

# Adam ELEMENTARY SCHOOL

11303 Honey Grove Lane, Houston, TX 77065

Phone: 281-897-4485 FAX: 281-517-2089

*Please keep this information page where you can use it all year.*

School Hours: 8:45a.m.-3:45p.m.  
a.m. PPCD/Pre-K: 8:45a.m.-11:45p.m.  
p.m. PPCD/Pre-K: 12:45p.m.-3:45p.m.

2009-10  
School Colors: Maroon & White  
School Mascot: Eagle



## WHO CAN HELP YOU?

Homeroom Teacher – First Contact  
Becky Riley – Counselor – All grades  
Latasha Williams – Counselor - SOS  
Debbie Parker – Instructional Specialist  
Melissa Anthony – Media Specialist  
Laura Matthews – Nurse  
Julia Michalak – Attendance Secretary  
Marjorie Hogan – Secretary  
Jan Wright – Asst. Principal  
Jessica Schoenvogel – Asst. Principal  
Beth May – Principal

**ATTENDANCE:** Attendance is taken at 10:20a.m. Please send a note if your child is absent from school. Please check the CFISD Student Code of Conduct for further information.

**TARDIES:** Children that arrive to class after 8:45a.m. are tardy. Tardy slips will be issued from the office beginning at 8:50 a.m.

## ARRIVAL AND DEPARTURES

**EARLY ARRIVAL:** *Safety is our top priority.* Therefore, children will not be allowed to arrive at Adam before 8:25 a.m. The Early Morning Program is designated for students of district employees only. However, we do offer the YMCA Before & After School program on campus. If you need a list of daycare providers in the area, please contact our front office and we will provide you with a list.

**ARRIVAL:** Students who eat breakfast may go to the cafeteria at 8:25 a.m. All other students may enter the building and report to their classroom at 8:30 a.m.

**DEPARTURE:** Any changes in your child's after school transportation must be received in writing before 2:30 p.m. To avoid the end of day rush, students leaving early must be picked up prior to 3:30 p.m. or go home their normal route.

**EARLY DEPARTURE:** If you need to pick your child up prior to dismissal time, please send a note in the morning stating the time and reason your child needs to leave. We will make every effort to have the child in the office at the designated time. The person picking the child up must show their identification and be listed on the child's Emergency Card.

**BUS RIDERS:** A student may not ride a bus other than the assigned bus except in emergency situations. A request to ride a different bus must be made in writing by the parent, brought to the office, and approved by the principal. Reasons for bus change DO NOT INCLUDE scouts, sports activities, visiting a friend or anything which is the parents' responsibility to provide transportation. It is the practice of CFISD that no Pre-K student will be dropped off at a bus stop unless a responsible caretaker is there to receive that student. When there is not a caretaker available, the child will be brought back to the school and the parent will be called to pick up the child from school.

**CAR RIDER DROP-OFF/PICK-UP:** Morning Drop-off will begin at 8:20 am. Students will be dismissed at 3:45 pm. Please follow these directions for morning drop-off & afternoon pick-up: Traffic should enter from Dakar onto Honey Grove Lane, traveling east towards Maxim. Turn RIGHT on Maxim Street and enter the designated car rider lane. PLEASE do not turn left from Honey Grove onto Maxim. This disrupts the flow of traffic and may cause a traffic jam. When exiting, please turn right from Maxim onto Honey Grove to help alleviate congestion. Parents are to remain in the vehicle at all times. If a parent needs to come into the building, please park in the parking lot and check in at the front office.

**WALKERS & BIKE RIDERS:** Walkers will enter on sidewalks on each side of the building. Walkers must stay on the sidewalks until they arrive at the front door. Walkers are not to cross through the parking lots or the parent drop-off area. Bike riders must walk their bikes on the school sidewalks to the bike rack.

## SCHOOL VISITATIONS

We welcome your visits to Adam. For the safety and security of our children, you must check in at the front office. Your driver's license or ID will be scanned and you will be given a personalized name tag for your visit.

**Cafeteria Visits:** To eat lunch with your child, please follow the procedure above. Lunch visitors must be on the student's *Emergency Information Card* or have written permission from the parent to eat lunch with a child. You and your child may sit at the guest table. We ask that you refrain from inviting other students to eat with you, as this may lead to hurt feelings. Please say good-bye to your child in the cafeteria before they return to their classrooms. Parents are not allowed to attend recess due to the safety of our children.

**Classroom Visits:** Please make appointments with the teacher and limit visits to 20-30 minutes. Only parents or legal guardians may observe in the classroom. The principal must approve any other persons observing.

**Parties:** Only those people listed on the student's Emergency Information Card may attend class parties. Younger siblings may attend parties, but must be closely monitored. Food and materials provided for the parties are limited to Adam students. Adam students will not be allowed to attend activities of other siblings held during the school day. If an Adam student is checked out or absent from school, they may not return to campus for any school event.

## Food & Nutrition Guidelines

To encourage good health, the Texas Department of Agriculture prohibits foods of minimal nutritional value (FMNV) served during the school day. However, a parent may provide food or beverages for his/her own child's consumption. The exception to this policy are the three designated party days. On party days, store bought food or beverages will be permitted.

## CHANGE OF ADDRESS

Please keep address and phone numbers up to date in the school office at all times. You may notify us of a change in information by sending a note with your child or calling the front office. In case of emergency, it is vital that we are able to contact you.

### AWARDS

- ✓ Distinguished Honor Roll – Given to students in grades 3, 4 and 5 who have achieved all A's & all S's or above in academics and general conduct/work habits.
- ✓ Honor Roll – Given to students in grades 3, 4 and 5 who have achieved four A's and one B, or three A's and two B's and S's in all areas of general conduct and work habits.
- ✓ Excellent Attendance – Given to students at the end of each nine weeks and at the end of the school year for excellent school attendance.
- ✓ Eagle All-Star Award – Given to students who have earned 30 All-Stars.
- ✓ Principal's Award – Given to students who have earned 100 Adam Eagle All-Star Awards; thereby demonstrating consistent positive citizenship (responsibility, respectfulness, readiness).

### PERSONAL ITEMS

To prevent distractions in our educational setting, we ask that students refrain from bringing personal items to school without specific permission from the teacher. Personal items can be defined as, but not limited to: toys, radios, electronic games, trading cards, sports equipment, etc. **Cell phones are not permitted in school. There will be \$15 charge for all cell phones picked up.**

### BUYING & SELLING ITEMS

Students are not permitted to buy or sell any items on campus without the principal's permission.

### BIRTHDAYS

- ☺ Student's birthdays are acknowledged at school during the morning announcements.
- ☺ Due to FMNV regulations, cakes, cupcakes, favors, etc., for birthdays or other special occasions are not permitted.
- ☺ Due to the Privacy Act, homeroom lists may not be provided to individuals. However, a school-wide directory is made each year for all families who have joined PTO.
- ☺ Students will not be allowed to distribute invitations to personal parties at school. We also do not allow the delivery of gifts such as flowers, balloons, etc.

### STUDENT DRESS CODE

Appropriate student dress and grooming are important factors in the safe and orderly operation of the schools. Each student's appearance should reflect a positive image of the school and contribute to a distraction-free learning environment. Please refer to the District Student Handbook for complete information regarding dress code.

General guidelines for our Adam students include:

- Shorts must be mid-thigh length or longer.
- Tennis shoes or closed toed shoes must be worn in P.E. and recess.
- Hats, scarves, and other head coverings are prohibited.
- Students may not wear garments with visual or written messages that may cause a disruption to the school environment.
- Examples of unacceptable clothing include, but are not limited to midriff tops, tank tops, tops with spaghetti straps, spandex shorts and oversized or baggy clothes.

### HOMWORK

Homework is assigned on a nightly or weekly basis. It is checked upon its return and reflected in subject grades and/or work habits noted on report cards. Activities such as research papers and science projects also fall within the realm of homework and parts of the project may be assigned to be done at home.

### TEXTBOOKS

**Textbooks must be covered. Students must pay for lost or damaged textbooks.**

### CAFETERIA

**Meal Prices: Student: Breakfast \$.95 / Lunch \$1.65  
Adult: Breakfast \$1.25 / Lunch \$2.15  
Cafeteria Manager - Beverly Hughes - 281-897-4493**

### CODE OF CONDUCT

You received the District Student Handbook (Code of Conduct) with your 1<sup>st</sup> day packet of information. You are asked to become thoroughly familiar with this very important document and to keep it for reference as questions arise. Please make special note of policies regarding Attendance, Bus Transportation, School Visitation, Make-up Work, Medication Policies, Textbooks and Dress Code. We want all parents to receive a copy of the Code of Conduct. If you did not receive one, please contact the Adam front office.

### MEDICATION POLICY

Medications will be given to students when necessary only upon receiving a written request with specific instructions from the parent or guardian.

All medicine, including cough drops, must be brought to the clinic in the original container clearly labeled as to content, the student's name, and directions for time and dosage.

All medication must be brought to the clinic by the parent, guardian, or responsible adult. When the period for administering the medication has expired, the parent or other adult must retrieve the medication from school.

### PTO/VOLUNTEERS

Please join the Adam PTO. You may volunteer in many ways to assure the success of our children.



### EMERGENCY SCHOOL CLOSINGS

Listen to TV Channels 2, 11, 13 or 26  
FM Radio Stations 97.9, 95.7, 100.3, 93.0,  
102.9, 99.1, 107.9  
AM Radio Stations 1010, 740, 940  
[www.cfid.net](http://www.cfid.net)