

## DRESS CODE

Students are asked to adhere to the following dress code:

**No flip flops. Shoes must have a back strap for safety. NO SHOE SKATES ARE ALLOWED.**

- Pants, shorts, skirts must be worn at the waist.
- No violent pictures or offensive wording may be visible on the outside of clothing.
- Skirts may not be tank tops, have thin spaghetti straps, strapless or show a bare midriff.
- The full dress code is available in the handbook.

## AWARDS

Recognition occurs daily in many forms at Gerald Adams Elementary. Formal awards are listed in the handbook.

## PARENT COMMUNICATION AND INVOLVEMENT

Tuesday folders are sent home each Tuesday. They contain timely information, school news and student work. They are also a form of communication for academics and conduct. Please take the time to look at them and return them on Wed. Parent communication also comes in the form of phone calls, emails and scheduled appointments. The door to the principal is always open for concerns or good news. Please take the opportunities available. **Student success will take place with constant communication between school and home.**

**WEBSITE-** Gerald Adams' website has a variety of information. At <http://www.monroe.k12.fl.us/gae/> Parents, students and visitors can find the complete versions of the discipline plan, pupil progression plan, school and district policies, up-to-date information about school happenings, school and student activities and spotlights.

**GRADES-** Student grades can also be viewed on the web through Parent Viewer, located on the school website, with a special password that will be given to parents at the beginning of the year. These grades are a snapshot and are not time exact, meaning that teachers update them on a regular basis, but they are not real time grades. Parent Viewer is a way to monitor student progress and should be utilized by parents as another means to keep abreast of their child's academic progress.

**INTERIM REPORTS-** will be used to report student progress during the mid-point of the grading period. They will contain academic, work habit and conduct information. These reports will be sent to all students and a parent signature is requested on all mid-term progress reports.

**REPORT CARDS-** are disseminated four times, after nine week grading periods. Kindergarten receives a developmental report card with a scale of:  
S=Successful P=Progressing N=Not evident  
First through fifth grade receive a standard academic report card with a scale of:  
A=100-90 B=89-80 C=79-70 D=69-60 F=59-0 I=Incomplete

## PUPIL PROGRESSION PLAN AND DISTRICT CRITERIA FOR PROMOTION-

are available in hard copy in the office or on the website. Written notification will be given if there is a possibility of retention and parents will be kept informed of progress through mid-term progress reports, report cards, Parent Viewer. Work sent home and teacher communication. Students in the third grade must score a level 2 or higher to be promoted to the fourth grade. At all grade levels, the final decision on pupil promotion and retention will be made by the principal after teacher recommendation, parent input, data analysis and a recommendation by the retention committee.

**CONFERENCES-** are scheduled with all parents twice a year and as needed throughout the year. Parents are always welcome to make an appointment with the teacher to discuss any concerns. This can be done by calling the school or through email. (Personal student information will not be sent via email).

**EMERGENCY NOTIFICATIONS-** will be made by the school or district via the Connect-Ed phone system, public radio or Channel 98. Please be sure all phone numbers on the student information cards are correct.

**STUDENT RECORDS-** All student records maintained by the office are open to review by a parent/guardian upon request. These may not be released to anyone outside of the building without a written request of parent/guardian handbook.

## SCHOOL LUNCH/CAFETERIA

**NO LUNCH DROP OFFS OR FOOD DELIVERIES WILL BE ALLOWED. PLEASE RESPECT THIS POLICY.** The cafeteria offers both a healthy breakfast and lunch to students. Students are encouraged to participate as meals are well balanced. The monthly menus are sent home via the Tuesday envelopes and are posted on our news bulletin board and website. If a parent wishes to have lunch with their child, they should sign in at the desk in the cafeteria and wear a badge. **THIS IS A REQUIREMENT AND WILL BE ENFORCED.** Students will not be allowed to call at lunch time for lunch arrangements. An IOU will be issued and the child will receive a school lunch if they have nothing to eat when their class moves through the lunch line. Outlets will be enforced. A child accruing \$10.50 in IOU's will be given a lunch of cheese sandwich and milk until IOU is paid.

Cafeteria rules for all are:

- Walk in the cafeteria.
- Talk quietly and respectfully.
- Use good manners.
- Stay in your seat.
- Sharing of food is not allowed.
- Clean your area before you are dismissed.
- Raise your hand if you need assistance.

Prices: Breakfast-\$1.75 Lunch-\$2.35 Milk-.75

Extra items are often sold a la carte.

Adults prices: Breakfast-\$2.25 Lunch-\$3.50

**FREE OR REDUCED LUNCH** application will be sent home with each child in the student packet. Parents are urged to complete these forms and return them to school within the first complete week. **There is a change in district policy- each family needs to complete only one application for all of their children to qualify.**

## STUDENT REGISTRATION/WITHDRAWAL

**REGISTRATION-** Student registration can be done in the office. Requirements are birth certificate, immunization record, physical, proof of address. Specific requirements can be obtained from the office or on the website.

**WITHDRAWAL-** Please notify the office in writing a week prior to withdrawal to provide an opportunity for completion of school records and a check that all textbooks and library books have been returned.

## CLINIC/MEDICATION/HEALTH ISSUES

The clinic is staffed by a nurse and/or technician that takes care of administering medication, health screenings and minor cuts and bruises. If a child is not feeling well or appears to need medical attention, a parent is contacted.

**ILL STUDENTS** should be kept home if a child misses school due to illness, be sure to send in a written note upon return.

**MEDICATION-** Children are not permitted to carry any type of medication while in school. Prescription medication can be administered by the nurse following a specific procedure. Parents should see the nurse in the clinic to complete the appropriate forms.

Any child running a low-grade fever, has loss of energy, or complains of not feeling well or shows outward signs of illness should be kept home or doctor until the child is back to a healthy condition. See the nurse for policies regarding Lice, Ringworm, Scabies, Scarlet Fever, Chicken Pox and Measles.

## DISTRICT SCHOOL CALENDAR

Aug. 19- Students Report  
Sept. 2- Holiday/Labor Day

Oct. 18- End 1st 9-weeks  
Oct. 21-No School/Professional Day  
Nov. 11- Holiday/Veteran's Day  
Nov. 25- No School-  
Nov. 26- No School-  
Nov. 27-29-Holiday/Thanksgiving  
Dec. 23-Jan.5-Holiday Break  
Jan. 6-School Reconvenes  
Jan. 16- 2nd 9-weeks ends  
Jan. 17- No School/Professional Day  
Jan. 20-Holiday—MLK Day  
Feb. 17-Holiday/Presidents' Day  
Mar. 21—3rd 9-weeks Ends  
Mar. 24-29-Spring Break  
March 31 -No School/Professional Day  
April 1- Classes Reconvene  
April 18-No School/Hurricane Make up Day  
April 26-No School/Professional Day

## SCHOOL DAY TIMES

First bell rings-8:00 a.m.; Tardy after 8:15 a.m.  
School ends-3:00 p.m.  
Media Center Open-3:00-3:45 p.m. EXCEPT Tuesdays  
Early Release Days-School ends at 12:00 pm

## TESTING DATES

Aug. 20-Oct 1 Kindergarten FLKRS  
Feb. 25-27 FCAT Writing, Grade 4  
April 22-30 -FCAT Grades 3-5:Reading, Math, Science Gr 5  
Grades K-5: Progress Monitoring Testing administered throughout the year.

## GRADING PERIODS END

Oct. 18-First nine weeks ends  
Jan. 16-Second nine weeks ends  
March 21-Third nine weeks ends  
June 6-Fourth nine weeks ends

## SAC MEETINGS

During Monthly PAKER Nights-see school calendar  
SAC 6:00 p.m.