

August, 2009

Dear Adobe Bluffs Students and Parents,

The staff at Adobe Bluffs welcomes you and your children to a wonderful new school year! We have been working very hard to ensure your child will enjoy a successful, exciting experience at our school. Our goal is to create a positive school climate that maximizes instructional time for student learning, while developing strong social and emotional characteristics in a safe environment. Please review the important information presented in this letter so the school year begins as smoothly as possible.

To ensure a smooth start to the year, it is important to clarify rules and expectations for student safety and maximized learning. Early in the school year we will post our Student Handbook on our website. Please review the handbook with your student so that both you and your child are familiar with rules and procedures at Adobe Bluffs Elementary School. As always, if you have unanswered questions, please call me at 538-8403 ext. 3205 or call Karen Winn, school administrative assistant, at ext. 3202.

Dates to Remember:

- August 20, 2009 First Day of School
- August 27, 2009 Back to School Night, all grades
- September 7, 2009 Labor Day, No School
- November 16-20, 2009 Minimum Days for Parent Teacher Conferences (12:00 dismissal)
- April 1, 2010 Open House/Art Show

Summer Office Hours: The office will reopen August 10th from 8:00 AM - 12:00 PM through August 19th. Starting August 20th the first day of school, the office is open 7:15 AM - 2:00 PM. Each school day Monday, Tuesday, Wednesday and Friday the office closes at 3:00 PM. On Thursdays the office will close at 2:00 PM.

Registration: The office is open for new student registration starting August 10th from 8:00AM – 12:00 PM. If you have a new neighbor, please ask them to register now to assist with building our schedule.

School Hours: M, T, W, F – 7:45 AM – 2:05 PM, Th 7:45 AM – 12:25 PM.

Classroom Assignments: Classroom assignments will be posted on Wednesday, August 19, 2009 at 3:00 PM. The assignment postings will be located at the front of the school at the main gates. The PTA will be available for membership and event information. Teachers will not be present at the posting but will look forward to meeting your child the first day of school.

Arrival: Students will **report to the playground and line up with their teacher by 7:40 AM**. Parents are invited to join the PTA, Foundation, and the Principal at 8:00 AM on the first day of school for refreshments in the Multi-Purpose Room (MPR) after they have dropped their children off at class.

After the first day, playground supervision will begin at 7:25 AM, fifteen minutes before school begins. Students in grades 1-5 should walk to the back playground through the gates in front of the school. Please do not have your child arrive before 7:25 AM, as there will be no adult supervision until that time. Students will line up in their assigned area on the playground at 7:40 AM. The tardy bell rings and school begins promptly at 7:45 AM. Students are expected to be in their seats ready to learn by that time. **If your child arrives after the 7:45 AM bell, he/she will need to come to the front office for a late slip before going to class.**

Kindergarten students should arrive no more than 5 minutes before school begins, go directly to the kindergarten playground and line up in their assigned area. Kindergarten students will be released 11:30 AM for the first 14 days of school, August 20th – September 9th to allow teachers time to assess the students. Parents will have the option to have students stay for lunch from 11:30 – Noon during the 14 day transition period.

Dismissal: At dismissal time parents should meet their children in the front of the school or at the lunch tables. **Please do not meet your children inside the school or by the classroom, as it is a distraction to the learning environment.** Remember our goal is to maximize instructional time for student learning. It also helps decrease congestion in the hallways.

Traffic Circle: Parents driving students to and from school should follow the procedures of the traffic circle, as well as state law. Please abide by the directions of our wonderful volunteers and staff. They are working hard to ensure safety of our children. **Cars in the traffic circle should never be left unattended at any time.**

Visitors and volunteers: PUSD Board Policy 4.415 prohibits volunteers on campus unless they have completed a background check and had a TB Skin Test. All visitors and cleared volunteers must report to the office, sign-in, and wear a visitor's sticker/badge. The PTA keeps track of volunteer hours and reports them to the Palomar Council.

Gates and School Safety: **The gates to the school are closed to ensure that visitors and volunteers sign in at the front office and wear an appropriate name tag.** We can not take chances with student safety. Please remind your child that NO student may leave the school grounds during the school day without being checked out at the front office.

School Lunch: Hot lunches are available for \$2.00 including milk. Children who bring their own lunch may purchase milk (\$.50) or juice (\$.60) from the cafeteria. You may pay your child's lunch in advance by sending cash or check payable to PUSD Food Services, to the front office. Lunch envelopes are available there. If your child receives free or reduced lunch, you must submit a 2009-10 application to Food Services by September 30. Applications will be available in the first-day packet.

PTA and ABES Educational Foundation: Our PTA and ABES Educational Foundation are two very important organizations in our school. They support many activities that directly impact student learning and the positive school environment. I urge you to join me in becoming a member, especially those families that are new to our school. Your participation in these two organizations will help families find the most appropriate way to lend their support to our school that fits their lifestyle. Many parents want to help in classrooms. Many want to help with special events. Others want to contribute financially to enhance programs for our children. Look for additional information from PTA and the Foundation on our website or first day packet of information that your child will bring home. Thank you in advance to those of you who become a part of these organizations.

Extended Student Services (ESS): Adobe Bluffs offers an Extended Student Services Program located on campus. ESS is a before and after school child care program that extends the learning day for students. It is available for all students from 6:30 AM - 6:00 PM. For information, call Jan Reynoso, ESS Supervisor, at 538-2672.

Attendance: It is important you keep us informed about your child when they are not in school. When your child is absent, please call the school to inform us of the reason for

the absence each day they are not in attendance. If your child will be absent from school due to anything other than illness for 5 days or more, please contact the school for a study contract. Our attendance phone number is 538-8403, ext. 3201.

Medication: Students who are required to take medication during school hours may be assisted by school personnel if the school receives a Medication Authorization form from the physician and parent detailing instructions for administration. This form may be picked up from the school office. For safety reasons, only adults may bring medications to school.

Connect ED: PUSD has brought an effective communication tool to all its schools. CONNECT-ED allows us to send informative phone calls and e-mails to families with news of important school events. To maximize the effectiveness of this service, please be sure you provide accurate phone numbers and e-mail addresses to the school, updating them when needed. This will also ensure timely communication with you regarding attendance, health and safety issues.

We would appreciate your reviewing this important information with your child. Enjoy the rest of summer. Our staff looks forward to working with you and your child this year.

Sincerely,

Mark Atkins
Principal