

***ADAMS ELEMENTARY SCHOOL
PARENT/STUDENT HANDBOOK
2017-18***

DANA SIMMONS, PRINCIPAL



HOME OF THE EAGLES

***SCHOOL DISTRICT OF JANESVILLE
JANESVILLE, WISCONSIN***



PHONE NUMBERS:

743-6330 - Attendance

743-6300 - Adams School

TABLE OF CONTENTS

| Section | Page(s) |
|--|---------|
| I: School, Family and Community Connections | |
| Principal's Welcome | 1 |
| Adams School Mission Statement | 2 |
| Adams School Staff | 3-4 |
| Family and Community Connections..... | 5 |
| II: Strong Academic Focus | |
| Curriculum and Instruction..... | 6 |
| Field Trips | 6 |
| Learning Commons | 6 |
| Positive Behavior Intervention and Supports (PBIS) | 6-7 |
| III. Safety and Procedures | |
| Infinite Campus | 8 |
| Change in Information..... | 8 |
| Arrival and Dismissal | 8 |
| Dropping off and Picking Up Children | 9 |
| Attendance Procedures | 10 |
| Dismissal during School Hours | 10 |
| Illness/Injury/Emergency..... | 10 |
| Locked Door Policy | 11 |
| Emergency Drills | 11 |
| Emergency Evacuation | 11 |
| Appropriate Dress..... | 11 |
| IV. Daily Schedule and Lunch Information | |
| Daily Schedule and Lunch Periods..... | 12 |
| Breakfast in the Classroom/Free Lunch Program..... | 12 |
| Safe Lunch Visits | 12-13 |
| V. Current Year Information | |
| 2017-18 Calendar..... | 14 |
| 2017-18 Conferences..... | 15 |
| Supply List | 16 |
| VI: School District of Janesville Policies and Procedures | |
| <i>Please consult the Table of Contents included with the District Policies Section.</i> | |
| VII: School District of Janesville 2017-2018 Addendum | |
| <i>Please consult the Table of Contents included with Addendum.</i> | |

SECTION I
SCHOOL, FAMILY and COMMUNITY CONNECTIONS

ADAMS ELEMENTARY SCHOOL

Dear Adams School Families,

Welcome to Adams Elementary School. Since its opening in 1939, Adams School has had a strong tradition of excellence in education throughout the Janesville community. Hundreds of students have learned the skills they need for success while attending school here. Our quality teaching staff prides itself on building strong relationships with families and students. We believe in building a positive connection between home and school to support the success of all students.

I strongly encourage you to be involved in our school community. This includes attending special events, visiting with your child's teacher, becoming a volunteer, and joining the Adams School Parent Teacher Association. We also value the support you give your child at home by reading with your child, providing a quiet place for homework, practicing math facts, and getting them to school each day.

This handbook has been compiled in an effort to inform parents and guardians about the various procedures, schedules, and programs at Adams School. I encourage you to take the time to look through the handbook and familiarize yourself with this information. Please keep this handbook for future reference throughout your child's elementary career.

Feel free to contact me at 743-6305 with any questions or concerns. I look forward to another successful school year.

Sincerely,

Dana Simmons, Principal

Mission

STAFF MISSION:

The Mission of Adams Elementary School is to actively engage students in the learning process to develop knowledgeable, respectful, honest, caring, and responsible students.

We believe our purpose is to:

- ◆ Provide opportunities for students to reach their potential in all academic areas so that they will become problem solvers, critical thinkers, collaborative workers, and lifelong learners.
- ◆ Create a positive, safe atmosphere for students, staff, and families to learn.
- ◆ Foster a collaborative partnership between the home and school to assist students in the learning process.
- ◆ Develop an appreciation for individual differences.
- ◆ Create expectations which are attainable, yet challenging for each individual.

CHILDREN'S MISSION:

We will work together.

We will do our best to learn.

We will be responsible.

We will be honest.

We will respect each other.

We will care about each other.

**THE ADAMS SCHOOL STAFF
2017-18**

| Unit/Title/Position | Name | Phone Number |
|-------------------------------|--------------------|---------------------|
| Principal | Mrs. Dana Simmons | 743-6305 |
| Secretary | Mrs. Joan Spafford | 743-6306 |
| Attendance/Health Aide | Mrs. Dawn Luiting | 743-6304 |

| Early Childhood Unit | Grade | | |
|------------------------------|--------------|----------------------------|----------|
| | EC/K | Ms. Christina Nilson | 743-6391 |
| | EC | Mrs. Rebecca Brown | 743-6391 |
| Occupational Therapist | All | Mrs. Jean Schukei | 743-6333 |
| Physical Therapist | All | Mrs. Heidi Mancusi | 743-6333 |
| | | | |
| Unit I | | | |
| <i>Unit Leader</i> | K | Mrs. Amy London | 743-6355 |
| | K | Mrs. Tina Inman | 743-6356 |
| | 1 | Mrs. Sara Termini | 743-6397 |
| | 1 | Mr. Adam Spaeth | 743-6318 |
| | | | |
| | | | |
| Unit II | | | |
| <i>Unit Leader</i> | 2 | Ms. Anna Greco | 743-6362 |
| | 2 | Ms. D'Anna Blumer | 743-6363 |
| | 3 | Ms. Rebecca Bauer | 743-6361 |
| | 3 | Ms. Rachel Boersma | 743-6387 |
| | 3 | Mrs. Alix McDonald | 743-6389 |
| | | | |
| | | | |
| Unit III | | | |
| <i>Unit Leader</i> | 4 | Mrs. Katie Adams | 743-6341 |
| | 4 | Mr. Alec Johnson | 743-6319 |
| | 4 | Mr. Daniel Mike | 743-6394 |
| | 5 | Mrs. Barbara Slatter | 743-6320 |
| | 5 | Mrs. Nicole Toczynski | 743-6314 |
| | | | |
| | | | |
| Special Area Teachers | | | |
| Academic Learning Coach | | Ms. Carol Shew | 743-6360 |
| Art | | Ms. Amanda Zdrale | 743-6384 |
| Band/Orchestra | | Mr. Thomas May | 743-6358 |
| English Learner Language | | Mrs. Kathryn Krey-Wenzlaff | 743-6386 |

| | | | |
|--|--|-----------------------|----------|
| Special Area Teachers | | | |
| FRC Coordinator | | TBD | 743-6322 |
| Innovation Specialist – LMC | | Mrs. Karen Biege | 743-6386 |
| Learning Disabilities | | Mrs. Leah Comfort | 743-6388 |
| Learning Disabilities | | Ms. Casey DeRemer | 743-6385 |
| Learning Disabilities | | Ms. Laurie Mills | 743-6388 |
| Music | | Mrs. Valerie Herzog | 743-6357 |
| Nurse | | Mrs. Trina Jackson | 743-6312 |
| Orchestra/Band | | Mr. Thomas May | 743-6358 |
| P4J | | Mrs. Rebecca Brown | 743-6351 |
| P4J | | Mrs. Rebecca Vogt | 743-6351 |
| Physical Education | | Mr. Jake McCarty | 743-6348 |
| Psychologist | | Ms. Katerina Novakova | 743-6326 |
| Specially-Designed Physical Education | | Mr. Scott Sarauer | |
| Special Education | | TBD | 743-6316 |
| Speech | | Mrs. Jody Olson | 743-6364 |
| Student Services Specialist | | Ms. Stacey Cass | 743-6327 |
| Title I | | Mrs. Nancy Bandsma | 743-6316 |

Teaching Assistants

| | |
|---|---|
| Mrs. Cheryl Beyer – EC Aide | TBD – FRC Coordinator |
| Mrs. Michelle Borowski – Instructional Aide | TBD – Title I/Instructional Aide |
| Mrs. Tracy Cropp – EC/K Aide | Mrs. Donna Quinn – LD Aide |
| Mrs. Julie Fortune – Instructional Aide | Mrs. Kathleen Raymer – Cross-Categorical Aide |
| Ms. Ashley Friis – Title I/P4J Aide | Mrs. Julie Roth – Cross-Categorical Aide |
| Mrs. Penny Hoeft – EC Aide | Mrs. Amber Spade – EC Aide |
| Mrs. Kristen Laures– Instructional Aide | Mrs. Patricia Starks – Cross-Categorical Aide |
| Mrs. Dawn Luiting– Attendance/Health Aide | TBD – Cross-Categorical Aide |
| Mrs. Elaine Masters – ELL Aide | Ms. Andrea Vinson – Title I Aide |
| Mrs. Denise Molidor – LMC Aide | Mrs. Jackie Wastak –Title I Aide |

Lunchroom Hostesses

| Name | Phone Number |
|---------------------------|---------------------|
| Mrs. Joyce Bouton | 743-6308 |
| Mrs. Marie Fellows (Head) | 743-6308 |
| TBD | 743-6308 |

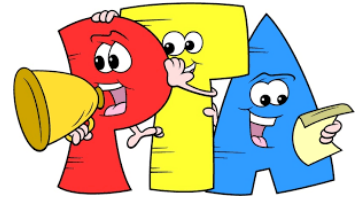
Custodians

| Name | Phone Number |
|----------------------------|---------------------|
| Mrs. Shannon Moller (Head) | 743-6309 |
| Mr. Steve Nicks | 743-6309 |
| TBD | 743-6309 |

FAMILY AND COMMUNITY CONNECTIONS

Adams School PTA:

Adams School enjoys a tradition of extensive parent participation in school activities. Our Parent Teacher Association (PTA) encourages all families to become actively involved in our school's programs.



Purpose of Adams School PTA:

- Assist Adams School through the cooperation and participation of parents, teachers, and students
- Keep the lines of communication open between families and the school
- Provide activities to bring home and school together
- Encourage more family participation by planning projects and activities that best meet the needs of our families
- Sponsor programs which expose the children to the arts
- Raise funds for school improvements

| | |
|------------------------|----------------------|
| President: | Mrs. Lori Calteux |
| Vice President: | Mrs. Heather Kettner |
| Secretary: | Mrs. Amanda Driscoll |
| Treasurer: | Mrs. Elizabeth Paull |



FRC – Family Resource Center

The Adams School Family Resource Center is an integral part of our school. The purpose of the FRC is to enhance the home-school partnership, provide helpful information, and sponsor family activities. The FRC includes a lending library of educational resources for families. Families may checkout these resources for use at home. The FRC also sponsors family activities at Adams School. This includes a variety of theme nights and informational sessions focused on topics of interest to families. Please join us for these fun informative events.

Home/School Communications

Adams School sends out a bi-monthly newsletter to provide our families with information on events happening at the school. The newsletter will be posted to our website.

Website

Adams Elementary has their own website that provides information about current events and also houses different resources. Check it out when you can.



SECTION II

STRONG FOCUS ON ACADEMICS

Curriculum and Instruction Program

The Janesville Public Schools have a very extensive curriculum, kindergarten through grade twelve. Our foundation is the Common Core State Standards and the Next Generational Science Standards. We provide instruction for Reading, Math, Language, Science and Socials by the classroom teachers. Art, Music and PE are taught by our special area teachers.

Field Trips

Each year our students take at least one field trip to extend their learning. These trips are strategically planned to align with our curriculum. Field trips enrich our instructional program and provide students to learn in our community. Parental permission must be given before students can participate in field trips.

***Important – Please be aware that some field trips require a non-refundable pre-paid ticket. In the event a child is unable to attend an event which requires a pre-payment commitment, we may not be able to give a refund. There may also be situations where the field trip location may not refund pre-payment due to an unexpected school cancellation, such as a snow day. We may or may not be able to give a refund in those situations either.

Learning Commons

The Learning Commons is an area for all staff and students to come for resource to transform their learning. The Learning Commons provides our staff and students with an area to be innovative and creative, while reinforcing the pedagogy of STEAM and the Common Core State Standards. The Learning Commons Team helps guide students and staff to various resources – whether they are online, on an app, and/or reading a book.

Adams – Positive Behavioral Interventions and Supports

Discipline is a basic part of an effective educational system. The discipline policy at Adams School is set up so that children can learn and be successful. The Adams discipline plan works in conjunction with and complements Janesville's Student Conduct Code and Positive Behavioral Interventions and Supports (PBIS).

Children are sent to school to be taught skills, work habits, and behaviors which will allow them to become productive members of our society. Learning these essential concepts is a continuous process which occurs during a variety of opportunities in a school. While the classroom is the basic environment for activities to take place, children are learning social skills and work habits throughout our school grounds, on school field trips, and when they active members in the community.

A school learning environment functions best when certain common behavioral expectations are understood and followed. At Adams School we call these behavioral expectations our *Eagle Expectations*. The children attending Adams School are expected to follow the *Eagle Expectations* throughout their school day. The Adams Staff spends time teaching and reviewing these expectations with students throughout the school year. Families are an important part of helping their children develop appropriate behaviors, social skills, and work habits. Therefore, we encourage families to review our *Eagle Expectations* together. Many families find these expectations fit well with their expectations at home also.

Adams School Eagle Expectations:

1. **Be Safe.**
2. **Be Respectful.**
3. **Be Responsible.**
4. **Be Ready to Learn.**



All classrooms have established procedures, such as, a card flip system or a punch card system to reinforce positive behavior. Adams School staff will enforce the *Eagle Expectations* during the course of the school year. The staff also rewards students with positive behavior and choices through our school store, award ceremonies, school-wide recognition, raffles, and other incentives.

Parents are an essential part of the Adams team, so please reinforce the PBIS Expectations at home and for when students travel to and from school. We want to focus on the positive things that are happening at Adams School. Parental cooperation is most welcome and appreciated. If, at any time, you have questions or concerns, please feel free to call the principal at 743-6300.

SECTION III **SAFETY AND PROCEDURES**

Infinite Campus Updates:

Please keep the school office informed of changes of address, phone numbers, and emergency information that occur during the school year. It is extremely important that we are able to contact parents in the event of illness or other emergencies. All families should be sure to update information directly through the Infinite Campus Parent Portal system as it changes. If you do make a change, please notify the school to inform them that a change was made. If you do not have computer access, please contact the school to assist. Please check your information periodically. The following can be updated on line through Infinite Campus:

Household Information – phone numbers, as well as preferences on how you prefer to be contacted (Phone Call, Text Message, or E-mail).

Change in Information - Please keep the school office informed of changes of address, phone numbers, and emergency information which occur during the school year. This can be done by updating your Infinite Campus information. It is **extremely important** that we are able to contact parents in the event of illness, emergencies positive notes, and provide updates on your child's academics. If your address changes, you will need to provide proof of residency to the school office (during the school year), or come to the New Student Enrollment Office at the Educational Services Center (during the summer when school is not in session). It is a requirement that you prove who you are and where you live. Please provide a driver's license/picture ID, Proof of Residency (One of the following: Address change form that the US Post Office sends to your new address, current bill with address and date, or a lease agreement with date and address on it. Closing paperwork from purchase of new home with address and purchase date.) The proof of residency must be linked to your new address within the past 60 days. It is always important to update your address as soon as possible.



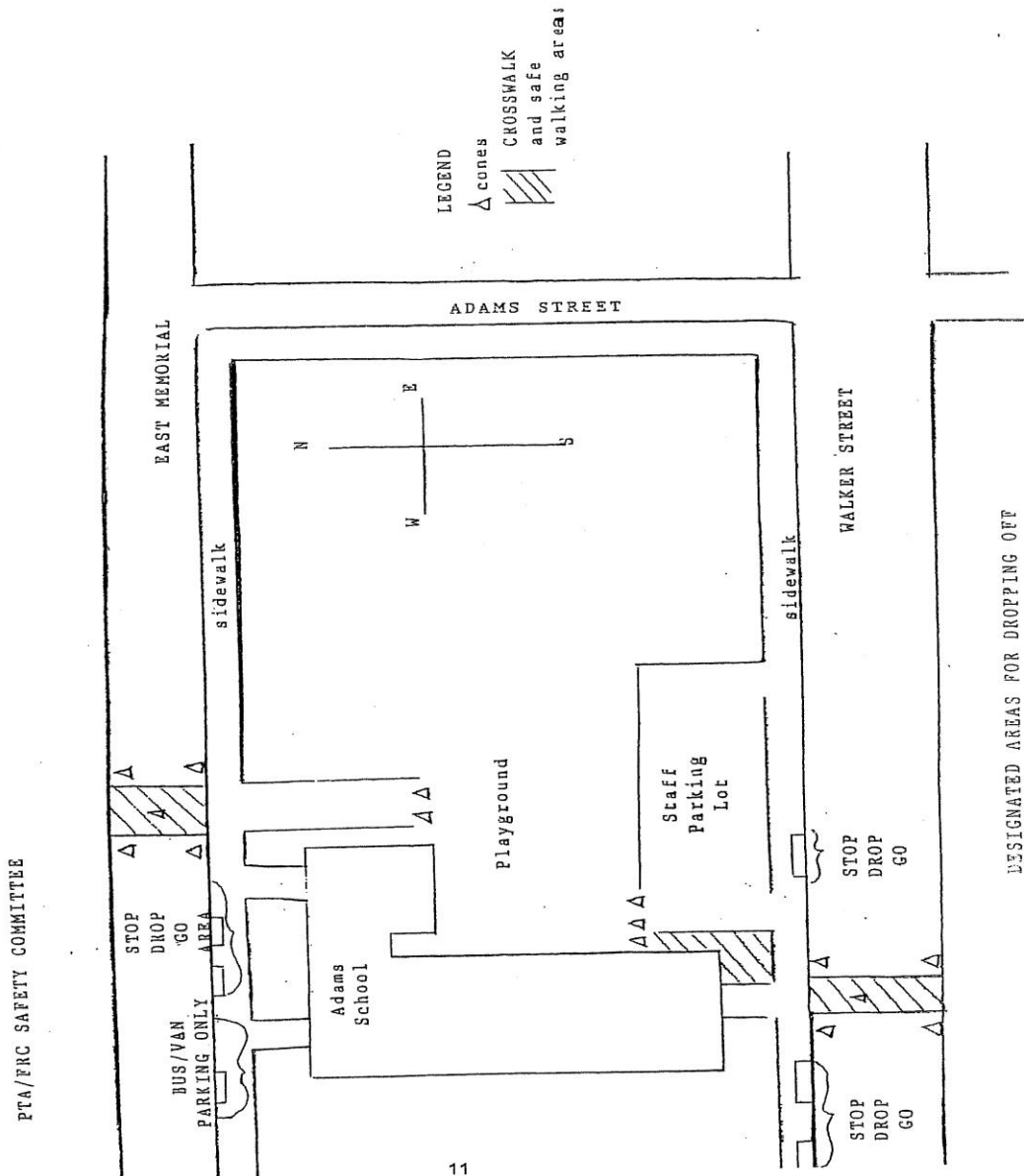
Arrival and Dismissal:

Children should time their arrival to coincide with the 8:15 A.M. bell. Supervision on the playground begins at 8:00 A.M. and students should not arrive before 8:00 A.M. Dismissal time is 3:08 P.M. Children should be on their way home by 3:13 P.M. except in cases of after school activities, special help, possible detention, or when students are kept at the building due to severe inclement weather.

Parent Information for Dropping-off/Picking-up Children at School:

Parents **may** drop off and pick up children on Memorial Drive and Walker Streets only in the designated "stop, drop, and go" areas. Parents **may not** stop to pick up children in the safety cone area, crosswalks, or bus loading zone on E. Memorial Drive.

Parents **may not** drive through the faculty parking lot or on to the playground to drop off or pick up children. See school map. **Please drive slowly and have children cross at the designated street crosswalks only.** Children's safety is our main concern. Also, please note signage surrounding Adams School.



Traveling To and From School

The school emphasizes and teaches safety, courtesy, and good citizenship, please reinforce the expectations as students are coming to and from school to be respectful in our community.

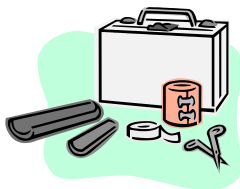
Attendance Procedures:

The Board of Education attendance policy states that parents must contact the school office when their child is absent. Calls to the Adams School office (743-6330) should be made each day by 8:30 A.M. for morning and all-day absences. This procedure helps enhance the safety and communication between home and school. In addition, parents must provide a written excuse for all absences when the child returns to school. Parents may utilize the 24 hour answering machine to report student absences at 743-6330.

Dismissal during School Hours

When a student needs to be excused before the end of the day for a doctor or dentist appointments, a note or phone call needs to be placed to the office or a note to the teacher. The office will then issue a yellow passport slip which must be signed by the doctor or dentist. Please return the slip as soon as possible to doctor excuse the absence. Please note there is a different procedure for when your child is sick at home. Please refer to the Attendance Procedures to follow.

Illness/Injury/Emergency:



The safety and welfare of children is of great importance to both parents and the school. If a child should become ill or injured while under school supervision, the following steps outlined in the school district Emergency Nursing Handbook will be taken:

If a child has a minor accident, the following action will be taken:

1. First Aid will be administered according to school approved procedures.
2. The child will be returned to class if he/she is all right.

If a child is unable to return to class because of illness or minor injury, the following steps will be taken:

1. Parents will be contacted, and when arrangements have been made with the child's parents, the child will be allowed to leave the school premises.
2. If a parent is not available, the emergency contact number recorded in Infinite Campus and on the student information card will be called.
3. Once contacted, the parent or the emergency contact will have the responsibility for providing transportation for the child to leave school in a timely manner.
4. If we are unable to reach parents or the emergency contact, the child will be kept in school, and continued attempts will be made to reach parents or the emergency contact.

If a child is in need of immediate medical attention, the following steps will be taken:

1. First Aid will be rendered immediately according to school approved procedures.
2. Transportation to a medical facility will be arranged for the child.
3. Parents will be called. If parents cannot be reached, the emergency contact will be called.
4. When necessary, if parents or the designated emergency contact cannot be reached, 911 will be called.

We need parental cooperation in putting this plan into effect for each child. Please ensure that the emergency contact information on each child's student information card is accurate by keeping the school office informed of any changes of information on the card and by updating your information in Infinite Campus. Failure to provide the school with emergency contact information or with any other necessary up-to-date information will give the school district authority to provide emergency care as needed according to school approved procedures.

Locked Door Policy:

During school hours visitors are asked to **use the doorbell systems at the main entrance on Memorial Drive (west) or Walker Street (east).** Visitors will be asked to identify themselves and the purpose of their visit. All other building entrances will be locked. Parents and other visitors must stop at the office, sign the register, and wear a volunteer badge or visitor sticker. This policy has been put into place for the safety and security of all students and staff. Thank you for your cooperation.

Please drop off all items for students, such as backpacks, lunches, band instruments, etc. in the office. School staff will ensure children receive their items in a timely fashion. Doing so will reduce interruptions during valuable instructional time.

Emergency Drills:

Fire drills are held at least once a month. Shelter drills for severe weather, such as tornadoes and other serious events, are held in the fall and spring. Several lockdown drills will also be scheduled each year to prepare students for additional safety procedures.



Emergency Evacuation:

If Adams School were ever to be evacuated, school evacuation procedures are followed including a Campus Messenger message to all parents. Students would move to First Lutheran Church or Jefferson Elementary School. First Lutheran is only two blocks away and students would walk to this site with staff members. If the school evacuated to Jefferson Elementary a bus would be used for transport. All students will remain there until parents pick them up or make arrangements for their release. No students will be released without the permission of the Adams School principal or her assistant.

Appropriate Dress:

Parents are asked to check each morning to make sure their child is dressed suitably for the weather, especially in cold or damp weather. Students will be expected to participate in outdoor recess and noon recess unless an exception is made for medical purposes. All children will remain inside if the temperature or wind-chill dips below 0°F.



Adams School expects students to wear appropriate clothing for school that promotes learning. Here are some guidelines regarding appropriate dress:

- Clothing worn by students should be neat, appropriate, and worn as it was intended. (Example: bib overalls with straps up and attached, pants worn at waist.)
- Clothing or appearance should not cause a distraction in the classroom or be embarrassing to others.
- The school administration reserves the right to ask students to remedy the clothing or appearance that is considered distracting or inappropriate.
- Undergarments should not be visible because it may be offensive or embarrassing to the other students or staff.
- Clothing and jewelry promoting alcohol, drugs, tobacco products, or gangs will not be tolerated. Also, clothing or jewelry which has objectionable pictures, profanity, sexual innuendo, or is otherwise offensive, is prohibited.
- Crop tops and short shorts are not allowed.
- Hats and jackets are not to be worn in the building and must be stored in a student's assigned locker during the day.
- Chains are not allowed.
- Students with inappropriate clothing will be referred to the office. Students will be allowed to change or to contact parents/guardians to bring appropriate clothing. Students will remain in the office until proper clothing is available.

SECTION IV
DAILY SCHEDULE AND LUNCH INFORMATION

Daily Schedule:

The instructional day for children in grades K-5 is 373 minutes long with a 35 minute noon period between morning and afternoon sessions. The daily schedule is as follows:

| | | |
|-----------------------------|---------------------------------|-----------------------------|
| First Bell: 8:15 A.M | Classes Begin: 8:20 A.M. | Dismissal: 3:08 P.M. |
|-----------------------------|---------------------------------|-----------------------------|

Lunch Periods:

| Grade | Lunch Time | In Lunchroom | Outside |
|--------------|-------------------|---------------------|----------------|
| Kindergarten | 11:15-11:45 a.m. | 11:15 a.m. | 11:30 a.m. |
| Grade 1 | 11:30-12:00 p.m. | 11:30 a.m. | 11:45 a.m. |
| Grade 2 | 11:45 -12:15 p.m. | 11:45 a.m. | 12:00 p.m. |
| Grade 3 | 12:00 -12:30 p.m. | 12:00 p.m. | 12:15 p.m. |
| Grade 4 | 12:15 -12:45 p.m. | 12:15 p.m. | 12:30 p.m. |
| Grade 5 | 12:30 -1:00 p.m. | 12:30 p.m. | 12:45 p.m. |

All students are expected to be in their classrooms when morning and afternoon classes begin or they will be counted tardy.

Breakfast in the Classroom/Free Lunch Program:

The School District of Janesville is offering the Community Eligibility Provision in the 2017-18 school year at qualifying schools. Adams is a qualifying school.

Adams students will eat a free breakfast in their classrooms after the 8:15 a.m. bell. All students will be eligible for free breakfast and free lunch which includes milk.

Late Pick-up:

If a parent is to be detained from picking a child up at dismissal time, the office should be notified so the child is not left standing outside the doors or at the curb. Children should be picked up promptly at 3:08 P.M. Parents must make other arrangements if they are not here at dismissal time. The office cannot provide childcare after school for safety reasons. The office is open from 7:30 A.M. until 4:00 P.M. If students are not picked up by 3:45 P.M., then the police may be called for assistance.

Safe Lunch Visits:

One area of the School District of Janesville Parent Satisfaction Survey focuses on safety. The safety of all Adams students is a priority to families and staff. Therefore, we always look for ways to improve safety at Adams School. Many family members enjoy eating lunch with their child, and we appreciate seeing family members in the school. We also want to ensure visitors in the school are safe.

We are asking families to give the school at least 24 hours' notice if a family member other than the legal guardian(s) plans to join a child for lunch. We will need permission from the legal guardian for the lunch visit. In situations where legal guardians live in more than one household, we will need permission from both legal guardians before we can allow the lunch visit.

You can send a note with your child to the school office at least one day before the planned lunch visit. The more notice we have regarding a lunch visit the more time we have to confirm guardian permission. When family members sign in for a lunch visit in the office, then the office staff will confirm we have received appropriate permission. If you anticipate a family member frequently joining a child for a lunch visit, then you can write us a note giving that family member permission for the entire school year. We would still like 24 hours advance notice of each lunch visit. This would allow the family member, rather than the legal guardian(s), to give us the actual notice. We appreciate your cooperation in helping us stay safe at Adams School. Please contact us at 743-6305 with any questions about this lunch visit policy.

2017-2018 CALENDAR

School District of Janesville

School times: Elementary – 8:15am-3:08pm,

Middle – 8:00am – 3:23pm,

High – 8:00am – 3:28pm

| <u>Event</u> | <u>Day of Week</u> | <u>Date</u> |
|---|--|-----------------|
| Teacher Work Days | Monday, Tuesday, Wednesday | August 28-30 |
| Teacher Work Day/Elementary Open House Thursday | (see individual school for schedule) | August 31 |
| Optional Teacher Work Day | Friday | September 1 |
| Labor Day | Monday (NO SCHOOL) | September 4 |
| Student First Day of School | Tuesday (see individual school for schedule) | September 5 |
| Teacher Staff Development Day | Wednesday (NO SCHOOL) | October 25 |
| Conferences – All Grade Levels | Wed., 4 – 8pm (ES) or 4-7 (MS&HS) | October 25 |
| | Thursday, 8am – 7pm (NO SCHOOL) | October 26 |
| Teacher Non-Work Day | Friday (NO SCHOOL) | October 27 |
| Middle and High School Only - End of First Quarter | Friday | November 3 |
| Optional Teacher Work Day | Wednesday (NO SCHOOL) | November 22 |
| Thanksgiving Break | Thursday, Friday (NO SCHOOL) | November 23-24 |
| Elementary Only - End of First Trimester | Tuesday | November 28 |
| Professional Development Day | Monday (NO SCHOOL) | December 4 |
| Winter Break Begins | Friday (NO SCHOOL) | December 22 |
| School Resumes | Wednesday | January 3, 2018 |
| Middle & High School Only - End of Semester | Thursday | January 18 |
| Middle & High School Only – Teacher Work Day | Friday (NO SCHOOL - MS & HS) | January 19 |
| Teacher Staff Development Day | Wednesday (NO SCHOOL) | February 21 |
| Conferences – All Grade Levels | Wed., 4 – 8pm (ES) or 4-7 (MS&HS) | February 21 |
| | Thursday, 8am – 7pm (NO SCHOOL) | February 22 |
| Teacher Non-Work Day | Friday (NO SCHOOL) | February 23 |
| Elementary Only-End of Second Trimester | Thursday | March 1 |
| Elementary Only - Teacher Work Day | Friday (NO SCHOOL - ES) | March 2 |
| Spring Break Begins | Monday (NO SCHOOL) | March 26 |
| Staff Professional Development | Monday (NO SCHOOL) | April 2 |
| School Resumes for Students | Tuesday | April 3 |
| Middle and High School Only - End of Third Quarter | Friday | April 6 |
| Snow Reserve Day | Friday (SEE BELOW) | May 25 |
| Memorial Day | Monday (NO SCHOOL) | May 28 |
| School Ends – Students | Tuesday | June 12 |
| Teacher Work Day /Snow Reserve Day | Wednesday (SEE BELOW) | June 13 |

Snow Reserve Day: Three inclement weather days for students are built into the district calendar. If school is closed for inclement weather more than three days in the school year, the fourth and beyond inclement weather days will be made up on the closest Snow Reserve Day after the inclement weather day that is not already being used for make-up time (Friday, May 25; Wednesday, June 13). If one or more of these days are not needed to be used to make-up time they will be days off for students.

Optional Teacher Work Days: Teachers will work 1 of the 2 Optional Work Days (Sept. 1 or Nov. 22)

**SCHOOL DISTRICT OF JANESVILLE
2017-2018**

PARENT-TEACHER CONFERENCE DATES

| <u>Elementary Conferences:</u> | <u>Conference Times</u> | <u>Dates</u> |
|--|--------------------------------|---------------------|
| No School for Students | Wednesday | Oct. 25 |
| Conferences | Wednesday, 4:00-8:00 p.m. | Oct. 25 |
| No School for Students | Thursday | Oct. 26 |
| Conferences | Thursday, 8:00 a.m-6:00 p.m. | Oct. 26 |
| No School for Students/Teachers | Friday | Oct. 27 |
| | | |
| No School for Students | Wednesday | Feb. 21 |
| Conferences | Wednesday, 4:00-8:00 p.m | Feb. 21 |
| No School for Students | Thursday | Feb. 22 |
| Conferences | Thursday, 8:00 a.m.-6:00 p.m. | Feb. 22 |
| No School for Students/Teachers | Friday | Feb. 23 |



Adams Elementary School



Supply List 2017-18

Please put name on ALL supplies including every pencil, marker, and crayon.

| Supply Item | Kind | 1 st | 2 nd | 3 rd | 4 th | 5 th |
|---|---|------------------|---|---------------------------------------|---------------------|---|
| Accordion file folder w/tabs | | | | | 7 section | |
| Backpack (NO wheels) | 1 | 1 | 1 | 1 | 1 | 1 |
| Bath Towel (large) | 1 | | | | | |
| Binder (17") | | 1 | 1 Black | | 2 | 2 |
| Box of Tissues | 3 | 2 lg. | 2 lg. | 2 lg. | 2 lg. | 2 lg. |
| Change of clothes | 1 | | | | | |
| Cloth/vinyl lunch bag for supplies | | 1 | 1 | 1 | 1 | 1 small |
| Colored Pencils (Prang* / Crayola*) | | | 8 ct. | (1) 8 ct. | 2 set | 1 set |
| Composition Journal | | | | | 1 | 1 |
| Crayons (Crayola*) | 16 & 24 ct. | (2) 24 ct. | (2) 24 ct. | (2) 24 ct. | 24 ct. | 24 ct. |
| Disinfectant wipes (Clorox*) | 2 | 2 | 3 | 2 | 2 | 2 |
| Ear buds/headphones for tech. use | | Headphones | 1 | 1 | 1 | 1 |
| Eraser (Pink Pearl*) | 1 | 2 | 2 | 2 | 1 | 2 |
| Folders – 3 prong- Plastic | | 2 Yellow | | | | |
| Folders – Pocket Plain- No pictures Plastic preferred | 4 Yellow | 1 Purple 1Red | 2 Yellow 2 Red 1 Orange 1 Blue 1Green | 1 Red 1 Blue 1Yellow 1 Green | 3 Pocket Folders | 1 Yellow 1 Blue 1 Red 1 Green 1Orange |
| Glue (Elmer's*) | (2) 4 oz | (2) 4 oz | (2) 4 oz | 4 oz | 4 oz | 1 |
| Glue Sticks | 12 Purple | 8 Purple | 3 | 4 large | 4 | 2 |
| Gym Shoes, 1 pair tennis shoes | Shoes must tie tightly. NO slip-ons or Heelies | | | | | |
| Highlighters | 2 Yellow | 1 Yellow | | | 3 Yellow | 4 multicolor |
| Markers (Crayola*) classic colors | Broad Tip | 1 Classic | 1 set | (2) 8 ct. | 1 set | Classic |
| Markers, Dry Erase (EXPO*) | 4 blk. fine pt | 4 Black | 2 Black | 4 | 8 | 4 |
| Notebook Paper (wide rule) | | | 1 | | 1 pkg. | 1 pkg. |
| Notebooks, Spiral 1 subject wide | | | 3 | 4 | 5 | 3 |
| Paint shirt (old t-shirt works well) | 1 | 1 | 1 | | | |
| Paper towels/napkin pkg | 1 of each | | | | | |
| Pencils #2 (wooden only)Sharpened | 6 | (2)24 | (3)24 pkg. | (2)24 pkg. | (3)24 pkg. | (3)24 pkg. |
| Pencil sharpener (covered) | | 1 | | | 2 hand held | 1 hand held |
| Pencil top erasers | | 1 pkg. | 2 pkg. | 1 pkg. | 1 pkg. | 1 pkg. |
| Pillow (small) | 1 | | | | | |
| Pens (red) | | | | | 3 | |
| Post-it Notes 3X3 yellow | | | 1 | | 2 | 2 |
| Ruler (1/8 scale & metric) | | | 1 | 1 wooden | 1 | 1 |
| Scissors (Fiskars*) | 1 pair | (2) 5"round | (2) 5" | 5" | 5" | 5" |
| Scotch Tape | | | | | 2 rolls | 1 roll |
| Sharpie (Fine line black) | | | | | 1 pkg. | 1 pkg. |
| Water colors (Prang* or Crayola*) | 1 box | 1 box | 8 cnt. | 8 cnt. | 8 cnt. | 8 cnt. |
| Zip-top plastic bags 1 box Gallon | 1 | | 1 | 1 | 0 | 0 |
| Zip-top plastic bags 1 box quart | 1 | | | 1 | 1 | 1 |
| Zip-top plastic bags 1 box sandwich | 1 | | 1 | 0 | 0 | 0 |

***Recommended**

NO gel pens

NO trapper keepers

NO mechanical pencils

NO wrapped pencils

Supplies will need to be replenished periodically throughout the year.