

Edison Middle School

Keeping You Informed

September 2020

School District of Janesville

Educational Services Center

527 S. Franklin Street

Janesville, WI 53548

(608) 743-5000

Important Edison Phone Numbers:

Main Office 743-5900

Attendance Office 743-5930

Principal 743-5906

Assistant Principal 743-5907

School Fees: School fees are \$37.00 for the upcoming 2020-2021 school year. It is preferred that you pay your school fees via debit/credit card through Infinite Campus. If you have any questions regarding logging into Infinite Campus, please call 608-743-5900. If you are not able to pay online, payments may be made via cash/check in the main office.

Transportation: School bus routes have been traditionally published in the Janesville Gazette prior to the start of school. You may wish to study them carefully to notice any changes. Questions concerning riding the yellow school bus can be forwarded to Mr. Dave Farwell, District Transportation Coordinator at 608-743-5000.

New Visitor Procedures for 2020-2021: Edison is implementing some new procedures regarding visits to the building during the school day. These procedures have been put in place in order to limit traffic coming and going from the school building.

*Parents that bring in items that a student may have left at home (i.e. backpacks, lunchboxes, instruments, etc.) will be asked to place items on a "Drop Off Table" that is located at the front doors inside the vestibule.

*Should a parent/guardian need to speak with an administrator, teacher, or counselor, we ask that you please call ahead to schedule an appointment.

*A secure locked box will also be provided for any lunch money that may need to be brought in. We ask that all payments be in a sealed envelope with the student's name and amount enclosed clearly printed. (Please keep in mind that all students at Edison will receive FREE breakfast and lunch. Money is only required for a second milk or ala carte items.)

* Money for ala carte lunch accounts will need to be brought in by 10:30 am. The cafeteria staff will not be collecting money during lunch hours.

Stay Connected

Need more information? It's probably on the Edison website. Visit the website for the school calendar, staff contact information, school newsletters, PTA information, current events, breakfast and lunch menus, the student handbook and much more.

You can also follow us on Facebook, Twitter, and Instagram for more Edison news and information.

Free Lunch for All Edison Students

We are pleased to inform you that **Edison Middle School** will be implementing the Community Eligibility Provision (CEP) while participating in the National School Lunch and School Breakfast Programs for School Year 2020-2021.

What does this mean for you and your children attending Edison Middle School?

All Edison students are eligible for a free breakfast and a free lunch daily. **This does not include extra milk, cold lunch milk, or ala carte purchases.**

The district will still be requesting applications from households with a student participating in the CEP; however, receipt of free breakfast and lunch meals does not depend on returning it. Completing the application is still necessary for other programs and may be used to determine if your household is eligible for these additional benefits.

If we can be of any further assistance, please contact us at **608-743-5132**.

PICTURE DAY

Lifetouch will be here on **September 10, 2020** to take your student's photograph. Click here for the link to view the [Lifetouch Flyer](#) and pre-order if you wish.

Scoopie Nights

Mark your calendars for the PTA Scoopie Nights at the Culvers on Court St. The events run from 5:00-7:00 pm each of the following nights:

- September 30, 2020
- November 18, 2020
- February 17, 2021

This year, Culvers is limiting volunteers to **2 staff adults** only. Volunteers will not be handling food and will only be greeting guests at the door.

PTA Spirit Wear Sales

The PTA will be selling Spirit Wear through October 31st. More information will be coming from the PTA once school begins.

Edison Athletics

Fall athletics has been cancelled this year. The rest of the seasons will be revisited as the school year progresses.

Discipline

Students are expected to abide by all established codes of conduct and board policies, as outlined by the student handbook and as stated in rules established by building principals for each school. All students must help to establish and maintain a safe and educationally conducive environment. When it becomes necessary to investigate student misconduct, students have a duty to cooperate and answer questions truthfully and completely. Students who are dishonest, uncooperative, and/or are evasive will be subject to disciplinary action up to and/or including a recommendation for expulsion.

EDISON CLASS SCHEDULE

1 st Hour	8:00-8:44 AM
2 nd Hour	8:48-9:36 AM
3 rd Hour	9:40-10:28 AM
4 th Hour	10:32-11:20 AM

Lunch Schedule

	<u>6th</u>	<u>7th</u>	<u>8th</u>
Lunch		11:24-11:55	
5 th Hour	11:24-12:12	11:59-12:47	11:24-12:12
Lunch			12:16-12:47
6 th Hour	12:16-1:04	12:51-1:39	12:51-1:39
Lunch	1:08-1:39		

Afternoon Schedule

7 th Hour	1:43-2:31 PM
8 th Hour	2:35-3:23 PM

Board Policies Regarding Bullying

BULLYING PREVENTION

The School District of Janesville Board of Education strives to provide an educational environment where every student feels safe, respected and welcomed. The Board also strives to provide an educational environment where every staff member can serve students in an atmosphere that is free from significant disruptions and obstacles that impede learning and performance. Bullying can have harmful social, physical, psychological and/or academic effects for those who engage in these behaviors, victims of such behaviors, and bystanders who observe acts of bullying. The District prohibits any form of bullying behavior by students towards other students, school employees, volunteers, or any other person(s).

Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. Bullying is a form of victimization and is not necessarily a result of or part of an on-going conflict. Bullying is defined as any conscious, willful, or deliberate acts, or attempted acts, through the use of words, images, gestures or other physical actions, including electronically transmitted acts, that are intended to cause physical injury, emotional distress or property damage. Bullying includes, but is not limited to, behaviors motivated by an actual or perceived distinguishing characteristic or factor including sex, race, national origin, ancestry, religion, color, creed, pregnancy, marital or parental status, sexual orientation, gender identity, or physical, mental, emotional or learning disability. Bullying may also be motivated by any other distinguishing factor such as gender identity, physical appearance, or social, economic or family status.

Examples of acts of bullying include physical intimidation, force or assault, humiliation, sexual or racist remarks, extortion, verbal or written threats, taunting, put downs, name calling, threatening or menacing looks or gestures, spreading cruel rumors, and social exclusion. This includes acts of cyber-bullying that involve sending or posting inappropriate, insulting or threatening messages or images through electronic communication systems such as the Internet, e-mail, cell phones or other personal devices.

Bullying is prohibited on District grounds, at District-related activities, or on transportation to and from school or District-sponsored activities. Harassing bullying behavior is prohibited in all educational environments, regardless of whether the facility or location is owned, leased, or otherwise used or provided by the District.

Acts of bullying that originate off school premises and outside of the school's control may be subject to the provisions of this policy and related procedures if the conduct is determined to be substantially disruptive to the educational process and the day-to-day operations of a school. This includes, but is not limited to, threats made outside of school hours that communicate intent to be carried out during any school-related or school-

sponsored program or activity, or on any vehicles used for transportation to and from school and school-sponsored activities.

All complaints about bullying shall be promptly investigated. The District shall respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as practicable and in a manner consistent with the Board's legal obligations to investigate, take appropriate action, and conform to discovery or disclosure requirements. Disclosure of information related to the complaint shall be made only to those with a legitimate need to know. All records generated as a result of the complaint and appeal processes shall be maintained as confidential to the extent permitted by law.

If the investigations find bullying has occurred, school officials shall take prompt and necessary action up to and including behavioral interventions and support, disciplinary action, and/or referral to law enforcement officials or social services. Consequences shall be unique to the nature of the behavior, the developmental level of the student, and the history of problem behaviors. Remedial measures shall be designed to correct the problem behavior, prevent other occurrences, and protect the victim.

The District shall also take appropriate action against any student or District employee who retaliates against any person who makes a good-faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation or hearing related to such behavior.

Employees found to have facilitated or participated in bullying behavior against students or to have been aware that bullying was taking place and failed to report the behavior are considered to be in violation of the prohibition expressed by this policy and may be subject to disciplinary action.

This policy shall be distributed annually to all students enrolled in the School District, parents/guardians, and all District employees. It shall also be distributed to organizations in the community having cooperative agreements with the schools. The District shall provide a copy of the policy to any person upon request.

Records shall be maintained on the number and types of reports made, and sanctions imposed for violations of this policy in accordance with established procedures.

Administrative Regulation 5030.1

STUDENTS

BULLYING COMPLAINT PROCEDURES

It is the responsibility of all students, school staff members, parents/guardians and other concerned individuals who observe or become aware of acts of bullying to report such acts to an administrator or other school staff member.

Complaints that involve bullying related to one or more of the characteristics or factors protected by state and federal nondiscrimination laws shall be processed in accordance with established "Student Discrimination Complaint Procedures." All other complaints of bullying shall be processed in accordance with the following procedures:

Step One

Any claims of bullying shall be presented to the principal or designee. Students may also report their concerns to teachers or counselors who will be responsible for notifying the appropriate administrator. Complaints against the principal shall be filed with the District Administrator. Complaints against the District Administrator shall be filed with the Board president. Information may be initially presented anonymously. All such information shall be reported in writing and shall include the specific nature of the offense and corresponding dates using the applicable district incident report form.

Step Two

The school official receiving the complaint shall conduct a prompt investigation to verify the facts to determine the validity and seriousness of the incident. Parents/guardians shall be notified of the nature of any complaint involving their student. The school official shall arrange necessary interviews with all concerned parties. The

school official conducting the investigation shall notify the complainant and parents/guardians, as appropriate, in writing when the investigation is concluded.

All findings related to the complaint shall be reported in writing to the Director of Student Services. When it is determined that a student participated in bullying behavior, the report to the Director of Student Services shall include notification of the consequences and/or interventions to be imposed including, but not limited to warnings, exclusion from certain areas of the school, detentions, behavioral interventions, suspension, expulsion, and referral to law enforcement officials and/or social services.

Step Three

If the complainant is dissatisfied with the decision of the principal, or other school official conducting the initial investigation, he/she may appeal the decision by giving written notice to the District Administrator or next highest level of authority within five (5) days after the receipt of the written decision. The District Administrator or other school official shall schedule and hold a meeting with the involved parties within fifteen (15) days. The District Administrator or other school official shall, within five (5) days after the meeting, deliver a written response to the complainant and to the accused. The decision at this step shall be final.

Consequences for Retaliation Violations

Any student or District employee who retaliates against any person who makes a good-faith report of alleged bullying, or against any person who testifies, assists, or participates in an investigation or hearing related to such behavior, shall be subject to disciplinary actions and/or referral to law enforcement for criminal prosecution.

Interventions for Students Involved in Bullying

The District will make available evidence-based resources and comprehensive research-based programs to address bullying. Program support may include coaching, training, reporting templates, surveys and evaluation tools, staff training, student skill training, restorative justice, and program-implementation support.

Students Who Have Been Bullied Will Be Supported by:

Being offered an opportunity to discuss the experience with a guidance counselor/student services specialist/social worker or other staff member of their choice.

Offered ongoing support with the goal of restoring self-esteem and self-confidence.

Students Who Have Bullied Will Be Helped by:

Being offered an opportunity to discuss the experience with a guidance counselor/student services specialist/social worker or other staff member of their choice.

Identifying the bullying behavior and the need to change the behavior.

Developing a plan to make amends for the incident.

Informing parents/guardians to help change the attitude and behavior of the student.

Maintenance of Complaint Records

The maintenance of complaint records is recommended for the purpose of documenting compliance. Records shall be kept for each complaint filed and, at a minimum, include the following:

Name and address of the complainant and his/her title or status,

Date the complaint was filed,

Specific allegation made and any corrective action requested by the complainant,

Name and address of the respondents,

Levels of processing followed, and the resolution, date and decision-making authority at each level,

Summary of facts and evidence presented by each party involved, and

Determination of the facts, statement of the final resolution, and the nature and date(s) of any corrective or remedial action taken.

Definitions:

General Definition Bullying: Bullying is defined as any conscious, willful, or deliberate acts, or attempted acts, through the use of words, images, gestures or other physical actions, including electronically transmitted acts, that are intended to cause physical injury, emotional distress, property damage, or impact the learning environment. Bullying is sometimes distinguished from harassment when the behavior involves repeated incidents and involves an imbalance of power.

Discriminatory Bullying: This occurs when acts of bullying are related to, or motivated by an actual or perceived distinguishing characteristic or factor that includes sex, race, religion, national origin, ancestry, creed, color, pregnancy, marital or parental status, sexual orientation, gender identity or physical, mental, emotional or learning disability or handicap. Such incidents shall be handled in accordance with the district's student nondiscrimination policies and procedures.

Types of Bullying:

Physical: Physical bullying involves harmful actions against a person's body. Examples include, but are not limited to: shoving, striking, kicking, tripping, choking, pinching, poking, spiting, biting, hair-pulling, hazing, excessive tickling, and inappropriate touching. This also involves interfering with another person's property and stealing.

Verbal: Verbal bullying involves speaking to a person or about a person in a way that is derogatory, unkind or hurtful. Examples include but are not limited to: teasing, name-calling, insulting or inappropriate remarks, threatening, spreading rumors, and making discriminatory remarks or false accusation.

Non-verbal/Emotional: Non-verbal bullying refers to behaviors that upset, exclude, or embarrass others. Examples include, but are not limited to: intentionally leaving a person out of a game or activity, extortion, manipulating friends, ostracizing, pressuring peers, making rude gestures such as poking out tongue or staring, writing hate notes about a person that will be upsetting to that person.

Cyberbullying: Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio, video, e-mail, cell phones, pager service or website postings) that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner under a person's true or false identify. In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment may also be considered cyberbullying.

Bullying by Proxy: Bullying by proxy occurs when someone engages in such behavior through another person or on behalf of another person.

Hazing: Hazing includes bullying behavior directed against another student or students for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, class, club or team sponsored or supported by a school or the school district regardless of students' willingness to participate. Prohibited acts may include, but are not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student.

Administrative Regulation 5030.2 Students

A bullying incident report is available at any time in the main office at Edison Middle School.

Schoolwide Title I Program Notice

As a school with a low-income rate of 60.6%, Edison Middle School receives federal Title I funds to support the learning of all students through a Schoolwide Title I Program. Schoolwide programs serve all children in a school. All staff, resources, and classes are part of the overall schoolwide program. The purpose is to ensure all students, including those most in need, are positioned to meet the state's challenging academic standards. Schoolwide Title I schools annually complete a needs assessment to identify the school's strengths and areas for improvement in student achievement, develop strategies and actions steps to address how the goals identified will be achieved, and evaluates and updates the plan as needed.

Schoolwide Title I schools are required to engage parents and families in the Title I planning and evaluation process as well as provide opportunities for parents and families to engage in supporting their child's education. Copies of the Schoolwide Title I Plan and the Title I Parent and Family Engagement Policy are available upon request. Please contact the school secretary at (608)743-5900 or lara.newborn@janesville.k12.wi.us to request a copy.

Aviso del Programa de Título I de la Escuela

Como una escuela con un índice de bajos ingresos del 60.6%, la escuela Edison recibe fondos federales de Título I para apoyar el aprendizaje de todos los estudiantes a través de un Programa de Título I en toda la escuela. Los programas en toda la escuela sirven a todos los niños de una escuela. Todo el personal, los recursos y las clases son parte del programa general de la escuela. El objetivo es garantizar que todos los estudiantes, incluidos los más necesitados, estén en condiciones de cumplir con los estándares académicos desafiantes del estado. Las escuelas de Título I completan anualmente una evaluación de necesidades para identificar las fortalezas y áreas para mejorar el rendimiento estudiantil en la escuela, desarrollar estrategias y pasos a seguir para abordar cómo se alcanzarán las metas identificadas, y evaluar y actualizar el plan según sea necesario.

Las escuelas de Título I deben involucrar a los padres y las familias en el proceso de planificación y evaluación del Título I, así como proveer oportunidades para que los padres y las familias participen apoyando la educación de sus hijos. Están disponibles a solicitud, copias del Plan de Título I de la Escuela y copias de la Política de Participación de Padres y Familias del Título I. Por favor comuníquese con la secretaria de la escuela al (*phone number*) o a (*email*) para solicitar una copia.

Title 1 ~ Edison Middle School is a schoolwide Title 1 school. What does that mean for your child? It means access to highly qualified teachers, including Title 1 teachers, to support students in reading and math. Title 1 services can include, but are not limited to, extra support in the math and reading classrooms, small group instruction, and targeted interventions. Here at Edison, our Title 1 teachers are shared with Franklin Middle School. They are Mrs. Laura Steele (lsteele@janesville.k12.wi.us) and Mrs. Dawn Skrzypchak (dskrzypchak@janesville.k12.wi.us). Being a Title 1 school also increases funding for teacher professional development, technology upgrades, family nights, and other resources for students, staff, and parents.

WEATHER - INCLEMENT WEATHER/SCHOOL CLOSING INFORMATION

Decisions about whether to cancel school are made in coordination with both the Janesville Transit System and the Van Galder Bus Company, as well as the passage of city streets, safety of rural students, and information from the county highway department and city street department. The final decision to delay or close rests with the Superintendent. If school is not cancelled and families do not feel it is safe for their child to come to school, then they should keep their children home. Families should remember to call in the absence to the school.

The Superintendent will continue to have the option of delaying the start of school by an hour. If this occurs, the School District will continue to have special education, early childhood, and kindergarten classes. Elementary School class will begin at 9:20 a.m. and middle and high school classes will begin at 9:00 a.m. Universal Free Breakfast will be served on delayed start days.

Infinite Campus will serve as our primary means of notification. We urge you to supply your student's school with your contact information and updates as changes occur. WCLO and additional radio and TV stations will be contacted regarding school closings or delays. Closing and delay information will be posted no later than 6:00 a.m. In order to keep district lines open for general operations, we suggest parents not call the district for closing information.

Our schools do not close early in an attempt to avoid incoming snow or ice storms. This decision is to protect children who may get home before their families and have no access or supervision at home. There also will be no athletic contests and no practices on days school is called off for weather reasons. The gyms will also be closed.

On days when school is in session but weather has progressively gotten worse, cancellations for after school or evening athletics or extracurricular activities will be announced by 2:00 p.m. on WCLO radio that day. Infinite Campus will serve as our primary means of notification.

Are You Moving???

If you will be moving from your current home address, please contact Edison Middle School's Student Service's Secretary at 743-5926, 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 Administrative Services Office is open year round.

¿SE VA A MUDAR?

Si piensa cambiarse de su dirección actual, por favor comuníquese con la oficina de la escuela Edison Middle School al 743-5900 lo más pronto posible para determinar que papeleo tendrá que llenar para que su hijo(a) siga asistiendo a su escuela actual. Por favor note: si está mudándose a una dirección fuera del Distrito Escolar de Janesville, en la mayoría de los casos su hijo(a) es elegible para continuar asistiendo al Distrito Escolar de Janesville, siempre y cuando usted complete el papeleo apropiado dentro del tiempo requerido.

Si tiene alguna pregunta sobre la asignación de escuela para una dirección en particular, por favor comuníquese con la especialista de inscripción abierta, Deen Hartley al 743-5152. La Oficina de Inscripciones de Nuevos Estudiantes está abierta todo el año.

Si es el padre/madre de un estudiante de primaria y se cambiará durante los meses de verano cuando las escuelas primarias están cerradas, por favor comuníquese con la especialista de inscripción abierta, Deen Hartley al 743-5152 o a la Oficina de Inscripciones de Nuevos Estudiantes al 743-5072 o 743-5153 para llenar los formularios apropiados.

Tornado Warning

When the National Weather Service issues a tornado warning, it means that an actual tornado has been sighted by a trained spotter or a radar reading shows conditions are right for a tornado to develop in the immediate area. When a tornado warning is issued for the immediate Janesville area, the emergency sirens will be activated.

Twice each school year, Edison Middle School practices the response the school would use if an emergency siren is activated for a tornado warning during the school day. Edison Middle School has designated safe areas for all students and staff to go to when a tornado warning is issued.

Because all doors to Edison Middle School are secure during the school day, they will remain locked during a tornado warning. Staff are encouraged to not respond to door buzzers, knocks on doors, or phone calls, but rather to remain in their designated safe zone until the tornado warning is canceled. We also encourage parents and family members of students to seek safe shelter during a tornado warning. **Parents or family members should not come to Edison Middle School during a tornado warning to pick up their child.**

Once the tornado warning is canceled, Edison Middle School will return to usual operations. At that time, staff will be able to respond to door buzzers and phone calls. Thank you in advance for working with Edison Middle School to keep your child safe during a tornado warning. If you have any questions or concerns regarding this information, please call the Director of Safety and Student Services at 743-5078.

NEWS FROM THE DISTRICT OFFICE:

Release of Pupil Directory Data Information ~

Wisconsin Statutes provide that schools or school districts may legally release a pupil'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 member of athletic teams, dates of attendance, photographs (The School District of Janesville will consider videotapes the same as photographs), degrees and awards received, name of the school most recently previously attended by the pupil.

Such information **may be withheld** if the district is advised by the parent, legal guardian, or eligible student (18 years of age or older) to do so. If it is your wish to not allow such information to be released, and if you are the parent, legal guardian, or eligible student, you need to sign a "Request to Withhold Directory Data" form at the school office.

Child Find Notice

"The school district must locate, identify and evaluate all resident children with disabilities, including children with disabilities attending private schools, regardless of the severity of their disabilities." The school district has a special education program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request the school district will screen any resident child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting Kimberli Peerenboom, Director of Pupil Services for the School District of Janesville at 743-5061, or by writing her at 527 S. Franklin St., Janesville WI 53548.

Annually the district conducts developmental screening of preschool children. Each child's motor, communication and social skills are observed at various play areas. Each child is weighed and measured, and the child's hearing and vision is checked. The information is used to provide the parent with a profile of their child's current development and to provide suggestions for follow up activities. Parents learn about community services available to them and speak with representatives of agencies serving families. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believe a child is a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Developmental screening will be a part of the kindergarten screening this Spring. Watch for dates at your local school.

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 report the child to the school district in which the child re-sides. Before referring the child, the person making the referral must inform the child's parents that the referral will be made.

The referral must be in writing and include the reason why the person believes the child is a child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child to the school district in which the child resides. A referral of a child residing in the School District of Janesville may be sent to Kimberli Peerenboom at the school district address above."

Aviso Detectar al Niño

"El distrito escolar tiene que localizar, identificar y evaluar a todos los niños residentes con

discapacidades, incluyendo a los niños con discapacidades que asisten a escuelas privadas, sin importar la gravedad de sus discapacidades.” El distrito escolar tiene un programa de educación especial para localizar y evaluar a todos los niños con presuntas discapacidades, quienes son residentes del distrito y que no se han graduado de la escuela preparatoria. Cuando se solicite, el distrito escolar evaluará a cualquier niño residente que no se haya graduado de la escuela preparatoria para determinar, si es apropiada una referencia para educación especial. Una solicitud puede hacerse contactando a Kimberli Peerenboom, Director de Servicios al alumno del Distrito Escolar de Janesville al 743-5061, o escribiéndole a: 527 S. Franklin St., Janesville WI 53548.

Anualmente el distrito lleva a cabo evaluaciones del desarrollo de los niños en edad preescolar.

Cada una de las habilidades motoras, comunicativas y sociales del niño son observadas en varias áreas de juego. Se pesa y mide a cada niño y su audición y visión son revisadas. Se utiliza la información para proporcionar al padre un perfil del desarrollo actual de su niño y proveer sugerencias para las actividades de seguimiento. Los padres aprenden acerca de los servicios comunitarios disponibles para ellos y hablan con representantes de agencias que dan servicio a las familias. La información de la evaluación también se utiliza para determinar si un niño debe ser examinado por presunta discapacidad. Cuando el personal de la escuela razonablemente cree que un niño, es un niño con una discapacidad, refieren al niño para una evaluación por el equipo del Programa Educativo Individualizado (IEP) del distrito escolar. Las evaluaciones del desarrollo serán parte de las exámenes del kínder esta primavera. Espere las fechas en su escuela local.

Un doctor, enfermera, sicólogo, trabajador social o administrador de una agencia social que razonablemente crea que un niño que se le llevó para recibir atención es un niño con una discapacidad, tiene el deber legal de reportar al niño al distrito escolar en el cual el niño reside.

Antes de referir al niño, la persona que hace la referencia tiene que informar a los padres del niño que se hará la referencia. La referencia tiene que ser por escrito e incluir la razón por la cual la persona cree que el niño, es un niño con una discapacidad. Otros quienes razonablemente creen que un niño, es un niño con una discapacidad, pueden también referir al niño al distrito escolar en el cual el niño reside. Una referencia de un niño que reside en el Distrito Escolar de Janesville puede enviarse a Kimberli Peerenboom a la dirección de arriba del distrito escolar.

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 (2020-2021), 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, 2019** 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, 2020. 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 2019-2020 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 2020. This year applications will be accepted **February 3 – April 30, 2019**. If you have questions regarding Open Enrollment or Public School Choice, please contact the Open Enrollment Specialist at 743-5152.

Solicitud de transferencia/asignación de escuela dentro de las áreas de asistencia del Distrito Escolar de Janesville (transferencias dentro del distrito)

Debido a una mudanza:

Si se está mudando dentro del área del Distrito Escolar de Janesville durante el año escolar y desea permanecer en su escuela actual, por favor pida en la oficina de la escuela una Solicitud para Permanecer en la Escuela Actual Después de Mudarse a un Área de Asistencia Nueva (hoja azul). Llene la solicitud y entréguela en la oficina de la escuela.

Debido a la Opción de los Padres:

Si desea solicitar que su hijo sea transferido/asignado a otra escuela dentro del distrito el próximo año escolar (2020-2021), por favor pida en la oficina de la escuela una Solicitud de Transferencia/Asignación Dentro del Distrito Escolar (hoja amarilla). Los formularios serán aceptados del **1° al 15 de diciembre de 2019** solamente. Envíe su Solicitud de Transferencia/Asignación Dentro del Distrito Escolar (hoja amarilla) a la oficina de la escuela local del área de asistencia de su hogar. Los padres que llenen una Solicitud de Transferencia/Asignación Dentro del Distrito Escolar serán notificados de la aprobación o denegación antes del 15 de enero de 2020. Los padres que llenen una Solicitud de Transferencia/Asignación Dentro del Distrito Escolar para los estudiantes que entrarán al Kinder, serán notificados de la aprobación o denegación después de que hayan inscrito a su hijo durante el período de inscripción del Kinder en la Oficina de Inscripción de Nuevos Estudiantes. Si tiene alguna pregunta, por favor comuníquese con la oficina de la escuela local de su área de asistencia.

Inscripción Abierta – Opción de Escuela Pública – Transferencias de Distrito a Distrito

Si durante el año escolar se muda fuera del Distrito Escolar de Janesville y desea permanecer en su escuela actual, por favor comuníquese con la especialista de inscripción abierta al 743-5152 y solicite una forma de exención del costo de instrucción, dos semanas antes de la mudanza. Esto le permitirá ser elegible para asistir a su escuela actual por el remanente del año en curso sin pagar el costo de instrucción. Si la mudanza ocurre antes de febrero, necesitará llenar una solicitud para inscripción abierta. Las instrucciones para la solicitud son proporcionadas al Distrito Escolar de Janesville por el Departamento de Instrucción Pública (DPI) y deberán estar disponibles para mediados de enero de 2020. Este año, las solicitudes serán aceptadas del **3 de febrero al 30 de abril de 2020**.

Si usted tiene preguntas relacionadas a la inscripción abierta o la opción de escuela pública, por favor comuníquese con la especialista de inscripción abierta al 743-5152.

Kindergarten Enrollment 2020-2021 School Year

School District Residents

If you have a child turning 5 (five) years old prior to September 1, 2020 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 2–6 and December 9-13

7:30 a.m. – 5:00 p.m. M/W/F both weeks
7:30 a.m. – 5:00 p.m. Tuesday, December 3, 2019
8:00 a.m. – 7:00 p.m. Thursday, December 5, 2019
8:00 a.m. – 7:00 p.m. Tuesday, December 10, 2019
7:30 a.m. – 5:00 p.m. Thursday, December 12, 2019

If you cannot attend the enrollment period please come in as soon as possible to enroll after December 13, 2019. 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, 2020 if they are turned in by December 13th. 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 2020-2021 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, 2020 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 3 to April 30, 2020. 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.

Inscripción al Kínder Año Escolar 2020-2021

Residentes del Distrito Escolar

Si usted tiene un niño que va a cumplir 5 (cinco) años de edad antes, o el 1° de septiembre de 2020 y no está inscrito actualmente en un programa Preescolar de Janesville (P4J) o uno de Primera Infancia (EC) del Distrito Escolar de Janesville, es tiempo para inscribirlo en el Distrito de Escuelas Públicas de Janesville. Las inscripciones serán en el Centro de Servicios Educativos, localizado en el 527 S. Franklin St. (edificio administrativo), en la Oficina de Inscripciones de Nuevos Estudiantes. Usted puede inscribir en cualquier momento durante el periodo de dos semanas.

Semanas del 2 al 6 de diciembre y del 9 al 13 de diciembre

7:30 a.m. – 5:00 p.m. Lunes, miércoles y viernes ambas semanas
7:30 a.m. – 5:00 p.m. Martes 3 de diciembre de 2019
8:00 a.m. – 7:00 p.m. Jueves 5 de diciembre de 2019
8:00 a.m. – 7:00 p.m. Martes 10 de diciembre de 2019
7:30 a.m. – 5:00 p.m. Jueves 12 de diciembre de 2019

Si usted no puede asistir a los periodos de inscripción, por favor venga lo más pronto posible para la inscripción después del 13 de diciembre de 2019. Se requiere la inscripción en el distrito para participar en la orientación. Cuando usted vaya a inscribir, necesitará el acta de nacimiento de su niño para acreditar la edad,

comprobante de domicilio (la parte de arriba de una factura de servicio o recibo de la renta) para determinar la asignación de la escuela; los registros de vacunación y una identificación con foto de usted. Si tiene preguntas acerca de la inscripción en general, por favor comuníquese a la Oficina de Inscripciones de Nuevos Estudiantes al 743-5072 o 743-5153 durante las horas regulares de oficina de 8:00 a.m. – 5:00 p.m.

Las Solicitudes para Transferencia/Colocación de Escuela dentro del Distrito Escolar (formas amarillas) para estudiantes que entran al Kinder, se deben entregar a través del proceso de inscripción. Los formularios están disponibles en todas las escuelas, así como en el Centro de Servicios Educativos. Si tiene preguntas acerca de este proceso, comuníquese con Deen Hartley al 743-5152. El estado de la solicitud será determinado antes del 15 de enero de 2019 si se entrega antes del 14 de diciembre. Si usted tiene a un estudiante que asiste actualmente a una escuela bajo la Transferencia/Colocación de Escuela dentro del Distrito Escolar; **esto no califica automáticamente** a su estudiante de Kinder para asistir a la misma escuela; no obstante, los hermanos son asignados generalmente a la misma escuela. Para que su estudiante de Kinder asista a la misma escuela que un hermano, usted tiene que presentar una solicitud durante el periodo de Inscripciones al Kinder.

Si usted conoce a un niño en su vecindario o por actividades de la comunidad que pudiera entrar al Kinder para el año escolar 2019-2020, por favor comparta esta información de las inscripciones.

Personas que no residen en el distrito

Si usted no es un residente del Distrito Escolar de Janesville y tiene un niño que va a cumplir 5 (cinco) años de edad antes, o el 1° de septiembre de 2019 y le gustaría que su niño asistiera al Distrito Escolar de Janesville, tiene que solicitar la **INSCRIPCIÓN ABIERTA**. El plazo para la Inscripción Abierta es del 3 de febrero al 30 de abril de 2020. Los estudiantes que no son residentes inscritos actualmente en un programa EC o P4J, no necesitan llenar otra solicitud. Si tiene preguntas acerca del proceso de Inscripción Abierta, por favor comuníquese con Deen Hartley al 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 2020-2021 school year is from February 3, 2020 – April 30, 2020. 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 3, 2020 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 3rd will be returned as not valid and must be resubmitted after February 3rd 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.

Fechas de Inscripción Abierta de las Escuelas Públicas

El estado de Wisconsin ha anunciado que el período de solicitud de inscripción abierta (también conocida como opción de escuela pública) comienza en febrero para el siguiente año escolar. Las leyes de inscripción abierta permiten que los niños asistan a una escuela pública en un distrito escolar distinto al que viven.

El período de solicitud de inscripción abierta para el año escolar 2020-2021 es del 3 de febrero de 2020 al 30 de abril de 2020. Se recomienda a los padres que se inscriban en línea en <https://www2.dpi.state.wi.us/OpenEnrollApp>. Aunque se recomienda la solicitud por internet, las solicitudes impresas pueden obtenerse en el Departamento de Instrucción Pública o en cualquier distrito escolar después del 15 de enero de 2020 y deben entregarse (se recomienda entregarlo en persona) al distrito escolar no residente durante el período de solicitud. Las solicitudes en papel para asistir a Janesville deben enviarse al Departamento de Servicios Administrativos a más tardar a las 4:00 p.m. del 30 de abril (un sello postal no constituye la presentación oportuna). Las solicitudes entregadas antes del 3 de febrero serán devueltas como no válidas y deberán volver a enviarse después del 3 de febrero, pero antes del 30 de abril.

La inscripción a una escuela o programa solicitado está sujeta al espacio y otras limitaciones y no está garantizada. El transporte es responsabilidad de los padres. El ausentismo habitual puede resultar en una recomendación para que el estudiante regrese a su distrito local.

Bajo la política del Consejo del Distrito Escolar de Janesville, los estudiantes que asistieron al distrito bajo la inscripción abierta el año anterior no están obligados a volver a llenar una solicitud para el siguiente año escolar.

Se requiere una solicitud para cada hermano de la familia. Por ejemplo, si una familia tiene un estudiante en la escuela primaria que ha sido aprobado para inscripción abierta y un estudiante nuevo que ingresará al kínder el próximo año, el alumno que ingresa al kindergarten debe solicitar la inscripción abierta para asistir al Distrito Escolar de Janesville.

Se les informará a los padres en junio si sus solicitudes de inscripción abierta han sido aprobadas o denegadas. La asignación de la escuela o programa del alumno se proporcionará en junio.

Si tiene alguna pregunta, comuníquese con la especialista de inscripción abierta al 743-5152.

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.