

## CURRICULUM AND PROGRAMS

ams Elementary has a core curriculum that stresses reading, writing, science and social studies. Studies also include character education, health, physical education, career education, music, art, physical education and media. The guidance counselor is available to assist students and parents. There are programs for Student Assisted Instruction, English as a Second Language, and Special Education programs and services. Field trips and special guest programs are provided to support the curriculum. The computer lab is available for students during the day and until 3:45 p.m. after school.

**CURRICULUM**- Complete information including benchmarks and standards for each area can be found on the district website at <http://www.keysschools.com>.

**RESOURCES**- and support materials are provided. The Media Center and classrooms provide a rich environment that contains literature and research materials.

**DISCIPLINE**- policies are established by each classroom teacher and are included in the student packet.

**EXCUSED ABSENCES**- will be given by the teacher for excused absences. It should be given in a timely manner. Parents should prearrange for any absences that are in advance. Teachers cannot duplicate lessons taught during the day, therefore students that children are in school every day. **ATTENDANCE IS A FOCUS AREA THIS YEAR.**

**COMMUNITY SERVICE**- and events take place constantly at GAE as we try to raise awareness for community service and build on the interests of our students.

**PARENTS NETWORK**- is a group of parents interested in fostering the relationship between home and school as well as providing an opportunity for parents to be involved in their child's education. All parents and family members are invited to join in various ways to be involved.

**Advisory Council (SAC)**- consists of parents who have input on school operations. All parents are welcome.

## PARENT/VISITOR ACCESS

The school recognizes the value of parent involvement in a child's education. We encourage parents/guardians to participate in their child's education in a variety of ways. There are guidelines to parent/visitors entering the building that are to be followed to ensure the safety of the students and staff. See the front office staff to get more information.

**REPORTING THE SCHOOL**- to ensure safety and avoid class-room disruptions, parents/visitors entering the school must report directly to the front office to sign in and receive a visitor badge to wear while in the building.

**ACCESS TO CLASS**- Parents/visitors must obtain prior permission from the teacher or designee to enter a class-room. Requests for visitation while class is in session must be made in advance. Any individual who threatens to disrupt school operations may be directed to leave the building. A complete outline of school policies regarding visitors to the building will be disseminated on a special card located on the school website.

**TEACHERS**- We greatly appreciate each volunteer, whether they assist in the classroom, cafeteria, library, or for special events. Registration must be completed before the volunteer work or extended classroom visits.

**EMERGENCY**- Please do not call the office to leave students messages unless it is an emergency. Please utilize teacher email for messages for your child prior to 1:45 p.m.

## GERALD ADAMS ELEMENTARY SCHOOL

5855 COLLEGE ROAD

Key West, FL 33040

Office Phone: 305-293-1609

Office Fax: 305-293-1608

### ADMINISTRATION

Dr. Fran Herrin, Principal

Carol Schmidlin, Academic Coach

Rob Taylor, Academic Coach

Alex Sorrentino, Counselor

### SCHOOL MISSION and VISION

"Creating the LEADERS of Tomorrow!"

Learners, Example-setters, Achievers and Dreamers The School vision supports the mission statement: We are committed to working together to develop each student's readiness and capacity to learn and to promote and encourage a high level of performance that will lead to maximum student achievement.

## STUDENT CONDUCT-RESPECT AND RESPONSIBILITY- BE A LEADER!

Our motto for student conduct is "Stop, think, act responsibly!"

The student code is:

- Be respectful.
- Be responsible.
- Be ready.

**There is a ZERO TOLERANCE Policy for violent behavior.**

We promote respect and responsibility for all students.

**LOST AND FOUND**- is located in the office. Please label all student items for easy identification.

**TELEPHONE USE**- Students may use the telephone for emergencies only. Be sure your child knows where he/she is to go after school prior to the start of the day.

**PERSONAL ITEMS**- Personal items, games, electronics and pets should not be brought to school. Any sharp objects may be considered a weapon and should be left at home.

## ARRIVAL AND DISMISSAL OF STUDENTS

**ARRIVAL**- Students should arrive at school between 7:45 and 8:10 a.m. The breakfast program which opens at 7:45 a.m. SUPERVISION AT SCHOOL DOES NOT BEGIN UNTIL 7:45, so please do not drop off students early. Upon arrival to school, students should report directly to their classrooms. Playing on the grounds or wandering in other areas is not permitted. PARENTS ARE ASKED TO ACCOMPANY STUDENTS INTO THE CLASSROOMS OR BUILDING and leave promptly. This is not a time for conferences.

**DISMISSAL**- Students are dismissed at 3:00 p.m., except on early release days when release time is 12:00. All students are released to the pick up circle, daycare or bus zone. Parents are asked to wait outside of the building for their child and assign a designated spot for the student to meet them. Supervision outside is from 2:50 p.m. until 3:15 p.m. After 3:15 p.m., all students not picked up will be taken to daycare and parents will pay a daycare fee. THIS WILL BE STRICTLY ENFORCED. When adverse weather occurs, students will remain in the building until they are picked up or weather clears. Parking for parents is located in FKCC's parking lot near the pick-up circle.

PLEASE DO NOT PARK IN THE BUS ZONE. The circle area is not for parking pick up only.

## HELP US TO ENSURE THE SAFETY OF OUR CHILDREN BY FOLLOWING SAFE TRAFFIC PATTERNS AND RULES.

### EARLY PICK UP OF STUDENTS

We ask parents to use early pick up only when necessary. Please report to the office to pick up your child early. No child will be called out of class from 2:45-3:00. Students will not be released to a person not listed on the student information card unless a parent contacts the office.

### HONOR ROLL

Several honor roll programs exist to celebrate the success of students. They include All A's; All A's and B's; and All A's, B's and 1 C.

### ATTENDANCE

The importance of regular school attendance can not be overemphasized. A card containing the Rights and Responsibilities of Parents regarding school attendance will be distributed on a special card and can be viewed on the website. IT IS IMPORTANT THAT STUDENTS ARE AT SCHOOL EVERY DAY AND ON TIME! If a student is absent, a written note, call or email is required giving the dates and reason for the absence. All absences are unexcused unless an excuse is received. After five absences, regardless of the reason, parents will receive a letter. After five absences, a conference with the principal will be required. A doctor's admittance slip is required for students returning to school after a contagious disease. We appreciate your cooperation in the development of patterns of regular school attendance for your child.

### TARDINESS

Students who arrive at school after 8:15 a.m. are considered tardy. After that time, students must report to the office for a tardy slip. We encourage parents to have their child at school prior to the 8:10 a.m. bell so they start their day off well. If a student is tardy ten times, a conference will be required with the principal.

## STUDENT INFORMATION

The purpose of info cards are to help us locate a parent or guardian in the event of illness, emergency, academic, discipline or good news involving your child. Be sure that the information on record is accurate and up to date. This card also contains the information of any designee that can be contacted if you cannot be reached and that has your permission to pick up a child. Also, please list any allergies, medications, or other conditions that the school should be aware of. This card also contains phone numbers that will be used with the phone connect system that allows the school and district to contact parents with emergency information, about special events and attendance issues. PLEASE BE SURE ALL PHONE NUMBERS AND ADDRESS CHANGES ARE REPORTED SO THAT THE STUDENT INFORMATION CARD IS KEPT ACCURATE.

A complete copy of the school discipline policy and district policies including the Student Rights and Responsibilities are available on the web or in hard copy in the office. Classroom rules and consequences will be included in the student packet. Students involved in an incident of severe violence or disrespect will be suspended.