

Policies and Procedures

School-Parent Communication

Communication between school and home is an essential part of the Adams experience. The office staff are available in person, by phone (790-5000) or via e-mail throughout the school day. Classroom teachers are available before and after school.

The office will send out a weekly e-mail newsletter each Friday highlighting school wide events, PTA news, fundraising and other pertinent school information. Newsletters will also be posted on the school website, along with the school calendar at <http://adams.4j.lane.edu/>

IMPORTANT! If you do not have web access, please let the office staff and your homeroom teacher know 541-790-5000 and we will add you to the paper list.

Teacher-Parent Communication

Classroom teachers will send out regular classroom newsletters or updates either through e-mail or via Adams website. Please contact your child's teacher if you have any questions or concerns about communication, classroom events or specific curriculum. The parent-teacher relationship is the key to a successful educational experience.

Sharing Concerns

Any time you have a question or concern about classroom instruction, curriculum, activities or discipline, please contact your child's teachers directly. If you have a question regarding the overall school program, policies, events, etc., contact the office staff or administrator.

Class Lists

Class dynamics and student needs are extremely important for a successful school year, therefore, the teaching staff invests a good deal of energy assessing academic and social configurations to make the best possible placements for each student and for each class. Class lists will be posted early in the hallways at the welcome back event on September 4th.

School Hours/Supervision

The school office is open from 7:30 a.m. to 3:30 p.m. each school day when students are present. Messages may be left on the message machine during hours when the office is closed. The office may have different hours on non-pupil days.

Supervision is available between the hours of 8:25 and 2:55 and for students participating in the breakfast program it's 8:10 to 2:55. Please make arrangements to have your child dropped off and picked up promptly.

Attendance - On Time Ready To Learn!

Classrooms open at 8:25 a.m. with the “Official” school day beginning at 8:35 sharp with the “Morning Announcements.” Students who are on time for school experience greater academic and social success as well as an increased sense of connectedness to the school community. Student’s who arrive late, need to “Check-In” with the office staff before reporting to class.

Absences/Scheduled Late Arrivals/Early Departures

If your student is going to be absent, please leave a message on the answering machine or call the office by 9:00 a.m. Give the student’s name, homeroom class and the reason for the absence. If your child has a scheduled doctor/dentist appointment, please send a note or call to let us know in advance that they will be late or leaving early.

Childcare

Before and after school child care is available on site through the YMCA at Plum Tree. This is a fun program with great staff and amazing daily activities. The program is state certified. Applications are available at the YMCA. Contact the new program director Sarrah at 541-520-6078 if you have any questions.

Birthday Celebrations

Although we appreciate the desire to recognize student birthdays, food and beverage items that do not meet the District Wellness Policy are not allowed at school. Classroom teachers will determine how birthday celebrations will be handled in the classroom and notify parents early in each school year. Copies of the 4J School District Wellness Policy with additional food guidelines are available online at <http://www.4j.lane.edu/nutrition/overview/>.

School Information Available for Non-Custodial Parents

Adams School is able to provide all co-custodial or non-custodial parents a duplicate copy of all district labeled mailings. Please let the school office know if you would like the name of co-custodial or non-custodial parent added to the student’s enrollment information.

Contact Information

Please keep student information updated and current. In case of an emergency, when we can’t locate a parent, this is the information we use to contact a responsible/authorized adult to care for your child. Please add email addresses and cell phone numbers. **If you have had a change of address, proof of residency documentation will be required before the change is made.

Student Personal Belongings

Please take a few minutes to label all personal items brought to school. Each year we amass quite a collection in our lost and found, located in the cafeteria. We make every effort to return misplaced, labeled items to students. You may check for missing items at any time. Unclaimed items will be donated to local agencies at the end of each semester.

Food Service Program

Sodexo provides very nutritious lunches for Adams students with three entrée choices and a salad bar daily.

Milk	\$0.50		
Breakfast	\$1.25	Adult Breakfast	\$3.50
Hot Lunch	\$2.75	Adult Lunch	\$4.00

Applications for free/reduced price lunch are available in the cafeteria, in the office and on the 4J website: <http://www.4j.lane.edu/nutrition/freelunch>

Reduced Price	Breakfast	\$0.00
Reduced Price	Lunch	\$0.40

Dealing with cash in the lunch line slows down the delivery of food, leaving less time for students to eat. It is preferable to make payments into your child's account online at <http://www.4j.lane.edu/nutrition/freelunch> or to make a payment in the cafeteria first thing in the morning.

Food Allergies

Some of our students are extremely sensitive to peanuts/nuts and products containing peanut/nut oil; other students are allergic to other food products. We do not serve peanuts or other nut products in the lunchroom or classrooms. We are asking that parents be sensitive to the needs of all our students when preparing lunches for school. Please talk to your child about not sharing food at school, and encourage them to wash their hands before and after eating. As a courtesy to students we offer a nut-free table in the cafeteria.

Medications

If your child requires medication while attending school, please come to the office to fill out an "Authorization for Medication Administration by School Personnel" form. The medication must be in the original prescription bottle or container, clearly labeled with the name of the student, drug dosage, name of the prescribing physician, and the time interval that the medication is to be taken.

Oregon Law requires that we treat non-prescription drugs the same as prescription, therefore parents will need to provide written permission for their child to receive non-prescription medication.

Students may carry an inhaler or other emergency prescription medications with the written consent of the parent and the school administrator. Students may also carry and self-administer one day's dose of non-prescription medication with the written consent of the parent. Please contact the office if your child has a chronic health problem that requires special care, or if you have questions.

Volunteering

All volunteers must stop in the school office to sign in. Community and parent volunteers new to the school need to complete both the Confidential Criminal Background Check Form and the Volunteer Interest Form. Parents must complete the criminal background check form only once while their student is in continuous attendance at a school. Please read the 4J District Volunteer guidelines if you have any questions or concerns.

Dress Code

Students are expected to dress in an appropriate manner at school. State law requires that all students wear shoes at all times as a matter of health and safety. In keeping with the need to maintain a productive learning environment without distractions or disruptions, the following dress code rules apply.

- Skirt and shorts need to be a reasonable length with enough coverage.
- Spaghetti strap tank tops must have a layering piece over them: No attire may be worn that is overly revealing.
- No midriff showing.
- Wear APPROPRIATE shoes for PE, ie. closed toe. If you wear flip-flops you must bring extra shoes for PE. Shoes that create a safety concern should not be worn to school (wheelies).

Advertising of alcoholic beverages, tobacco, drugs, or gang-related activities, profane or suggestive remarks, or plainly offensive messages on clothing are prohibited.

If you have any questions regarding this, please contact your child's teacher or Cindy Sainz at 541.790.5000.

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