



EDISON MIDDLE SCHOOL

Jim LeMire, PRINCIPAL

1649 S. Chatham St.

Janesville, WI 53546

School Nickname: ***Edison Eagles***

Attendance:608-743-5900 / Building:608-743-5900 /
Fax:608-743-5910



Things You Need to Know	Section
Daily Schedule	<u>1</u>
Student Drop-off / Pick-up Procedures / Student Dismissals	<u>2</u>
District Calendar 2018/2019	<u>3</u>

Things You Need to Know	Section
Absence Reporting	4
Advisory / Homeroom	5
Athletics & Extra-curricular Activity	6
Breakfast	7
Community Connections & Family Resource Centers	8
Detentions	9
Emergency Drills/Evacuation Location	10
Grading System	11
Guidance & Counseling	12
Homework Assistance / Make-up Work	13
Lost & Found	14
Non-Permitted Items and Behaviors	15
Physical Education	16
Rec Nights / School Dances	17
Student Illness/Injury/Medication	18
Substitute Teachers	19
Visitors / Volunteers (including lunch and classroom visits)	20

1.

SCHOOL DAILY SCHEDULE

Students May Enter the Building	7:45 am
Instruction Begins; Students are in class	8:00 am
School is Dismissed	3:23 pm
Homework Assistance	3:45 pm

The instructional day for children in grades 6-8 is from 8:00am – 3:23pm with a 30-minute LUNCH/Break time.

2.

Student Pick-Up/Drop Off / Dismissal

Parents MAY NOT drive through the faculty parking lot or on the playground to drop off or pick up children. **Please drive slowly and have children cross at the designated street crosswalks only. Children's safety is our main concern.**

We do ask all drivers to observe the following guidelines.

- Whenever students are present, the maximum speed limit on school grounds is **5 Miles Per Hour**.
- Do carpool - this will help reduce the quantity of cars in the front and rear of the school.
- Do teach your children to cross the street only at the crosswalks.
- Do stop at the crosswalk to allow the children waiting to cross the street. The safety patrol cannot go into the street to direct traffic.
- Do not make U-turns or turn around in someone's driveway in the block in front of school.
- Do not go into oncoming lane of traffic to get around a car in front of the school
- Do not park on the crosswalk at any time.
- ***DO NOT DOUBLE PARK!***

Dropping Off Children

- Do drop off all children in a car at one spot rather than two or three different ones
- Do keep the flow of traffic moving by pulling up as far as you can to drop off students
- Do not park between the bus/van signs. These are for handicapped students

All Janesville residents are required by law to follow these and other Janesville City Ordinances:

- 6.04.110 Pets are prohibited on leash or not
- 10.32.030 Obedience to crossing guards - violation with penalty
- 10.36.010 Prohibited acts: It is unlawful to block hinder or retard any street traffic, whether it is vehicular or otherwise including by receiving or discharging passengers from a vehicle in a lane designated for the movement of traffic.
- 10.40.025 No parking, stopping or standing contrary to official traffic or parking sign or marker - No Exceptions.
- 10.40.140 Vehicle left with motor running is prohibited.

2018-2019 School Year Calendar

Event	Date	Day of the Week
Teacher Work Days	August 27-29	Monday, Tuesday, Wednesday
Teacher Work Day/Elementary Open House	August 30	Thursday
Optional Teacher Work Day	August 31	Friday
Labor Day	September 3	Monday (NO SCHOOL)
Student First Day of School	September 4	Tuesday
Teacher Staff Development Day	October 24	Wednesday (NO SCHOOL)
Conferences – All Grade Levels	October 24	Wed., 4 – 8pm (ES) or 4-7 (MS&HS)
	October 25	Thursday, 8am – 7pm (NO SCHOOL)
Teacher Non-Work Day	October 26	Friday
Middle/High School only - End of First Quarter	November 2	Friday
Optional Teacher Work Day	November 21	Wednesday (NO SCHOOL)
Thanksgiving Break	November 22-23	Thursday, Friday (NO SCHOOL)
Elementary only -End of First Trimester	November 27	Tuesday
Winter Break Begins	December 24	Monday (NO SCHOOL)
School Resumes	January 2, 2018	Wednesday
Middle/High School only - End of Semester	January 17, 2018	Thursday
Middle & High School Only – Teacher work day	January 18, 2018	Friday
Teacher Work Day - No School MS/HS	January 19	Friday
MLK Day	January 21	Monday (No School)
Elementary only - End of 2nd trimester	February 28	Thursday
Elementary only - teacher work day	March 1	Friday (no school ES only)
Teacher Staff Development Day	March 6	Wednesday (NO SCHOOL)
Conferences – All Grade Levels	March 6-7	Wed., 4 – 8pm (ES) or 4-7 (MS&HS)
Teacher Non-Work Day	March 8	Friday (NO SCHOOL)
Professional Development /Work Day	March 29	Friday (No School)
Middle/High School End of 3rd QRT	March 29	Friday
Spring Break Begins	April 15	Monday (NO SCHOOL)
Staff Professional Development	April 22	Monday (NO SCHOOL)
School Resumes for Students	April 23	Tuesday
Snow Reserve Day	May 24	Friday
Memorial Day	May 27	Monday
School Ends for Students	June 11	Tuesday
Teacher Work Day / Snow Reserve Day	June 12	Wednesday

Snow Reserve Day: Two inclement weather days for students are built into the district calendar. If school is closed for inclement weather more than two days in the school year, the third 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 24; Wednesday, June 12). 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 (Aug. 31 or Nov. 21)

4.

Absence Reporting

When a family knows in advance that a student will be missing school, the Attendance Office should be contacted to obtain a "Planned Absence Form." This form should be completed and returned to the Attendance Office prior to the absence. Students are responsible for getting all assignments prior to pre-planned absences.

When students need to leave the building with a passport, they must check out of school at the Attendance Office when leaving and must check into the school upon returning. Students needing passports to leave school must have parental permission to obtain the required passport.

State Law requires that all children of school age be in school during all days and hours that school is in session. Students who must be out of school due to reasons of health or family emergency must return to school with a statement from parents, guardians, or physician to the attendance office. Parents or guardians are expected to call the attendance office if their child is going to be out of school. Students who skip a class or a school day or who exceed the 10 day/80 hours of parentally excused days are subject to disciplinary action. **Every time a student reaches the equivalent of 5 unexcused absences (40 hours), a referral to the school resource officer will be made and a truancy ticket (fine) will be issued. Attendance records transfer with the student to any School District of Janesville middle school.**

To report a student, absent, please call 743-5900 and leave the student's name, grade, reason for the absence and who is leaving the message.

5.

Advisory / Homeroom

Each student is assigned to an advisory/home room. This is the student's "Home Base." The advisory/homeroom teacher is the student's first contact for help and information sharing. During this time, students will participate in academically, socially, and emotionally developmental activities. Some of these activities include: getting acquainted with other students, receiving schedules and lockers, listening to guest speakers, participating in educational and fun assemblies, learning about self and others, signing up for next year's classes, watching videos or films on teen issues, keeping lockers organized, attending awards presentations, and academic review.

6.

Athletics & Extra Curricular Activities

Students may have the opportunity at each grade level to participate in before or after school activities: athletics, music, school play, school newspaper, peer mediation, student council, and yearbook club.

For more information please see the full [Co- Curricular Code \(Athletic/Club Participation\)](#)

7.

BREAKFAST AND LUNCH PROGRAMS

Our school now qualifies for free breakfast for all students under the Community Eligibility Provision. This means that all students will be able to participate in our breakfast at no cost. We will be taking part in the "Breakfast After the Bell" program. This ensures that every student is offered a breakfast after the school day begins. This will also replace the daily snack and milk break, so you no longer need to supply a snack or send money for snack milk. Due to these changes, we will no longer have a "Breakfast Club" before school.

The daily lunch menu is published in the Janesville Gazette, and sent home with each student.

8.

Community Connections

Edison Middle School PTA

Edison PTA meetings are held at 6:00 pm on the fourth Monday of the month in the Library Media Center. Everyone is welcome to attend. Meetings last approximately one hour.

Our Current PTA Officers

- President: Jean Pankhurtst | 743-5880
- Vice President: Nowenda Olson
- Secretary: Open
- Treasurer: Leslie Wentz

9.

Detentions

When a student engages in conduct which results in the assignment of a detention, the detention should be served on the same day it is assigned unless a prior agreement has been made with a parent/guardian. Skipped detentions may be doubled. Repeatedly skipping detention may result with assignment of ISS.

10.

Emergency Drills / Evacuation Location

Fire drills are held at least once a month. We are able to evacuate the building in less than 2 minutes during these drills. Disaster drills (tornado) are held in the fall and spring and classes are assigned a safe place in the basement of the school. "Lockdown" drills are also scheduled twice during the year.

11.

Grading System

The standards are aligned with the Common Core State Standards in English Language Arts and Math, and the Wisconsin Model Academic Standards in all other subject areas. Student achievement is measured based on student ability to meet the standards put in place for specific content areas. Depending on the level at which a student is able to meet a standard, the student achievement will be evaluated on a 4, 3, 2, 1 grading scale. These numbers do not correlate with letter grades. The grading scale is similar to the Janesville Elementary Schools. It is the objective of the District for students to obtain 3's, while offering them the chance to demonstrate higher level thinking, resulting in 4's. Teachers will determine if a standard is met through a variety of assessments. In addition, specific teacher comments regarding life skills such as responsibility and attitude will also be reported by subject area. Parents will be able to view ongoing progress on Infinite Campus, and report cards will be sent home with students at the end of each quarter. The last report card of the year will be mailed to parents.

12.

Guidance & Counseling

Guidance and counseling services are available to every student. Students wishing to talk with a counselor should sign up in the guidance office sometime during the day (before school, after lunch, after school, or between classes.) Parents are also encouraged to visit the guidance personnel if they wish information concerning their child's progress in school. An appointment is advisable prior to the visit to assure the availability of the counselor or teacher. Phone conferences are also welcomed.

13.

Homework Assistance / Make-up Work

HOMEWORK ASSISTANCE

Teachers will be available until 3:45pm on most school days for homework assistance.

Make-up Work

It is the student's responsibility to contact teachers to make-up work missed during an absence from school. Teachers will grant the number of days absent plus one for make-up time. This provision applies to all work assigned during absences. It is the responsibility of the student to turn make-up work in to the teacher. Parents contacting the school for student make-up work will need to allow 24 hours before they pick it up in the Main Office between 3:20 – 4:00 p.m.

14.

Lost & Found

It is recommended that student names be placed on as many personal articles as possible. Check with your child's school with questions regarding lost and found.

15.

Non-Permitted Items and Behaviors

- **Leaving Campus:** Stores and other business establishments are “off limits” during the school day. The “grates” on school property are “off limits” at all times.
- **Vehicles:** Motor vehicles are “off limits” during the school day unless leaving or returning to the campus with a parent.
- **Public Displays of Affection:** Students are not allowed to hold hands, touch affectionately, hug, or kiss on school grounds.
- **Rollerblades:** and other wheeled shoes are not allowed to be used on school property and may not be used - inside or outside the buildings.
- **Boards and Scooters:** Skateboards, scooters, longboards and hoverboards are not allowed to be ridden on school district property.
- **Snowballs:** Throwing snowballs or ice on school grounds is prohibited and will result in disciplinary action.
- **Gang Activity:** Per School Board Policy 5467, a “gang” as defined by this policy, is a group of two (2) or more individuals with a unique name, attire, identifiable marks or symbols who associate on a regular basis and who engage in anti-social or criminal activity.
- **Offensive language and behaviors:** Engaging in offensive, obscene or abusive language or behaving in a boisterous, noisy or disruptive manner is prohibited at all times. **Such behavior may be referred to the police.**

16.

Physical Education

Students are issued a lock by the school for P.E. It is very important that students be careful with personal belongings in the locker room and lock the locker. Loss of the school-issued lock will result with a replacement fee. Students should stay with the assigned locker and not move to a friend’s locker. Sharing a hall locker with a friend is prohibited. **The school district assumes no responsibility for articles missing from lockers or the locker room.** Lockers are the property of the School District of Janesville and may be searched by school administrators at any time. (Board Policy 5231.1)

17.

Rec. Nights / School Dances

“Rec Night” is a Friday evening event held eight times a year. This event is sponsored by Janesville Recreation Division not the School District of Janesville. The Janesville Recreation Division rents the building and takes the responsibility for all supervision. **The school does not take disciplinary action for misconduct that occurs at this event.** For more information regarding Rec Night activities, please contact the Janesville Recreation Division at 608-755-3030.

When a middle school sponsors a dance, school staff and parent volunteers will chaperone the event. Students must be in attendance at school in order to attend the dance. School administration may remove student dance eligibility in response to misconduct; in this case, advanced sale tickets will be refunded with proof of purchase.

Students may only attend a dance at the school they attend.

18.

Student Illness / Injury / Medication

“In LOCO Parentis”

During the time that a student is at school, the law demands that school personnel assume responsibility for the student in the absence of the parent/guardian.

MEDICATION

School personnel may not give any type of medication, including aspirin, without a written note from the parents. **Any prescription medication a child is to be given while at school must have a written doctor's order on file in the school attendance office in addition to the parental consent form. All medication must be stored in the attendance office in the original prescription bottle or package; this includes aspirin.** Students requiring asthma inhalers may carry these medications on their person; however, for safety reasons, the school nurse should be made aware of the medical condition.

19.

Substitute Teachers

A substitute teacher is an important visitor whose impressions of our school are carried into the community. Students are expected to be polite, helpful and considerate. Uncooperative students should expect to receive disciplinary consequences from their regular classroom teacher.

20.

Visitors / Volunteers (including lunch and classroom visits)

VISITORS

The experience of watching your child interact with others in a learning environment is something we encourage. We also know that when parents visit the classroom they give a child a feeling of cooperation between parents and teachers. Parents are requested to contact the building principal in advance to seek approval to schedule a classroom visit. All visitors must sign in with the school office and wear a visible visitor's badge during their stay.

For safety reasons, visitors who are participating in classroom activities or chaperones on field trips, etc. must complete a volunteer form for approval. Approval is good for the current school year, with a background check each following year. Approved visitors must stop into the office to sign in and receive a visitor's badge.

The final decision to accept or deny a visitor to the school, a classroom, or on a field trip rests with the designated building or district administrator.

Parents wishing to have lunch with their children must sign in with the school office and wear a visible visitor's badge during their stay, proceed directly to the lunch area, and sign out in the office after the lunch period.

Student visitors are allowed only with prior district approval, and teacher and principal permission.

For additional information on visiting or volunteering at your child's school, please refer to Board Policy 1230 and Administrative Regulation 1230.1 - Volunteers in Schools; Board Policy 1240 and Administrative Regulation 1241.1 - Visitors to Schools; and Board Policy 1241 and Administrative Regulation 1241.1 Registered Sex Offenders. The school District of Janesville recognizes its responsibility for the health and safety of all students and will take appropriate precautionary measures in situations where the District has been notified that a registered sex offender wishes to visit a school building or persons on school premises.

For a volunteer/visitor form please visit our [Community Page](#)

Field Trip Chaperone Guidelines

Thank you so much for volunteering to chaperone for Wilson Elementary School field trip. Please read and follow the guidelines below to help ensure a safe and successful experience.

- If you find out that you cannot be a chaperone, please contact the teacher immediately so other arrangements can be made.
- Stay alert to the whereabouts / activities of your group. "Count heads" **FREQUENTLY**.
- Avoid being distracted by conversations with other adults
- Remember that you are setting an example for the children, so please be respectful to the visited area and enforce school rules
- Follow the directions of the teacher in charge
- Refrain from drinking, smoking, bringing weapons or using profane language during the field trip.
- Verbally correct students in a calm manner who are not following the rules (Please walk,. Please do not talk during the performance, etc.) If the behavior continues, advise the classroom teacher of the problem.
- Follow the bs rules
- Wear appropriate attire. Be sure all slogans on clothing and hats are suitable for the elementary school environment. (NO adds for liquor, smoking materials or inappropriate language.)
- Smoking at a school activity is prohibited by law
- For safety reasons and due to liability concerns, no siblings or other children will be allowed to accompany a chaperone.
- Supervise public bathrooms very carefully
- Because this is a school sponsored trip, all students must stay with their assigned group and chaperone.
- If possible, please bring a cell phone with you for emergencies. Please provide that number to your child's teacher prior to the trip.

[Please see the District Handbook for Middle Schools for more information.](#)

[Please see the District Parent / Student Handbook for all Policies for more information.](#)