

Edison Middle School

Keeping You Informed
October/November/December 2021

School District of Janesville

Educational Services Center
527 S. Franklin Street
Janesville, WI 53548
(608) 743-5000



Edison Phone Numbers:

Main Office 743-5900
Attendance Office 743-5930
Principal 743-5906
Assistant Principal 743-5907

Important Dates:

October 20 – Fall Conferences, 4:00 pm – 7:00 pm
October 21 – Fall Conferences, 8:00 am – 7:00 pm – No School for Students
October 22 – No School
October 28 – PTA Sponsored Fall Dance, 4:00 pm – 6:00 pm
October 29 – No School for Students
November 1 – Wisconsin Seal-A-Smile Dental Program
November 1 – Season 2 Sports Begins
November 5 – Rec Night, 7:00 pm – 9:00 pm
November 24-26 – Thanksgiving Break
December 7 – 7th & 8th Grade Band Concert, 6:00 pm – 7:30 pm
December 10 – Rec Night, 7:00 pm – 9:00 pm
December 15 – Winter Choir Concert, 6:00 pm – 7:30 pm
December 22-January 2 – Winter Break

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

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 Retake Day

October 13, 2021 - Students will be called by grade for picture retakes.

Scoopie Nights

Mark your calendars for the PTA Scoopie Nights at the Culver's on Court St. The events run from 4:00-8:00pm each of the following nights:

- February 16, 2022
- April 13, 2022

Edison Athletics

If your child is planning on participating in season 2 sports (see list below), it is important that you complete the registration process.

Parents or guardians, must go to the [Edison Middle School Athletic Registration](#) page. From there you will need to start the registration.

No student is able to practice until they are registered online.

*If you have any questions, please contact Mr. Schenzel, building athletic director, at 608-728-3779, or cschenzel@janesville.k12.wi.us

Edison Season 2

November 1 – December 15

Boys Swimming 6th – 8th

Girls Volleyball 8th (will open to 7th if space available)

Attendance

If your child is absent, please call the Attendance Line at 743-5930. This number has a voicemail connected to it so you may leave a message regarding the absence.

Infinite Campus Access

All parents have access to their student's [Infinite Campus Account](#). You can check your student's attendance, grades, update phone numbers, etc. All parents have a username and password. If you need help accessing your account, please contact the office at (608)743-5900.

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 (lsteel@janesville.k12.wi.us) and Mrs. Dawn Skrzypchak (dskrzypchak@janesville.k12.wi.us). Being a Title 1 school also increases funding for teacher professional

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.

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 or 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@janeyville.k12.wi.us to request a copy.

WEATHER - INCLEMENT WEATHER/SCHOOL CLOSING INFORMATION

The SDJ school calendar has two days built in to accommodate some weather delays/closures. With the onset of the COVID-19 public health emergency in March 2020, the SDJ became a one-to-one district, meaning each student has a device (either an iPad or a Chromebook) that allows them to connect to the internet. With this capacity and capability, the SDJ will allow the first two inclement weather days of the winter season to be just that – 'snow days' on which no school work will be required of students.

If at all possible, the Superintendent will make the determination regarding school closing or delay information the night before, or no later than 6:00 a.m. the day of the closing or delay. District staff will then send out communication to families via the Campus Messenger System (Infinite Campus) by phone call, email, and text message, and post the information to the SDJ web site, SDJ social media channels, and local media outlets.

With a third, and any potential additional inclement weather day this winter season, the SDJ will pivot to online instruction from home. These will be scheduled as such instead of adding additional in-school make-up days at the end of the school year to meet state law required hours of instruction.

The Superintendent will make the determination regarding school closing and implementing online instruction the day before in order to allow students and staff to prepare, and to ensure students take their devices (and charging cables) home for use the following day.

Again, district staff will send out communication to families via the Campus Messenger System (Infinite Campus) by phone call, email, and text notifying them of this pivot to online instruction due to inclement weather, and post the information to the SDJ web site, SDJ social media channels, and local media outlets.

It is very important that parents/guardians verify that their contact information is correct in the Infinite Campus system, and that settings are marked appropriately for how they wish to receive school closing information. This is especially important if families have moved or have changed telephone numbers since initially setting up their Infinite Campus account.

Since Infinite Campus may take some time in completing notifications to the more than 10,000 contacts, we encourage families to be checking for details on the SDJ web site homepage (<http://www.janesville.k12.wi.us>) as well as the SDJ Facebook page (<https://www.facebook.com/SDJK12/>). In many instances, the information will become 'live' on those sites

before the Infinite Campus messaging system is able to complete its notifications. Closing and pivot to online instruction information will be provided to local news outlets including the Janesville Gazette, WCLO and the Madison local TV stations, who will post school closings or delay information on their respective websites.

State law (<http://dpi.wi.gov/cal/days-hours>) governs the required number of hours of instruction for all school districts in Wisconsin. SDJ calendar information is available at <https://www.janesville.k12.wi.us/calendar>.

Parents/guardians always have the option of keeping their child home due to inclement weather. Please be sure to call your child's school to report the decision to keep them home. Your child will receive a principal excused absence. **NOTE:** the SDJ does not close school early due to an approaching winter storm. This is to avoid sending students to potentially unattended/unsupervised home situations. If parents are concerned about an approaching storm, they are welcome to come to school and pull their student(s) out early if they feel it would be appropriate.

This information is also available at <https://www.janesville.k12.wi.us/about-us/school-closings>

The School District of Janesville has a great team that will be clearing sidewalks and parking lots/playgrounds, and keeping the heat on in the buildings as we maintain our promise to prioritize the safety, health, and wellness of our school community.

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.

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

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 student with a medically diagnosed disability is not automatically eligible for special education. An outside medical diagnosis is insufficient of special education eligibility. A student must be found eligible as a "child with a disability" under state and federal special education law. A student with a disability is one who requires specially designed instruction as a result of meeting the criteria for at least one of the identified disability categories under state and federal special education law. A student cannot start receiving special education services without a full and individual comprehensive special education evaluation completed by the student's district. Outside evaluations and other information shared by the parent, such as medical diagnoses, are considered during the evaluation and may provide supporting or new information about the student's academic and functional skills important for determining the nature and extent of the student's disability and education needs. [34 CFR §§ 300.8](#) and [300.301](#). [Wis. Stat. § 115.76\(5\)](#).

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 Mrs. 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.

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.

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, please ask the school office for a School Transfer/Placement Within the School District Form (yellow).

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.