



Dear parents/guardians,

I am excited to welcome back all of our Adams families! It is hard to believe that summer is coming to an end. I hope you had time to spend with your kiddos and they are ready to learn. There are **a couple of important changes this year** that I wanted to share with you.

Visitors/Volunteers (from our school handbook)

We very much appreciate elementary parents' involvement in their children's education. Parents are welcome to visit the school and encouraged to volunteer in the classroom, building or district. Your choice of taking time to be involved sends the message to your child that education is important. ***We ask that you schedule visits with your child's classroom teacher in advance.*** When you do visit, please enter through the main entrance and make your presence immediately known by stopping at the office and sign in on the on line volunteer system. Before your first visit, you will need to register as a visitor or volunteer at <https://v2ms.zps.org>. The computer system will provide a name tag for you to wear during your visit. This shows our staff and students that you are a "safe" person, and should be in the building. This website also offers an opportunity for you to sign up for volunteer opportunities.

***We will no longer be allowing visitors to enter our building without a scheduled visit.** This could include, but is not limited to, a meeting with a teacher, JRL or field trip. All parents that are picking up their child at the end of the day will need to wait outside until the day is done.

NEW FOR LUNCH We love when you, or a grandparent, takes the time to eat lunch here at school. We ask that you do your best at reminding all that may show up that they will need a background check. It is very important to us that all students are in a safe and secure environment. An appointment is not needed for lunch, but please check-in with our system.

Attendance Policy

There are some important changes about **unexcused absences** that have been made countywide. Please take the time to look over this carefully.

- At 5 days absent (or at 10% of their school days being absent) a district identifies a potential attendance problem
- At 7 absences (or continued absences after identified attendance issue) district sends out an attendance letter addressing concerns of absences.
- At 10 absences (or continued absences after identified attendance issue) district attempts to contact parent/guardian to discuss attendance issues and offer any support as needed. District also attempts to confirm that parent/guardian received attendance letter. Tier 1 and Tier 2 supports being reviewed by school (see handout).

- At 12 absences (or continued absences after identified attendance issue) district attempts to contact parent/guardian and schedules school meeting to complete Truancy Meeting Forms and offer any resources that might be helpful. Tier 1 and Tier 2 supports being reviewed by school (see handout).
- At 15 absences (or continued absences after identified attendance issue) and the district has exhausted all resources and interventions and attendance has not improved, a referral to the ISD is made via the Truancy Data Manager (TDM). After a referral has been made, all absences must have a doctor's note in order to be marked excused.
- *Schools can refer a student to truancy prior to 15 absences (especially elementary) as long as the student has missed 10% of the school year and the school has exhausted all efforts and tiered interventions to improve attendance.

Unexcused absence is any absence not accounted for above, examples of unexcused absences include, but not limited to:

- Staying home to baby-sit
- Overslept
- ***Travel (more than 5 days in school calendar or any travel days without prior approval)***
- Needed at home
- Weather
- Missed bus
- Child is not immunized
- Sickness (not documented or verified by parent)
- Chronic lice (over 5 days, CPS referral may be suggested/should be considered).
- Willful truancy (skipping/student refuses to attend school per parent/guardian, or reported as a run-away).
- Failure to notify school

Important upcoming dates:

August 17- Class lists posted on front door of school at 3:00 p.m.

August 22- Last day for JRL

August 27 and 28- Kindergarten Readiness Camp (9:00-11:00)

August 28- Kindergarten Orientation (6:30-7:30)

August 29- Adams Open House (4:30-6:00)

September 4- ***FIRST DAY OF SCHOOL!!!!***