



10 Things To Know

The purpose of this document is to provide parents and families with a few important reminders of information and where to access key information for the upcoming school year. **As a reminder, most of the information on this document can also be found on the [Parent Tab of the ADM Website](#).** Please review the parent tab of the website to access relevant and important information.

1.

Contacting Building Offices

Each building office has a designated email address. Parents are asked to use the email address listed below when contacting the building office for items such as absences, late arrivals, or other general communication to our office administrative assistants.

AE.Office@admschools.org | MV.Office@admschools.org | DI.Office@admschools.org
MS.Office@admschools.org | HS.Office@admschools.org

2.

Submitting Student Absences

Parents can submit student absences using one of the following three ways:

1. **Email:** Please use the email address listed above to contact the building office.
2. **Phone:** Click to view building websites and building phone numbers for each building.
3. **New This Year - Infinite Campus Portal:** Parents can now use Infinite Campus Parent Portal in lieu of calling or emailing a student's attendance center. To access this feature, log into your parent account, select "More" from the left navigation menu, then select "Absence Request" from the next menu. Complete the form for one child or all of your children at once. [View Directions Here](#)

3.

Academic Calendar & Friday Early Release

Please use the following link to view ADM's 2023-24 Academic Calendar. As a reminder, ADM will start the school year with early dismissals on the first three days of school. Additionally, ADM will have an early dismissal each Friday.

- [ADM Academic Calendar](#)
- **Questions:** Please contact your student's building office.

3.

Drop-Off & Pick Up and School Start/End Times

Please use the following link to access information about drop off and pick up times/procedures for students who walk, ride a bike, or are dropped off at school.

- [ADM Drop-Off and Pick-Up Information and School Start and End Times](#)
- **Questions:** Please contact your student's building office.

5.

Closings and Delays

School may be closed, delayed, or dismissed early due to inclement weather or other emergency situations. Use the following link to learn more about how parents are notified.

- [ADM Closing and Delays](#)
- **Questions:** Please contact ADM Superintendent, Greg Dufoe, at greg.dufoe@admschools.org



10 Things To Know

6. Bullying and Harassment Information

ADM has created an Anti-Bullying and Harassment handbook and updated the ADM website to provide additional information about what bullying is, how to get help, and how to file a complaint. Please use the following links to learn more.

- [ADM Bullying and Harassment Website Information](#)
- [ADM Anti-Bullying and Harassment Handbook](#)
- **Questions:** Please contact your building principal.

7. School Meals: Nutrition App

ADM uses Family Portal LINQ for students and families to view menu information for school meals and on-line payments for student food service fees. Please view the following website for information about how to create an account to access the family portal.

- [ADM Food Service and Nutrition](#)
- **Questions:** Please contact ADM School Nutrition Director, Billie Veach, at billie.veach@admschools.org

8. Bus Routes: Traversa Ride 360

ADM families can use Traversa Ride 360 to view bus route information. Please view the following website for information about viewing bus route information and directions for how to create an account with Traversa Ride 360.

- [ADM Transportation Website](#)
- **Questions:** Please contact ADM Transportation Director, Richard Beechum, at richard.beechum@admschools.org

9. Health and Nursing Service

ADM's Health and Nursing Services Team strives to provide compassionate and comprehensive health services for all children in the ADM Schools. Use the following link to learn more.

- [ADM Health and Nursing Services](#)
- **Questions:** Please contact your student's building nurse (use link above to access contact information)

10. School Counselors

ADM school counselors provide comprehensive counseling services in each of our schools, promoting social-emotional development and academic achievement for all students, as well as providing support for ADM students' families. Use the following link to learn more.

- [ADM School Counseling Services](#)
- **Questions:** Please contact your student's building counselor (use link above to access contact information)