



ADAMS ELEMENTARY SCHOOL

DISTRICT NEWS

NOVEMBER 2018

HOME OF THE EAGLES

UPCOMING DATES:

November

- 2-Red & White Spirit Day
- 4-Set Clocks Back One Hour
- 9-No P4J
- 12-PTA Meeting, 4:00 PM
- 16-Picture Retake Day
- 21-NO SCHOOL
Thanksgiving Break
- 22-NO SCHOOL
Thanksgiving Break
- 23-NO SCHOOL
Thanksgiving Break
- 27-End of 1st Trimester
- 29-Papa Murphy's Fundraiser
4:00-7:00 PM

INSIDE THIS ISSUE:

Book Fair	2
Intra District Transfers	3
Open Enrollment	4
Child Find Referral Notice	5-6
Special Education Referral Procedures	7
Moving Information	7
K Enrollment 2019-20	8

This November Edition has District News and Procedures.

Winter Concert Times

Friday, December 7th

1st Grade	-	9:00-9:30 AM
2nd Grade	-	10:00-10:30 AM
3rd Grade	-	11:00-11:30 AM
Kindergarten	-	12:00-12:30 PM
4th Grade	-	1:00-1:30 PM
5th Grade	-	2:00-2:30 PM



Student Lunch Times

Kindergarten	-	11:15-11:45 AM
Grade 1	-	11:30-12:00 PM
Grade 2	-	11:45-12:15 PM
Grade 4	-	12:00-12:30 PM
Grade 5	-	12:15-12:45 PM
Grade 3	-	12:30-1:00 PM





Dear Parents and Families:

November 2018

Reading is the most important skill you can teach a child. Of all the skills children learn, it is the one you can influence the most.

We invite you to visit our Scholastic Book Fair and experience a celebration of reading that provides families the opportunity to get involved in a universal mission: encouraging kids to open a world of possibilities!

Our Scholastic Book Fair theme -**Enchanted Forest** brings the books kids want to read right into our school. Giving kids access to good books and the opportunity to choose their own books will motivate them to read more. And like most acquired skills, the more kids practice reading, the better they'll get.

Reading is vital to every child's success, and raising kids as readers means getting involved while they're young. Now is the time. Since there will never be a substitute for a parent's direct involvement in his/her child's education, please make plans to visit our **Enchanted Forest BOOKFAIR!** Hope to see you there!

Enchanted Forest Book Fair Date: Friday, December 7, 2018

Shopping Hours: Friday from: 8:45-4:00 ***Before, During and After all Winter Sing Programs**

Where: Auditorium

We look forward to seeing you and your family at our Enchanted Forest Book Fair! Remember, all purchases benefit our school as 55% of the profits go towards the purchase of new books and learning supplies for the Learning Commons!

Sincerely,
Mrs. Karen Biege

Innovative Specialist

kbiege@janesville.k12.wi.us

743-6335



Family Bookfair Information: Family Information: <http://www.scholastic.com/bookfairs/parentvideo>

Book Fair Videos: <http://www.scholastic.com/bookfairs/2018-fall-es-video>

Request for School Transfer/Placement (Intra District Transfers) within the School District of Janesville Attendance Areas

Due to Move:

If you move within the School District of Janesville during the school year and wish to remain at your current school, please ask the school office for a Request to Remain in Current School Following Move to New Attendance Area Form (blue). Complete the form and return it to the school office.

Due to Parent Choice:

If you wish to apply to have your student transferred/placed in another school within the district next school year (2019-2020), please ask the school office for a School Transfer/Placement Within the School District Form (yellow). Completed forms will be accepted from **December 1 through December 15, 2018** only. Submit your Request for School Transfer/Placement Within the School District Form (yellow) to your home school attendance area office. Parents applying for a Request for School Transfer/ Placement Within the School District will be notified of approval or disapproval by January 15, 2019. Parents applying for a Request for School Transfer/Placement Within the School District for incoming Kindergarten students will be notified of approval or non-approval after they have enrolled their child during the Kindergarten Enrollment period with the New Student Enrollment Office. If you have questions, please contact the school office of your home school attendance area.

Open Enrollment or Public School Choice

If during the school year, you move outside the School District of Janesville and you wish to remain at your current school please contact the Open Enrollment Specialist at 743-5152 and request a tuition waiver form within two weeks of your move. This will allow you to be eligible to attend your current school for the remainder of the current year tuition free. To continue attending the School District of Janesville after the 2018-2019 school year, you will also need to complete an open enrollment application. Application instructions are provided to the School District of Janesville by the Department of Public Instruction (DPI) and should be available by late January 2019. This year applications will be accepted **February 4 – April 30, 2019**.

If you have questions regarding Open Enrollment or Public School Choice, please contact the Open Enrollment Specialist at 743-5152.

Public School Open Enrollment Timelines

The State of Wisconsin has announced the application period for open enrollment (also known as public school choice) begins in February for the following school year. Open Enrollment laws permit children to attend a public school in a school district other than the one in which they live.

The open enrollment application period for the 2019-2020 school year is from February 4, 2019 – April 30, 2019. Parents are encouraged to apply on-line at dpi.wi.gov/open-enrollment. Although on-line application is recommended, paper applications may be obtained from the Department of Public Instruction or any school district after February 4, 2019 and must be delivered (hand-delivery is recommended) to the nonresident school district during the application period. Paper applications to attend Janesville must be submitted to the Open Enrollment Specialist in the New Student Enrollment Office no later than 4:00 p.m. on April 30th (a postmark does not constitute timely submission). Applications turned in prior to February 4th will be returned as not valid and must be resubmitted after February 4th but before April 30th at 4:00 p.m.

Enrollment in a requested school or program is subject to space and other limitations and is not guaranteed. Transportation is the responsibility of the parent. Habitual truancy may result in recommendation for the student to return to their home district.

Under School District of Janesville board policy, students who attended the district under open enrollment the previous year are not required to reapply for the following school year.

An application is required for each sibling in the family. For example, if a family has one child in elementary school that has been approved for open enrollment and a new student entering kindergarten next year, the student entering kindergarten must apply for open enrollment in order to attend the School District of Janesville.

Parents will be informed in June whether their open enrollment applications have been approved or denied. The student's school or program placement will be provided in June.

If you have questions, please contact the Open Enrollment Specialist at 743-5152.

School District of Janesville

CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION OBTAINED THROUGH CHILD FIND ACTIVITIES

The School District of Janesville is required to locate, identify, and evaluate all children, with disabilities, including children with disabilities attending private schools in the school district, and homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts the following child find activities each year in the form of Early Childhood and Speech and Language Developmental Screenings. This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are **not** pupil records.

The school district maintains several classes of pupil records.

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.
- "Directory data" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.
- "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records:

- **The right to inspect and review the student's education records within 45 days of receipt of the request.** Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
- **The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible students may ask [Name of] School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- **The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent.** The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.

The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

**SCHOOL DISTRICT OF JANESVILLE
ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND EVALUATION
PROCEDURES**

Upon request, the School District of Janesville is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Ms. Kimberli Peerenboom, Director of Pupil Services, School District of Janesville, at 608-743-5061, or by writing her at 527 S. Franklin Street, Janesville, WI, 53548.

Moving?



If you will be moving from your current home address please contact Adams School office at 743-6300 as soon as possible to determine what paperwork you will need to fill out for your child to continue attending his/her current school. Please note: if you are moving to an address outside the School District of Janesville in most cases your child is eligible to continue attending the School District of Janesville as long as you complete the appropriate paperwork within the required timeline.

If you have any questions about school placement for a particular address please contact Open Enrollment Specialist Deen Hartley at 743-5152. The New Student Enrollment Office is open year round.

If you are the parent of an elementary student and will be moving over the summer months when the elementary schools are closed, please contact Open Enrollment Specialist Deen Hartley at 743-5152 or the New Student Enrollment Office at 743-5072 or 743-5153 to complete the appropriate paperwork.

Kindergarten Enrollment 2019-2020 School Year

School District Residents

If you have a child turning 5 (five) years old prior to September 1, 2019 and they are not currently enrolled in a School District of Janesville Pre-school for Janesville (P4J) or Early Childhood (EC) program it is time to enroll in the Janesville Public School District. Enrollment will take place at the Educational Services Center located at 527 S. Franklin St. (administration building) in the New Student Enrollment office. You may enroll anytime during the two week period.

Weeks of December 3–7 and December 10-14

7:30 a.m. – 5:00 p.m. M/W/F both weeks

7:30 a.m. – 5:00 p.m. Tuesday, December 4, 2018

7:30 a.m. – 5:00 p.m. Thursday, December 13, 2018

8:00 a.m. – 7:00 p.m. Thursday, December 6, 2018

8:00 a.m. – 7:00 p.m. Tuesday, December 11, 2018

If you cannot attend the enrollment period please come in as soon as possible to enroll after December 14, 2018. Enrollment in the district is required for participation in orientation. When you enroll, you will need your child's birth certificate for proof of age, proof of residency (top portion of a utility bill, or current lease) to determine school assignment, immunization records and photo identification. If you have questions on general enrollment, please contact the New Student Enrollment office at 743-5072 or 743-5153 during regular office hours, 8:00 a.m. – 5:00 p.m.

Requests for School Transfer/Placement within the School District (yellow forms) for incoming kindergarten students should be submitted through the enrollment process. Forms are available at all schools, as well as at the Educational Services Center. If you have questions regarding this process contact Deen Hartley at 743-5152. The status of requests will be determined by January 15, 2019 if they are turned in by December 14th. If you have a student currently attending a school under a School Transfer/Placement within the School District, it does not automatically qualify your kindergarten student for attendance at the same school; however, siblings are generally assigned to the same school. In order for your kindergarten student to attend the same school as a sibling, you must submit a request during the Kindergarten Enrollment time frame.

If you know of a child in your neighborhood or from community activities that would be entering kindergarten for the 2019-2020 school year, please pass this enrollment information on.

Non-District Residents

If you are a non-resident of the School District of Janesville and have a child turning 5 (five) years old prior to September 1, 2019 and would like your child to attend the School District of Janesville you must also apply for **OPEN ENROLLMENT**. The timeline for Open Enrollment is February 4 to April 30, 2019. Currently open enrolled non-residents in a P4J or EC program do not need to re-apply. If you have questions regarding the Open Enrollment process, please contact Deen Hartley at 743-5152.