

# KENNETH E. ADUM PRE K-8

## SCHOOL FOR INTERNATIONAL STUDIES



*Aviators*

### Adum Families...

Welcome to Kenneth E. Adum Pre K-8 Magnet School for International Studies! We are extremely excited to welcome our inaugural student body on August 12th, 2024. I am truly grateful to our Adum community and staff for your many hours of hard work and dedication to ensure we can open Adum at a highly effective level. Working together, we will continue to raise the bar for highly effective teaching and learning for all stakeholders. It's now time to take flight. Go Aviators! - Scott Weaver, Principal



#### SCHOOL HOURS

MONDAY 8:10AM-2:00PM (EARLY RELEASE)  
TUESDAY-FRIDAY 8:10AM-3:00PM

ADDRESS:  
4210 W. BAY VILLA AVE.  
TAMPA, FL. 33611

MAIN OFFICE : 813-450-1703

MYADUM.COM

HILLSBOROUGHSCHOOLS.ORG/ADUM

### **MORNING DROP OFF**

Students may be dropped off in front of the school NO EARLIER than 7:40AM. Supervision is not provided by the Adum Staff until this time.

### **STUDENT SIGN-IN**

If your child is tardy to school, you must accompany him/her to the Main Office to sign in. Those students signing in unaccompanied will be reported as unexcused tardy.

### **STUDENT SIGN-OUT**

Please, no sign-outs after 1:30PM/2:30PM to avoid interference with dismissal procedures. When signing your child out of school, please come to the Main Office. Students will be called down for pick up ONLY when parent/guardian arrives in the office and I.D. has been verified. You must present a photo I.D. and must be listed on the emergency card. Only individuals indicated on the emergency card will be permitted to sign out students.

### **ABSENCES**

PLEASE MAKE EVERY EFFORT TO REPORT YOUR CHILD'S ABSENCE PRIOR TO 8:10AM ON THE ABSENTEE PHONE LINE. CALL THE SCHOOL MAIN OFFICE AT 813-450-1703 / PRESS OPTION #1

BE SURE TO INCLUDE THE FOLLOWING INFORMATION:

- STUDENT NAME
- REASON FOR ABSENCE
- TELEPHONE NUMBER
- STUDENT'S HOMEROOM TEACHER AND GRADE LEVEL

### **SUMMARY OF ATTENDANCE POLICY**

To benefit fully from the instructional program, students are expected to attend school regularly, be on time for classes, and satisfy all course requirements. Poor attendance or excessive tardiness may result in low or failing grades and removal from Adum Magnet School.

### **TARDINESS**

A student is tardy when s/he arrives after the beginning of the school day or when the student is not in their assigned seat or station when the tardy bell rings. A tardy student who arrives to class after one-half of the class period is over shall be counted as absent.

### **UNEXCUSED TARDINESS**

1. An unexcused tardy exists when a student is not in his or her assigned seat or station when the tardy bell begins to ring.
2. Tardiness is cumulative for a 9-week grading period.
3. A student should make every effort to be in class on time; however, any student failing to make an effort to attend class will be considered tardy and subject to disciplinary action including suspension.
4. Excessive unexcused tardiness shall be considered willful disobedience and the student will be subject to disciplinary action.



## **EXCUSED ABSENCES**

- Examples of excused absences are:
- An illness of the student or a medical/dental appointment. A doctor's statement may be required by school officials.
- An accident resulting in injury to the student.
- A death in the immediate family of the student.
- An observance of an established religious holiday. Documentation of the religious affiliation of the student may be required by school officials.
- A pre-arranged absence for a personal reason that is acceptable to the principal or designee. Permission for such absences must be requested and approved no fewer than three (3) days prior to the absence. Approval shall be contingent upon the student's attendance record, academic performance, and conduct.
- A subpoena by a law enforcement agency or a required court appearance.

Students on school business shall be counted present and required to make up work missed. Examples of school business are:

- Participation in a regularly scheduled, school-sponsored athletic event.
- An office summons.
- Other approved activities, such as the Student Council, National Honor Society, PTSA, pep rallies, class meetings, club meetings, senior graduation activities, and an event designated by the Principal and also approved by the Area Leadership Director.
- An academic activity directly related to the instructional outcomes of one or more courses.

## **MAKE-UP WORK**

- A student whose absence is excused is permitted to make up the work missed provided that the student makes arrangements with teachers within three (3) days of the student's return to school. It is the student's responsibility to make these arrangements. Make-up work must be submitted within the deadline(s) set by the teacher.
- Unexcused absence make-up work is at the discretion of the classroom teacher.
- A student receiving EPIC may make up work providing all days assigned are attended. If a student does not attend EPIC, their absence will be unexcused.

## **SCHOOL BUSINESS**

Students on school business shall be counted present and required to make up work missed. Examples of school business are:

- Participation in a regularly scheduled, school-sponsored athletic/academic event.
- An office summons.
- Other approved activities, such as Student Council, National Honor Society, PTSA, pep rallies, class meetings, club meetings, senior graduation activities, an event that is designated by the Principal and also approved by the Area Leadership Director.
- An academic activity directly related to the instructional outcomes of one or more courses.





## **STUDENT ABSENCE NOTIFICATION**

Hillsborough County Public Schools will call the home when your child is marked absent at the time official (Homeroom period) attendance is taken.

- When a student accumulates ten (10) absences from the designated attendance period during a nine-week grading period, a parental notice is available from the automated attendance accounting system. Upon receipt of this notification, the appropriate school personnel shall attempt to contact the parent or guardian by telephone.
- A student who is absent six (6) or more days in a nine-week grading period may be required to present medical evidence or have the parent visit the school to verify absences.
- A student who is absent from class but who is not listed on the absentee bulletin shall be reported by the teacher to the Administration.

## **TELEPHONE CALLS AND/OR LUNCH TO STUDENTS**

In an effort to keep class time productive and the student's concentration uninterrupted, parents are asked to make clear with their student any alternate plan regarding transportation, medical appointments, etc., Only in cases of emergency will such messages be considered for delivery and only in cases of emergency will students be called out of class. The Office of Student Affairs reserves the right to make such a decision and act accordingly. We do not allow lunch drop-offs in the office. Students should come to school with lunch or get lunch from the cafeteria.

## **Uniforms**

The school uniform consists of the following:

Tops: Carolina Blue, Navy Blue, Grey or White polo shirts.

Bottoms: Solid Navy or Khaki bottoms (shorts, skorts, pants, skirt, or jumper). Shorts and pants should be chino/performance chino.

Sweatshirts: Solid color hoodies only (Navy, Carolina Blue, White, Dark Grey or Black)

**\*\*YOGA PANTS WILL NOT BE ALLOWED/NO CROCS shall be worn at any time.**

## **Cell Phones**

Per District policy, cell phones are allowed on campus. However, they must remain **off at all times** during the school day. The district allows students to carry cell phones for use before or after school. If there is an emergency, you can call the school phone number and we will contact your child. Likewise, if your child needs to contact you because of any **emergency**, they may come to the Main Office and call home. **Devices are only to be used at the direction of the teacher or administrative staff. "We see it, we take it."**

*Twinters*





### **STUDENT LUNCH**

Due to space constraints, parents are not permitted to eat inside the cafeteria with their child. Space outside the cafeteria is also very limited on campus.

Lunches: A la Carte items – \$1.00 to \$3.50 (approximate cost). MyPayments Plus allows you to prepay for A La Carte items. To set up auto pay and monitor student spending go to [www.mypaymentsplus.com](http://www.mypaymentsplus.com). Students with a negative balance on their meal account will not be permitted to purchase A La Carte items.

### **IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY**

Every child entitled to entrance to kindergarten or entitled to any other initial entrance to a Florida school (K-12), shall present a certification of a school entry health examination performed within one (1) year before enrollment into a Florida school. A pupil shall be exempted from this requirement only upon written request of the parent or guardian stating objections on religious grounds.

Specific information regarding school immunization requirements in the state of Florida can be found at: <https://www.floridahealth.gov/programs-and-services/immunization/children-and-adolescents/school-immunization-requirements/index.html>

### **NO DROP-OFF POLICY**

To respect and maximize instructional time, we WILL NOT receive non-medical items or call classrooms for deliveries at any time during the school day.

### **Volunteering on Campus!**

We hope to have you as a volunteer at Adum. Please make sure that you have completed the online Y.E.S. for on the district website at: <https://www.hillsboroughschools.org/Page/4876>

This form has to be completed and verified by our front office staff before volunteering on campus in any capacity.

### **WATER BOTTLES ON CAMPUS**

Adum has many water fountains and water bottle fillers on campus. Students are encouraged to bring a water bottle with the student's name identified.

### **STUDENT BIRTHDAY POLICY**

Classroom birthday celebrations are not permitted on campus. Food items or balloons are not permitted on the school campus.

### **CLASS PLACEMENTS**

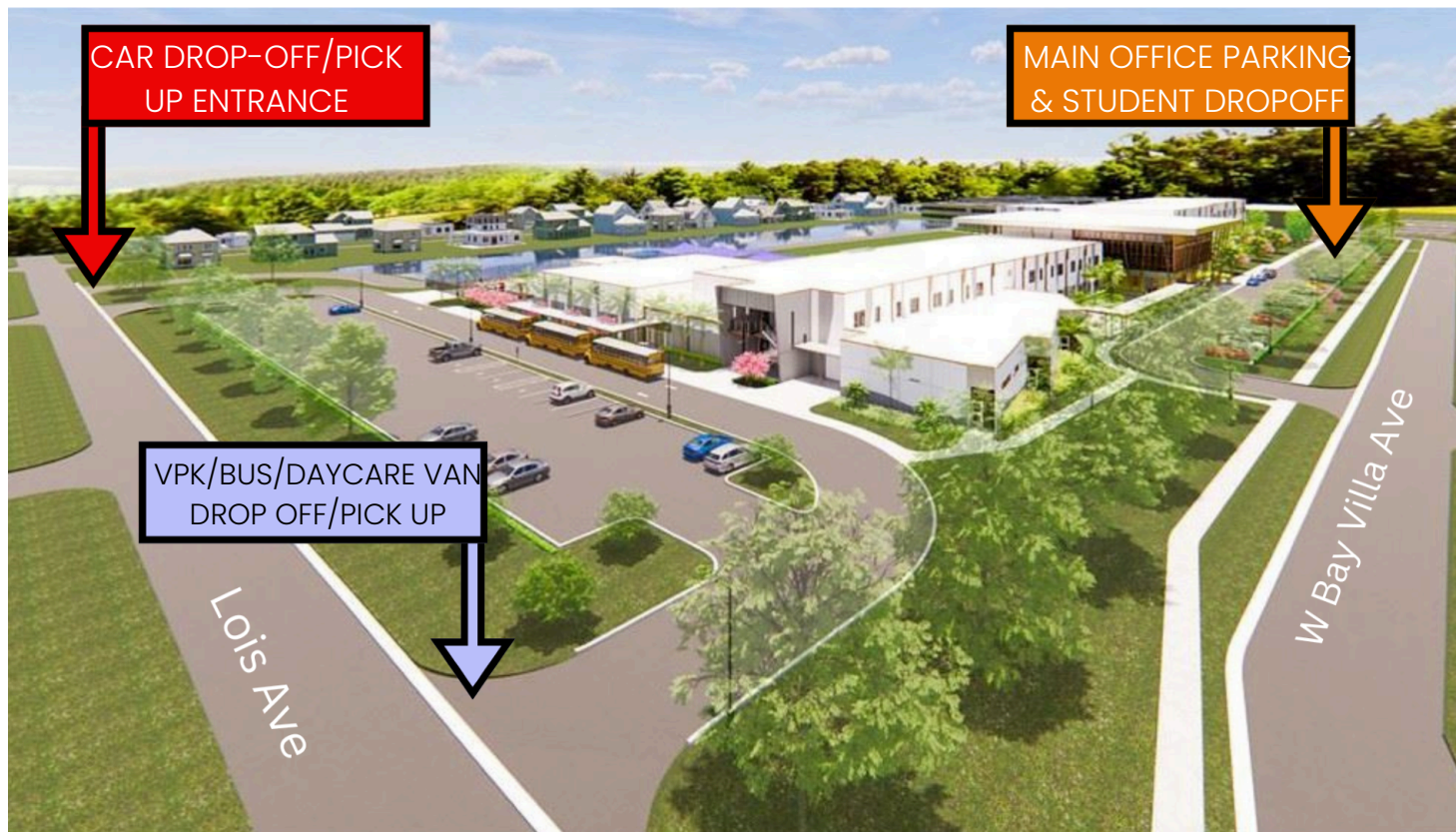
My administrative team has spent many hours placing students into classrooms. We will not be accepting any requests for placement. After the first week of school, we will ensure all classrooms are balanced in student numbers. At that time, if necessary, we will notify parents of any required classroom changes to keep all rooms balanced and meet the State of Florida average class-size mandate.





**KENNETH E.  
ADUM K-8**  
Magnet School for International Studies

## ADUM CAR ARRIVAL AND DISMISSAL LOCATIONS



### TRANSPORTATION POINTS OF INTEREST...

To drop off or pickup your student, enter the car line at the back (southeast) (Red) corner of the Adum property. Follow the roadway around the entire campus until you arrive at the Main Office building. This is our designated student drop off and pick up area. (Orange) Please pull all the way forward when picking up or dropping off your student and have your student ready for a fast exit from your car so as not to delay the entire line of cars. Visitor parking is also available in this area if you are signing your child out or volunteering on campus.

The loop (Purple) on the east (Lois Ave) side of Adum is reserved for buses, daycare vans, VPK and HOST pick up and drop off. If a bus is parked on the ramp, no other vehicles are permitted until the bus leaves the ramp. This parking lot is for staff and visitors may also park in available spaces after 7:40AM Monday - Friday.

*Adum*