

Wilson Elementary



Parent/Student Handbook

2016-2017

**School District of Janesville
Janesville, Wisconsin**



**PHONE NUMBERS:
743-7330 – Attendance
743-7300 – Wilson School**

WILSON ELEMENTARY SCHOOL

Dear Parents and Guardians,

Welcome to Wilson Elementary School. We look forward to working with you this school year and helping your child grow academically and socially.

Wilson School opened in 1930. Hundreds of students have received an excellent education here and we are excited that the tradition continues. We are looking forward to having open communication and a great working relationship with each and every one of you.

It is our hope that you will always feel welcome to visit our school. We do encourage parent involvement. Please plan to visit your child's classroom, to participate in special evening events, and to join PAWS (Parent at Wilson School).

This handbook has been compiled in an effort to inform parents and guardians about the procedures, schedules, and programs that are available at Wilson. Please keep this handbook for future reference throughout the school year.

Best wishes for successful school year! We are glad to have you as Wilson Wildcats!

Please feel free to contact the school at 743-7300 if you have any questions or concerns, or to share thanks and appreciations. We want to hear from you.

Sincerely,
Mrs. Kimberli Peerenboom
Principal

BOARD OF EDUCATION

Information in regards to contacting the Board of Education can be found [here](#). Further information pertaining to the Board of Education may be requested at any time through Wilson Elementary or the Educational Services Center at 527 S. Franklin Street.

Educational Services Center Administrative Staff

Name of Individual	Position	Phone
Dr. Karen Schulte	Superintendent of Schools	743-5050
Mr. Keith Pennington	Chief Financial Officer	743-5100
Mr. Scott Garner	Director of Administrative and Human Services	743-5026
Dr. Kim Ehrhardt	Director of Instructional Services	743-5044
Dr. Robert Smiley Dr. Barb Kelley	Chief Information Officer Asst. Director of Student Services	743-5030 743-5061
Ms. Chris Wesling	Coordinator of Student Services	743-5070
Ms. Tina Johnson	Asst. Director of Administrative and Human Services	743-5024

Wilson School Staff

Name of Individual	Position	Phone
Kim Peerenboom	Principal	743-7306
Jeanne Lee	Secretary	743-7306
TBD	Attendance Clerk	743-7331
Cheri Diehls	Health Aide	743-7312
Cindy Seidel	School Nurse	743-7312
Jill Ensor	P4J Teacher	743-7396
Cindy Flynn	P4J Aide	NA
Heidi Dunk	Kindergarten Teacher	743-7395
Dawn Farmer	Kindergarten Teacher	743-7372
Kirsten Presser	Kindergarten Teacher	743-7369
Jodi Sanders	Title I Kindergarten Aide	NA
Pam Ross	1st Grade Teacher	743-7392
Sharon Crain	1st Grade Teacher	743-7394
Mary Kay Helbing	1st Grade Teacher	743-7387
Karen Laube	1st Grade Aide	743-7319
Shelly Martin	2nd Grade Teacher	743-7378
Crystal Edwards	2nd Grade Teacher	743-7381

Andrew Wolf	2nd Grade Teacher	743-7380
Erin Murphy	2nd Grade Teacher	743-7389
Andy Follis	3rd Grade Teacher	743-7364
Katie Jones	3rd Grade Teacher	743-7361
Becky Perkins	3rd Grade Teacher	743-7360
Jill Niles	2nd and 3rd Grade Aide	743-7363
Connie Mueller	4th Grade Teacher	743-7358
Brittany Stoney	4th Grade Teacher	743-7359
Rachel Wilson	5th Grade Teacher	743-7357
Dennis Quinn	5th Grade Teacher	743-7352
Janine Werner	4th Grade Paraprofessional	743-7363
Kathleen Hanke	Innovative Specialist	743-7339
Ashley Norton	Student Service Specialist	743-7326
Sue Friend	School Psychologist	743-7325
Jackie Rufer	Title I Teacher	743-7365
Dottie May	Title I Teacher	743-7379
Marilyn Leach	Title I Teacher	743-7345
Mary Adams	Title I Teacher	743-7382
Mary Farrell	Student Service Specialist	743-7390
Susan LeFave	LMC Aide	743-7383
Andy Gage	Head Custodian	743-7309
Jeff Atkins	Custodian	743-7309
Christine Moen	Custodian	743-7309
Monica Burkheimer	Lunch Hostess	743-7308
Beth Heilman	Assistant Lunch Hostess	743-7308
Tracy Kaas	Assistant Lunch Hostess	743-7308
Dawnette Rockers	FRC Coordinator	NA
Melissa Ireland	EBD Teacher	743-7388
Sara Proulx	EBD Teacher	743-7336
Rachel Knight	SLD Teacher	743-7350
Rita Walker	Speech and Language Teacher	743-7314
Amanda Rudkin	Speech and Language Teacher	743-7314
Monica Scheible	Occupational Therapist	743-7393

Michelle Hecimovich	Physical Therapist	743-7393
Mary Hillmann	Special Ed. Aide	NA
Laurie Worple	Special Ed. Aide	NA
Elizabeth Cook	Special Ed. Aide	NA
Christine Halverson	Special Ed. Aide	NA
Deb Lehmann	Special Ed. Aide	NA
Becky Stanek	Special Ed. Aide	NA
Giohanna Davis	Special Ed. Aide	NA
Lisa Fuelleman	ELL Teacher	743-7356
Jill Anderson	ELL Teacher	743-7353
Nancy Marie Dries	ELL Teacher	743-7382
Kelly Kraus	ELL Aide	NA
Kathy Gill	ELL and 5th Grade Aide	NA
Mary Jo Birkholz	Art Teacher	743-7376
Carla Gilbert	Art Teacher	743-7376
Lynne Meding	Music Teacher	743-7384
Kim Schram	Music Teacher	743-7384
Mat Palan	Physical Education Teacher	743-7385
Scott Lee	Physical Education Teacher	743-7385
Rebecca Rush	Band and Orchestra Teacher	743-7306

WILSON SCHOOL MISSION

“I can achieve and I will achieve by following the Wilson Expectations: Be Safe, Be Respectful, and Be Responsible.”



School Supplies Lists For Wilson Elementary Can Be Located [Here](#). Hard copies are available upon request from the school.

School District Calendars are Located [Here](#). Hard copies are available upon request from the school.

School District Codes of Conduct are Located [Here](#). This document is part of the Policies and Procedures manual all incoming kindergarten students and students new to the School District of Janesville receive. Hard copies are available upon request from the school for all other parties.

The ABC's of Wilson Elementary School:

APPROPRIATE DRESS FOR WEATHER CONDITIONS



It is important that you check each morning to make sure your child is dressed for the weather. This is especially necessary when it is cold or damp. It is expected that a child well enough to be in school will be able to participate in outdoor recess and outside activities. Unless a doctor's note has been provided, all students will be outdoors unless weather conditions do not permit outdoor activities.

Those weather conditions include, but are not limited to rain and a combined wind chill and temperature below zero.

ARRIVAL TIME

Students participating in the breakfast program will be allowed to enter the building at 7:45 a.m. No supervision of students is provided before 7:45 a.m. for breakfast program students. Those students not participating in the breakfast program should not arrive until 8:00 a.m. At 8:00 a.m. supervision is provided to all children on the playground and blacktop area behind the school.

Breakfast and Lunch Programs

The School District of Janesville Elementary School Lunch Program offers lunch every school day. Sack lunches may be ordered in advance for field trips as well. All students at Wilson Elementary will receive free lunch and breakfast regardless of their economic status. An abbreviated lunch form is required to be filled out. The Wilson breakfast program is served **7:45 a.m. to 8:10 a.m.** Students must be finished eating by 8:10. The breakfast menu is posted on the district's website. School lunch menus are published weekly in the local newspapers and posted on the school district's web page. Menus are posted in the school and will be sent home with the school newsletter. Menus are available in Spanish.

CAMPUS MESSENGER PHONE CALLS:

This program is to enable the school district to quickly inform parents of important information and emergencies.

The accuracy of the phone numbers is very important to receive these informative calls.

Make sure to update your phone number in the office when it changes to make sure that you receive these informative calls.

DAILY SCHEDULE:

Classes Begin: 8:15

Dismissal: 3:08

All students are expected to be in their classrooms when morning and afternoon classes begin or they will be counted tardy. Students who are in attendance for at least 1 hour of instruction in the morning shall be counted as ½ day attendance for the morning and students who leave before the end of the school day but are in attendance for at least 1 hour of instruction in the afternoon shall be counted as ½ day attendance for the afternoon.

DENTAL SCREENINGS:

We will have 3 dental screenings throughout the year for eligible students. Please fill out a form in the school office to see if you qualify.

DISMISSAL DURING SCHOOL HOURS:

When a student is to be excused before the end of the day for appointments, it is suggested that a note from the parent be written to the child's teacher. The attendance office will then issue a yellow passport slip, which must be signed by the provider, and returned to the school office when the child returns.

Children MUST be picked up in the school attendance office, NOT in the classroom or an entryway. To maximize learning, children will not be called out of class until the parent is in the attendance office to pick them up. Please allow us 5-10 minutes to have your child sent to the office. Children cannot be released to walk home before the end of the school day.

A passport DOES NOT take the place of a written note from parents regarding illness or other absences. If at all possible, try to make appointments for after school. If there is no appointment, it is important for children to stay in school until the 3:08 p.m. bell. Please be aware that it takes several minutes for students to gather their things and make it out to the circle drive.

Students who do not walk home wait until 3:25 p.m. for their ride outside. They are then brought to the office and parents are called. If the office is unable to locate a parent or emergency contact the police may need to be called. Please be here in a timely manner to pick up your children. **If students are involved in after school activities, siblings may NOT wait for them in the office.**

EMERGENCY CARE INFORMATION FOR PARENTS

The safety and welfare of your child is of great importance to both you and the school. If your child should become ill or injured while under the school's supervision, the following steps, outlined in the school district Emergency Nursing Manual, will be taken:

A. If your child had a minor accident, the following action will be taken:

- First aid will be administered according to school approved procedures.
- Depending on the type of minor injury, a phone call will be made to the parent and/or a health note will be sent home with the student. For example, a bump to the head.
- Your child will be returned to class if he/she is all right.
- The visit will be recorded in Infinite Campus under the Health tab.

B. If your child is unable to go back to class because of illness or minor injury, the following steps will be taken:

- You will be contacted and once arrangements have been made with you, your child will be allowed to leave school.
- If you are not available, the emergency contact number found on the

- emergency card will be called.
- Once contacted, you or the emergency contact will have the responsibility for providing the necessary transportation for your child to leave the school in a timely manner.
- If we are unable to reach you or the emergency contact, your child will be kept in school, and continued attempts will be made to reach you or the emergency contact person.
- The visit will be recorded in Infinite Campus under the Health tab.

C. If your child is in need of immediate medical attention, the following steps will be taken:

- First aid will be rendered immediately according to school approved procedures.
- Transportation to a medical facility will be arranged for your child.
- You will be called. If you cannot be reached, the emergency contact will be called.
- If you or the emergency contact cannot be contacted, when necessary, your child will be taken to an emergency room.
- The visit will be recorded in Infinite Campus under the Health tab.

Failure to provide the school with emergency contact, or up-to-date information for your child will give the school district authority to provide emergency care as needed for your child, according to school approved procedures.

EMERGENCY DRILLS:

Fire drills are held at least once a month. Shelter drills for severe weather, such as tornadoes and other serious events, are held in the fall and spring. Several lockdown drills will also be scheduled each year to prepare students for additional safety procedures.

EMERGENCY EVACUATION:

If Wilson School were ever to be evacuated, school evacuation procedures are followed including a Campus Messenger call informing you that the students and staff are moving to St. Patrick's School located a few blocks down Lincoln Street. All students will remain at the evacuation site until parents pick them up or make arrangements for their release. If for some reason St. Patrick's School was unavailable for an evacuation, students would be bused to Craig High School. No students will be released without the permission of the Wilson School principal or her assistant.

ENROLLMENT FEES

Please make checks out to the School District of Janesville.

FAMILY LEARNING & RESOURCE CENTER

The Family Learning & Resource Center encourages parent-school partnerships and helps strengthen parent-child interactions. The Center contains games, toys, videos, books and parent resource information to be checked out by the families from our school. A variety of family activities are provided. There is also a parent support group held weekly in the FRC.

FIELD TRIPS

Field trips are carefully planned. They are held to enrich our learning program and take advantage of opportunities not available at our school.

Parental permission must be given before students can participate in field trips.

Parents may be able to assist with field trips from time to time. If parents attend a field trip they are expected to help supervise groups of children and may not bring other children along on the trip. We ask that supervising parents not use tobacco products, alcohol, or other illegal drugs. Use or talk on cell phones must also be limited. Parents wanting to take pictures on field trips is permitted, however, pictures taken may only be of the parent's child. Taking photographs of other children or groups of children by non-school employee chaperones is not permissible due to confidential photography restrictions that other student's parents may have signed off on. Parents also are required to wear school appropriate clothing and use school appropriate language while chaperoning students. Parents not able to follow the expectations outlined will be unable to chaperone fieldtrips. Students are expected to return to school on the bus. Students are expected to wear appropriate clothing and footwear. Use of cell phones or other electronic devices is prohibited on field trips by students.

IMPORTANT: Please be aware that some field trips require non-refundable pre-paid ticket purchases. In the event your child is unable to attend an event which requires a pre-payment commitment, we will not be able to give you a refund.

LIBRARY MEDIA CENTER

The LMC is a centralized location of learning materials and opportunities. LMC materials include printed materials such as books, paperbacks, pamphlets, and magazines. It also includes non-printed audiovisual materials, slides, DVDs, and computer programs. The LMC does not charge a fine for overdue books and materials; however, lost or damaged items will have to be paid for. After a book has been overdue for two months, it is considered lost. There are special materials to mend damaged books, so please return them to the LMC for repair rather than attempting to do it yourself.

LOCKERS, DESKS, AND OTHER SCHOOL DISTRICT PROPERTY

Ownership and control of lockers, desks, school issued tablets and other District Property is maintained by the school district. Students are granted use of desks, lockers, tablets, and other District Property in accordance with Board Policy 5231. The school district reserves the right to have a school official , or his/her designee, conduct a search at any time without consent of the student, without notifying the student, and without obtaining a search warrant. Searches of student lockers and/or personal belongings will be reasonable. There should be reasonable grounds for suspecting that a search will yield contraband or turn up evidence that a student has or is violating the law, school rules or board policy. An administrator or his/her designee may contact law enforcement officials for assistance in conducting a search. Each building will distribute this policy information to enrolled students. Students should share in the responsibility of keeping the district schools in their best possible condition. The Board views vandalism against school property by students as reprehensible. Any student who needlessly damages school property or equipment shall be held responsible and shall make restitution to the school in the amount determined by the administration. When a student is unable to make restitution, the parent or guardian shall be held liable.

LOST AND FOUND

All articles and items found at school are kept in our Lost and Found located in the lunchroom. Children and parents may claim them. Glasses and jewelry items are kept in the office. A large amount of very good clothing remains unclaimed each year. Unclaimed clothing is donated to a local charitable institution at the end of the school year. **PLEASE MARK ALL THESE ITEMS WITH YOUR CHILD'S NAME.**

MANDATORY REPORTING:

All School District of Janesville staff members are mandatory reporters under Wisconsin State law. If any staff person has "reason to suspect" that there may be a situation of abuse or neglect, we are bound by law to report it to law enforcement or to Human Services.

SAFE ROUTE

The staff at Wilson School is concerned for each child's safety at school, as well as his/her safety in coming to and leaving the school grounds. To provide for your child's safety, we have developed some safety expectations for you and your child.

Please have your children cross the corners where there are adult crossing guards. (Lincoln/Racine; Jackson/Rockport; and in front of Wilson School).

Adult crossing guards are on duty from 7:30 a.m. until 8:20 a.m. and from 3:00-3:30 p.m.

Children should not be on the school grounds until 8:00 a.m. as there is not supervision until after 8:00 a.m. Children participating in the breakfast program can enter the building at 7:55 a.m.

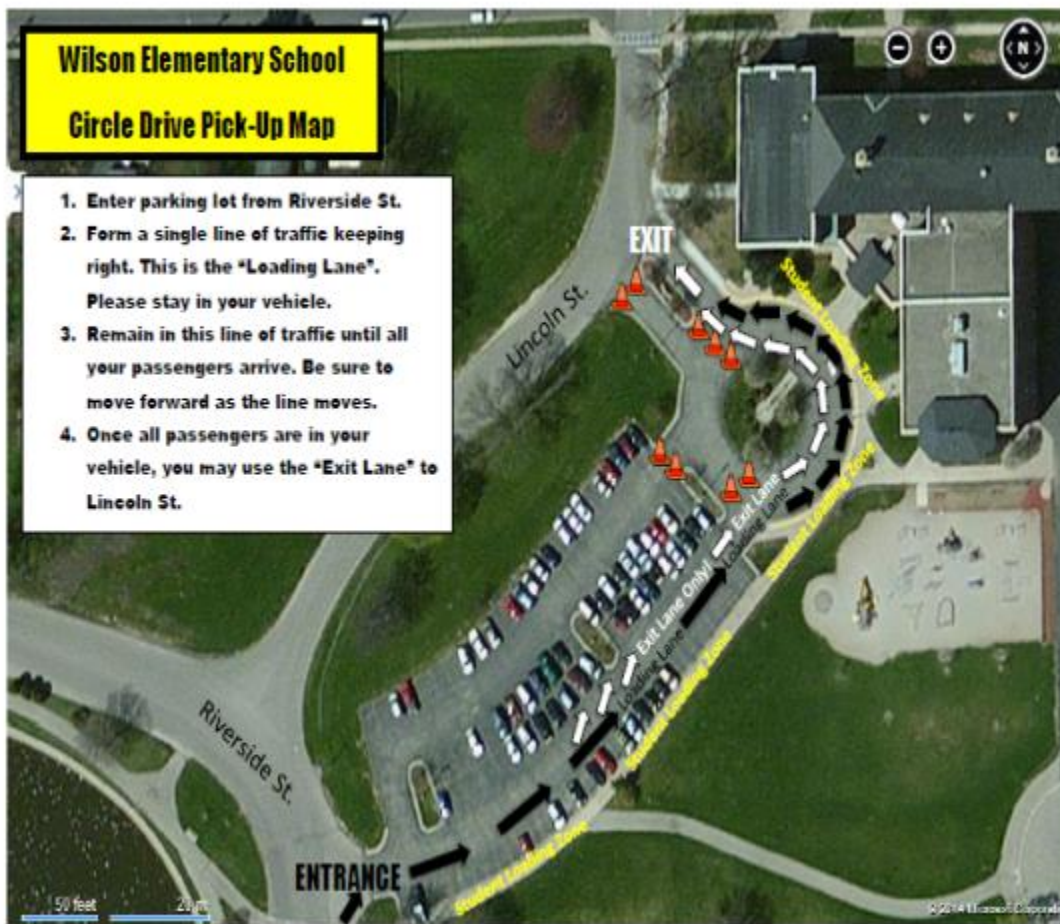
Children should leave school grounds immediately after school at 3:08 p.m. and return to play only after they have gone home and received permission from their parents. There is no playground supervision after school.

SAFE DROP OFF AND PICK UP AREA:

There is no parking in the circle driveway between 7:30 a.m. and 3:30 p.m. The circle drive is for drop off and pick up during these times. If you need to leave your vehicle you should park in the parking lot.

The spaces by the sidewalk are reserved for visitors.

There is also no parking on Lincoln Street south of Rockport Road or on Rockport Road in front of the school.



Your cooperation will help students remain safe and speed up student pick-up! Thank you!

SPECIAL ALERTS:

It is occasionally necessary to alert children to the need to be especially careful of circumstances or events that might be potentially harmful (friendly strangers, construction, unusual traffic, etc.) It is important to give children helpful information about what to do, where to go, what to avoid, and how to get help. It is equally important to be very careful not to create an atmosphere which encourages irrational fears or hysteria in children or adults. If appropriate, teachers will be requested to speak with students regarding circumstances about which children should be alerted. If the situation is urgent or requires further clarification, a note will be sent home to parents. If you become aware of situations or circumstances which present a threat to the safety and well being of our students or school community, please contact us immediately. We appreciate parents' helpfulness and will always take concerns seriously.

TELEPHONE USE

Students are allowed to have cell phones at school. At 8:00, all cell phones are to be turned off until 3:08 when students are dismissed. Students who do not follow this rule will not be allowed to have their cell phone. It will be checked into the office instead on a daily basis.

Student's use of school phones will be limited to school matters and legitimate emergencies. Parents are asked to please make sure to plan ahead for dismissal plans. Cell phones are prohibited in locker rooms and restrooms unless powered off in accordance with State Statute 175.22. Unauthorized devices are prohibited on school premises or at any school-sponsored activity. Personally owned electronic devices may be searched as permitted by law. Please refer to Board Policy 6724 and the related Administrative Regulations for the complete policy on Instructional Technology and the Acceptable Use Policy for Technology.

VISITORS

You are always welcome to visit school. We request you arrange in advance a mutually convenient time to visit by contacting your child's teacher or the school office. Teachers and administration may not always be available without an appointment. You will be required to buzz in at the front door. You will be asked if you have an appointment or the type of business we can assist you with. Always check in at the school office when you are visiting the school. For the safety of all students and staff we require that you sign in at the office, and obtain a visitor or volunteer badge. If you have made arrangements to speak with your child's teacher, she/he will be called to meet you in the office.

WITHDRAWAL OF STUDENT FROM SCHOOL

It is extremely important that you notify the school office 5 school days prior to moving to indicate your child's last day of attendance. If you are moving out of the School District of Janesville, you will need to notify Wilson School with the last date your child will be in attendance, name of city and state where you are moving and the school your child will attend if known.