offense, parent contact. These consequences may vary slightly depending on the teacher and the maturity of the class. Every classroom plan contains a serious disruption clause; that is, if a child causes a serious disruption he or she goes directly to the principal. Visits to the administrator also follow a step plan.

DISMISSAL

School hours are: 7:30 a.m. – 2:40 p.m. Dismissal is at 2:40 p.m. If your child is a car rider, remain in your vehicle with the car rider sign hanging visibly. Parents of walker and biker students are asked to wait across the street until the children cross the street safely. A walker tag must be shown when picking up any Kindergarten student.

DO NOT BRING TO SCHOOL

Children are not allowed to bring live animals, gum, candy, and playthings to school except by special permission from the teacher. A toy brought from home can be distracting and cause neglect of classroom work. Teachers may take such items from children and hold them for the parent to pick up.

DRESS CODE

Students are required to wear uniform dress. Tops must be collared (polo style) solid color tops in red, black, white, gray, or navy blue. Approved spirit shirts may be purchased throughout the year from PTO and may be worn any day of the week. Bottoms may be in solid color black, gray, navy blue, or khaki pants, capris, skirts/dresses (longer than fingertips), skorts, shorts, or blue denim jeans. NO HOLES. Any leggings or tights worn must be a uniform color and must be worn under shorts or skirts.

Sweaters/Jackets worn throughout the day must also be a uniform color. Shoes should fit securely - tennis shoes are needed on PE days. NO FLIP FLOPS.

EARLY PICK UP

Maximizing instructional time is a top priority. For this reason, we ask that you schedule appointments after school hours. In the rare instance that you need to pick your child up early, please bring your ID and the front office will assist you. If the person picking up is not listed as an emergency contact the parent must call the front office or send a signed note.

FIELD TRIPS

All field trips will be curriculum based to increase student achievement. Most teachers schedule one trip per year based on the curriculum and the grade level. District approved permission slips must be signed by a parent before a student can go on a field trip. Telephone permission is not acceptable. Students attending field trips are required to ride the bus to and from their destinations. Siblings may not attend field trips.

HEALTH SERVICES – CLINICS

Sick children should not be sent to school. If a child has a fever or severe cold, please don't send them to school. Students must be free of fever, vomiting, or diarrhea for 24 hours before returning to school. The school nurse can dispense prescribed medication. Please see her for details.

MEDICATION PROCEDURES

The School Board has adopted a policy to provide as much safety as possible when underlying health problems make it necessary for students to receive medication at school. In order for the nurse to give medication at school, parents must:

1. Bring the medication to the school in the prescription bottle labeled with the exact dosage.
2. No medication will be given at school that could be given at home.
3. Over the counter medications can be given with written parent's permission.

HEAD LICE

Lamar CISD follows the Texas Department of State Health Services requirement that children with live head lice should be excluded from school and may return after they have received one medicated shampoo treatment. Parents should accompany the child back to school upon return to ensure that the student has no remaining live lice. In addition, the parent should provide proof of treatment such as a label from the treatment product. Students with lice eggs only but no live lice do not have to be excluded from school. Students with lice eggs should also receive a medicated treatment if they have not been treated within the past 7 days. Please check your child at least once a week for evidence of live lice or lice eggs. Contact the school nurse if you discover that your child has lice or eggs or if you would like help in the identification of this problem.

LOST AND FOUND

All items found should be turned into the lost and found. If your child loses an item, inquiry should be made promptly. Parents are urged to put your child's name on the inside of each garment to make identification easier. Items left unclaimed at the end of the year are donated to Common Threads.

PARTIES

Birthday celebrations are held at recess or at the end of the day according to teacher's discretion. Store bought, single serve items (such as cookies, cupcakes, etc.) can be dropped off at the front office for the classroom teacher to serve. Items must be in the original store container. Due to health concerns, home-baked items are not permitted. Balloons and flowers are prohibited.

PARENT TEACHER CONFERENCES

Teachers are available for conferences either in person or by phone. Conferences may be scheduled by contacting the teacher. Parents may not conference with teachers during class time. If canceling a conference appointment, please call at least 24 hours in advance so another parent conference can be scheduled. Parents will be required to attend an individual conference after the first nine weeks to discuss student progress.

REPORTING STUDENT PROGRESS

Report cards for grades K-5 will be issued four times per year. Report cards reflect your child's academic progress, classroom conduct, and attendance.

SAFETY CONCERNS

Please notify the office staff or an administrator if you have any safety concerns that may impact the well-being of our students. Please remind your child(ren) to follow all safety rules. If your child is a walker, discuss the walking route they will take. Advise them to stay with a friend and to go straight home. If your child is a bike rider, review all bike safety rules and remind your child to wear a helmet at all times.

SCHOOL BUS

The district makes bus transportation available to all students living one half mile or more away from the school. This privilege is provided at no cost to students.

Please talk with your child about the rules, since misbehavior may result in a suspension of bus riding privileges. Rules include: staying seated while the bus is moving, talking quietly, respecting each other, following all directions, exiting the bus and going straight home. In addition, parents need to provide supervision for the children at the bus stops.

SITE BASED MANAGEMENT TEAM

The SBMT members act in an advisory capacity meeting with staff, parent, and community members. Four parents are chosen to serve on the team at the beginning of each year through an application process. The six meetings are held after school. Applications available at the beginning of the year.

STUDENT AGENDAS/FOLDERS

Students in grades K-3 will utilize a daily communication folder while students in grades 4-5 will receive a campus issued agenda. Parents are asked to review and initial their child's agenda/folder nightly. In addition, a weekly Bulldog folder with graded assignments and other important communication will come home every Tuesday.

TARDINESS

When your child arrives after the tardy bell at 7:30 a.m., he/she must report to the school office before going to class. This is necessary to prevent your child from being marked absent when they are actually present. Being tardy not only causes your child to miss instruction, it also interrupts the learning process of other children.

TELEPHONE

Please make sure students have their homework, lunch money, transportation arrangements settled, etc. before arriving to school. The school phones are not intended for student use. Student cell phones must be turned off so that instruction is not interrupted.

TEXTBOOKS

Textbooks are furnished for all grade levels. Fines are assessed if textbooks are lost or damaged.

TRANSPORTATION

Transportation changes, including early release for medical appointments, MUST be made before 2:00 p.m. by sending a signed parent note or calling the front office. Students will not be released for early pick up from class after 2:20 p.m.

VISITORS

All visitors are required to sign in at the school office and present a valid ID. The district practice allows for 30 minutes of classroom observation with prior approval of the principal. Visitation is for observation only, not to conference with the teacher or your child.

VISITORS FOR LUNCH

We welcome our parents to come and eat lunch with their child(ren). Please follow all school procedures and sign in with the office for a visitor's pass. Visitors must stay in cafeteria and may not attend recess. Visitors need to sit with their child at the designated visitor tables.

VOLUNTEERS

We love our volunteers! If you wish to volunteer in any capacity, contact the volunteer coordinator listed on the PTO website. Please keep in mind that all volunteers on campus and otherwise will adhere to the volunteer guidelines set forth for Adolphus.

WEATHER CONDITIONS

Please discuss with your children in advance the procedures they should follow in getting to and from school in inclement weather. In the event of severe weather conditions, use the district website www.lcisd.org, listen to the radio or television for information about school closings. Decisions regarding early dismissal or detaining the children at school for their safety due to weather conditions are determined by the situation in the area of each school.

WITHDRAWAL

If your family moves out of the Adolphus attendance zone, please notify the school right away (at least three days prior to your child's last day). Ensure all library books and textbooks are returned. In addition, pay any fines or cafeteria balances. On your child's last day, come to the front office to sign withdrawal documents.



2018 - 2019 STUDENT CALENDAR

August 27	First Day of School
September 3	Labor Day – Holiday
September 28	Fort Bend Fair Day – Holiday
October 26	Early Release K-5
November 1 - 2	Early Release - Parent Conferences
November 19 - 23	Thanksgiving Holiday – Holiday
December 24 - January 7	Winter Break – Holiday
January 8	School Resumes
January 21	Martin L. King Day – Holiday
February 15	Early Release K-5
February 18	Student Holiday
March 8	Early Release K-5
March 11 - 15	Spring Break – Holiday
April 19	Student Holiday
April 22	Easter Break - Holiday/Bad Weather Make up Day
May 24	Early Release K-5
May 27	Memorial Day - Holiday
June 6	Last Day of School

ADOLPHUS STAFF

Principal	Stacy Boorman	832.223.4700
Assistant Principal	Channon Almendarez	832.223.4700
Secretary	Barbara Lucero	832.223.4700
Counselor	Staci Davis	832.223.4705
Nurse	Jewel Kozak	832.223.4706
Librarian	Michelle Steenbergen	832.223.4707
Cafeteria	Rosa Alvarado	832.223.4708
Receptionist	Cheryl Koelzer	832.223.4700
Receptionist	Sheila Longerbone	832.223.4700