



# ADAMS ELEMENTARY SCHOOL

SEPTEMBER 2018

**HOME OF  
THE EAGLES**

## **UPCOMING DATES:**

Monday, September 3rd  
-No School/LABOR DAY

Tuesday, September 4th  
- First Day of School

Monday, September 10th  
- PTA Meeting at 4:00 PM

Friday, September 21st  
-School Pictures

Friday, September 21st  
-School Pictures

## **NO SCHOOL CONFERENCES**

October 24th  
October 25th  
October 26th

## **WELCOME BACK FROM THE OFFICE**

- A Note from the Principal
- Meet the Office Staff
- How to Reach the Office
- Attendance/Intercom System

## **BEFORE and AFTER SCHOOL SAFETY**

- Supervision
- Crosswalks
- Drop Off Zones
- Anything with Wheels
- Arrival/Dismissal Doors

## **LUNCHROOM UPDATES**

- Breakfast/Lunch
- Snack Milk
- Grade Level Lunches
- Joining Students for Lunch
- Breakfast/Lunch Menus

# From the Principal



Dana Simmons

Dear Adams Families,

Welcome Back! I can't wait to see all families and students as we embark on the 2018-19 school year. I hope that you had a wonderful summer with friends and families. September marks that start of the new year, along with new beginnings and opportunities for your child.

That start of the school year is very special for all of us. It is a time to build relationships with families and students. We understand that educating a child is a team effort and we look forward to working with all of you this year. We want all parents and guardians to be engaged in our Adams Community. There are several different ways by joining our PTA, attending our Family Fun Nights and/or volunteering. Our website also has current events and an event calendar, so please check it out regularly for the fun!

*Please fill out  
your 2018-2019  
Alternate  
Household  
Income Form and  
return it to your  
child's teacher.*

*This will help us  
remain a Title I  
School.*

## Title I School

Adams Elementary is a Title I school and as a parent you can request a copy of the district's parent involvement policy. Adams Elementary has a strong history of PTA and Family Involvement to build a strong community around the school.

This is available at your request and you can obtain information regarding the professional qualifications of your child's teacher and support staff that deliver support for your child.

## Parent Teacher Association

Please join the Parent Teacher Association. The organization brings Adams staff and families together to help raise funds for our school, offering family events and enhance our community!

Here are the dates for the first two meetings of the year at 4:00 PM.

- September 10th
- October 8th

**Signup and pay online!**

It's easy. [Control/Click here for the Online PTA membership enrollment](#) and select the PTA membership option, fill out the form and enter your payment.



## Meet the Office Staff

**Meet Mrs. Spafford-** This is my 14th year as secretary at Adams and I really enjoy my job here. I love my interactions with the students, staff, parents and guardians. This is my 25th year with the School District. I also worked at Marshall Middle School and the Student Services Department at the Educational Services Center. I have been married for 37 years to Ron and have one daughter who went to school here and one granddaughter who is almost 4 and I enjoy every minute I spend with her. In my spare time I love to spend time with my family, my friends, and my Airedale.

**Meet Mrs. Luiting-** This is my third year working at Adams as the attendance secretary/health aide. I am looking forward to another year with my Adams family and nurturing young hearts. My husband Carey and I have two sons. Both boys attend UW-Whitewater. Charlie is a senior and will graduate this December and Adam is a junior. I enjoy cooking, sewing, gardening and spending time with family and friends at our cabin on Castlerock Lake. We have two dogs; Lucy and Griffin.



**Attendance-** Attendance is an essential component to academic achievement. However, we understand that illness and other circumstances arise over the course of the year. In order to ensure safety of the student please communicate all absences as soon as possible. The attendance line for reporting an absence is 743-6330.

**Visitors-** We are so lucky to have strong relationships with our families and we look forward to another school year together. Please remember that all guests are required to check into office and receive a visitor's pass. If you need to speak to your child's teacher during the day, please call the office and/or teacher to set up an appointment. We want to ensure that instruction continues in the classroom, while balancing this with our family's needs. Thank you so much for your cooperation.

## How to Contact the Office

**Office Hours:** 7:30 a.m. to 4:00 p.m.

**Intercom System:** Please enter the building at the following doors to access the intercom system to notify the office:

-Door #1 on East Memorial Drive

-Door #7 on Walker Street

**General Office Line:** 743-6300

**Attendance Line:** 743-6330

**Fax Number:** 743-6310

*You may leave  
a voice mail 24  
hours a day.*



# Back to School Safety

## MORNING SUPERVISION

Supervision starts at 8:00 a.m. every morning, which is lead by Adams Staff. Upon arrival on school grounds, students will head to their designated arrival/dismissal areas to prepare for school. We no longer have breakfast before school in the morning, but we have exciting news to share in the Lunch-room Updates section.



## CROSS WALKS

Cross walks are marked areas to help pedestrians and bikers get to where they need to go. The areas also signal drivers to be cautious for pedestrians and bikers. Whether guiding your child/children or teaching safety at home, please review the cross walk areas.



### ARRIVAL/

### DISMISSAL

### DOORS

**K-DOOR #1**

**1ST-DOOR #1**

**2ND-DOOR #7**

**3RD-DOOR #5**

**4TH-DOOR #4**

**5TH-DOOR #4**



## DROP OFF LOCATIONS

Thank you so much for using the designated areas for drop off which are located on East Memorial Drive and Walker Street. We appreciate that you keep other areas that have obstructed views—such as the parking lot, the playground, and bus zones clear to ensure the safety for all students.

## ANYTHING WITH WHEELS

Students use many different modes of transportation to get to and from school. While on school grounds, anything with wheels needs to be either walked or carried.

## DISMISSAL TIME

Our dismissal time is 3:08 pm. Staff will be supervising outside to ensure that students leave the school grounds promptly to get home.

For student safety, if students are not picked up by 3:15 p.m., students will be brought to the office. We understand that things come up and we want to make sure we have communication between home and school.



# LUNCHROOM UPDATES

## BREAKFAST/LUNCH

Both breakfast and lunch will now be NO COST to families as part of the Community Eligibility Provision which provides free lunch and breakfast to all students. What does that mean? Breakfast will be served in the classroom around 8:15 a.m. This is courtesy of the United States Food and Nutrition Service as Adams Elementary met the qualifying criteria.

## SNACK MILK

Snack milk is also covered as part of the Community Eligibility Provision. What does this mean? Every student will receive a milk each day with their breakfast! We will no longer collect money for snack milk.

## GRADE LEVEL LUNCH HOURS

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



## JOINING STUDENTS FOR LUNCH

Lunch is a special time of day, but safety is our number one concern. Please notify the school 24 hours in advance if anyone other than the legal parent or guardian will join a student for lunch. You can send a note with your child to the school office and/or teacher. Thank you so much for your assisting with student safety. We appreciate your cooperation in developing a safe environment at Adams Elementary.

## BREAKFAST AND LUNCH MENUS ARE LOCATED ON OUR WEBSITE!

[adams.janesville.k12.wi.us](http://adams.janesville.k12.wi.us)

