

Welcome to  
**MARY ADAMS ELEMENTARY**  
7341 E. Stop 11 Road  
Indianapolis, IN 46259

***Be a Star with the Three R's***

*Respect, Responsibility, and Ready*

**School Phone Numbers**

Attendance Line: 860-4288  
School Office: 862-2065  
School Fax: 862-7255

**School Hours**

8:50-3:50 Mon., Tues., Thurs., Fri.  
8:50-3:20 Wednesday (early release)

**School Mascot**



**AWARD INFORMATION**

**Nine-Week Awards**

Students receive special recognition at the end of each 9 weeks. These awards are intended to promote academic skills, perfect attendance, and good citizenship. Honor Roll is for students in grades 3-5 who earn A's and B's each grading period. Perfect Attendance is for a student having perfect attendance during each 9 week grading period. Super Citizenship is for students exhibiting an outstanding code of conduct as determined by the classroom teacher by earning 85% or higher on Class Dojo. Students in grades K-2 are given the 1<sup>st</sup> 9-week period to get used to new rules and routines and may earn Citizenship awards for 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> grading periods.

**End-of-Year Awards**

Students may earn the following awards at the end of the school year. These awards are presented at the end of the year celebrations. All parents are invited to this end of the year activity.

**PERFECT ATTENDANCE** – Students must be in attendance every school day. This also includes one-half days.

**HONOR ROLL** – Students must have been on all four 9-week honor rolls and semester honor roll. Honor Roll is figured for grades 3, 4 and 5 and does include special areas.

**SUPER CITIZEN** –Students must have met criteria for outstanding citizenship during all grading periods (K-2 for grading periods 2, 3 and 4).

**OUTSTANDING STUDENTS** –All students who have met criteria for both honor roll and super citizen.

**PIONEER AWARD** –Student must have earned perfect attendance, honor roll, and super citizen all year long.

**ART, MUSIC, PHYSICAL EDUCATION-**  
Achievement awards

**-Honor Roll Ice Cream Social**

Students that make honor roll for all four 9-week periods and semester are invited to the Honor Roll Ice Cream Social scheduled in late May.

**PTS-Parent Involvement**

Enough cannot be said about the contributions that Adams PTS organization has made for the welfare and education of our students. PTS greatly assists teachers and the principal in the process of educating our students. The PTS has provided funds for equipment, student awards, and classroom materials. Participation in this valued organization is highly encouraged. Please consider becoming an active participant in your child's education. The list of our PTS officers and their contact information can be found on our website.

**Teacher Availability**

Teachers are available during their prep time to talk with parents on the phone, or via email. Email addresses can be found on the website. If you need to contact a teacher during that time, you may call the teacher's classroom voicemail. You may need to leave a message and the teacher will return your call as soon as possible. Conferences can be arranged by

calling or writing your classroom teacher to set-up a scheduled meeting.

### **SCHOOL COMMUNICATION**

One the first Friday of every month, Adams will publish our school newsletter called the Adams Apple. This newsletter contains important information about our school, its activities, its students, and also about activities happening in other Franklin Township schools. The Adams Apple can be found on the Franklin Township Schools website under Adams Elementary. Please take time to look this over. Each classroom teacher will also send a classroom newsletter to keep parents informed of their class activities.

#### **Visitation to Classes**

**We encourage parents to visit our school. We are very proud of our students, staff, and the facility. However, because of an increased concern for the security of our students, please follow the guidelines listed below when entering our school:**

1. Please notify your child's teacher at least one day in advance of your visitation.
2. Always sign in at the office and receive an identification badge before proceeding to your child's classroom and sign out before exiting the building. Please be prepared to show a photo ID while signing in. It is not just a mere courtesy but for the children's safety and education that we cannot allow parents to just walk into the classroom unexpectedly. For security reasons, all outside access doors to Adams remain locked throughout the school day.
3. Parents who volunteer in the classroom on a regular basis **MUST** have a Limited Criminal Background check on file at Central Office.
4. Parents may not walk students to class. We will gladly assist your student, if necessary.
5. When parents visit for lunch, please stay only for lunch. If you

plan on staying longer, please confirm with teacher prior to visit. (24 hours)

6. Volunteers may stay no longer than one class period or for one hour, unless approved by teacher.

#### **Parties/Gifts/Birthdays**

We appreciate and celebrate birthdays. Parents are encouraged to bring goodies (bookmarks, pencils, stickers, donation of a book to the class, goodie bags, etc...) instead of edible treats. **DUE TO THE NUMBER OF FOOD ALLERGIES, EDIBLE TREATS WILL NO LONGER BE ALLOWED AT PARTIES AND/OR BIRTHDAY CELEBRATIONS.** Our school district is latex free; therefore, we cannot accept balloons into our facilities. To avoid hurt feelings, students may only pass out invitations to parties if the entire class is being invited.

#### **Homework**

Homework is an out-of-school assignment that contributes to the educational development of the students. Homework assignments are due on the specified date given by the teacher. Homework should be looked upon as an extension of the classroom to assist in practicing an already introduced skill or concept. To determine the amount of time your child should be spending on his/her work, take your child's grade level and multiply by 10. These are the recommended minutes of homework in addition to free volunteer time. All students in grades K-5 will be using this student handbook for organizational purposes in recording nightly homework expectations. The teacher will make every effort to make sure homework assignments are clear and the due date is understood. All homework assignments are due the following day or upon the day of return in the event of school cancellation, of personal illness, or any other excused absences. Each teacher will determine the legitimacy of excuses. Extended assignments will be due at a date established by the

teacher. Homework must be ready to be presented by the student at the beginning of the class for which it is required. Students will not be permitted to call home for homework which they forgot to bring to school. Under certain circumstances the teacher may keep a child in for recess to complete an assignment. Under certain circumstances the teacher may keep a child after school to complete assignments after communicating this to the parents. Parents are welcome to come back to school to get their child's forgotten homework. A school employee will assist you. If your child returns to school numerous times, we may ask for a conference to help develop responsibility.

### **Positive Behavior Support Plan**

#### Purpose

The goal of this behavior support plan is to increase academic engagement of students, increase instructional time of staff, and better prepare our students in their pursuit of lifelong learning. This will also create a climate of academic excellence, where all staff and students feel valued and safe.

#### Implementation

Students will be learning the meaning of the Three R's (Be responsible, be respectful, be ready to learn) and will be encouraged to use them every day. Students will also be viewing videos that model behavior expectations and procedures to follow in each area of the school building. When a teacher or staff member observes individual students or whole classes using any of the Three R's, they will be rewarded with verbal praise and a star. Stars will be placed in a classroom bucket. When enough stars are earned to reach the class goal (determined by the teacher), the entire class will be rewarded. Examples of whole class rewards are: Popsicle parties, extra recess, extra game time, lunch with the teacher, sharp shooting, etc. Behaviors are divided into three levels. Minor violations are handled by the teacher. Level two behaviors, the teacher will send a note home to

parents indicating the behavior. The note will need to be signed and returned to school. The student will also need to complete a written behavior report. Level three behaviors are referred to the principal. The principal will contact the parents to discuss the behavior and the consequences.

### **The Three R's**

The "The Three R's" program is used to encourage positive behaviors in our students. It is important that students understand our expectation for positive behavior, as well as what behaviors are not acceptable.

Parents can use the following tips at home to encourage students to use the Three R's all the time:

#### **Respect**

Have everyone in your family give each family member one compliment before starting to eat dinner.

Have a *Great Manners* contest. Reward your children for wonderful manners with small stickers or tokens. Have a family celebration when the children earn a certain number of stickers or tokens.

Talk with your child to use *The Golden Rule: Treat others the way you want to be treated.*

Praise your child for respectful behavior.

#### **Responsibility**

During a meal or in the car, talk about what responsibility means to each member of your family. Talk about the things many adults have to do for their families. Responsible adults go to work every day and arrive on time. Talk about what it would be like if you woke up one day and just stayed in bed because you felt tired or if you went to work and didn't do something your boss asked because you didn't want to do it. Talk about what it would be like if everyone in your family acted irresponsibly for one whole day. Imagine all the disasters that could take place.

Have your child do a daily chore, such as putting dishes in the dishwasher, feeding the dog, taking out the trash, etc.

Remind your child to pick up after himself and keep your home neat and clean.

Praise your child for responsible behavior.

### **Ready**

Encourage your child to always be prepared for the following day:

Homework completed, planner signed, clothes laid out and book bag packed so that there will be no scrambling the next morning.

Make sure your child goes to bed early so he or she won't be tired the next day.

Help your child wake up on time each morning, as well as be at the bus stop on time.

Encourage your child to always do his/her personal best.

Praise your child for being ready to learn.

### **And Last But Not Least...**

You are the biggest influence in your child's life. When you show that you are respectful, responsible and ready, your child is likely to do the same.

### **Study Trips or Field Experiences**

Study trips are designed to compliment and extend our children's learning; however, our policy is that our students must earn the privilege of leaving school to enjoy this enriching activity. Teachers outline clear behavior and work expectations for their students. Students who choose not to behave or work during their class time may be denied the opportunity to attend the study trip. The parents are contacted, and the student is invited to be a part of another class during the study trip time. We appreciate the support of parents who chaperone our study trips. Chaperones MUST have a limited criminal background check on file at Central Office. For the benefit of our students, we request that younger siblings do not attend. Students without signed permission slips will not be allowed to attend the study trip.

### **Valuables/Toys**

We ask that parents not permit their children to bring valuables to school. Larger amounts of money, expensive jewelry, and toys should be left at home.

Students should never leave money in their desks. Classroom teachers collect lunch money the first of each morning, so that students do not have to carry money with them during the school day. Also, all small toys and game cards should remain at home.

### **Website/Facebook**

Township information is available through our website at [ftcsc.k12.in.us](http://ftcsc.k12.in.us) Click on the Adams Elementary link. You will be able to find a staff directory with email and voice mail numbers. Please use this directory to communicate with your child's teacher. We can also be found on Facebook.

### **Bookstore Price List**

#### **2017-2018 School Year**

Assignment Notebook	\$5.50
Spiral Notebook	\$.75
Pencil	\$.25
Pencil Sharpener	\$.50
Pencil Top Eraser	\$.10
Eraser	\$.50
Colored Pencils	\$2.50
Highlighter	\$1.00
Crayons (24)	\$1.50
Dry Erase Marker	\$1.50
Pocket Folder	\$.30
Glue	\$.75
Glue Stick	\$.75
Grotto Grip	\$2.00
Index Cards	\$.75
Scissors	\$1.50
Zippered Supply Bag	\$1.50