

Wilson Elementary



Parent/Student Handbook 2011-2012

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. Kim Peerenboom
Principal



THE ABC'S OF WILSON SCHOOL

Table of Contents

Topic:	Page Number
Mission Statement and Beliefs.....	4-5
Maps of Wilson School.....	6-8
Alert Now Phone Calls.....	9
Appropriate Clothing.....	9
Appropriate Dress for Weather Conditions.....	9
Arrival Time.....	9
Attendance Policy.....	10
Breakfast Club.....	10
Brunch Program.....	10
Daily Schedule.....	10
Dental Screenings.....	11
Discipline Plan.....	11
Dismissal During School Hours.....	11
Home/School Communications.....	12
Emergency Help for your Child.....	12
Emergency Care Information for Parents.....	12-13
Emergency Drills.....	13
Emergency Evacuation.....	13
Enrollment Fees.....	13
Even Start Program.....	13
Family Learning and Resource Center.....	13
Field Trips.....	14
Health of all Students.....	14-15
Homeless.....	15
Lunch Program.....	15
Lunch Schedule/Recess Schedule.....	15-16
Library Media Center.....	15
Lost and Found.....	16
Safe Route.....	16
Safe Drop Off and Pick Up Area.....	16
Map of Circle Drive Safety.....	17
Telephone Use.....	18
Special Alerts.....	18
Visitors.....	18
Withdrawal of Student from School.....	18
<u>Attachments:</u>	
Living Above the Line.....	19
School Wide Expectations.....	20-21

MISSION STATEMENT/BELIEFS

We Believe:

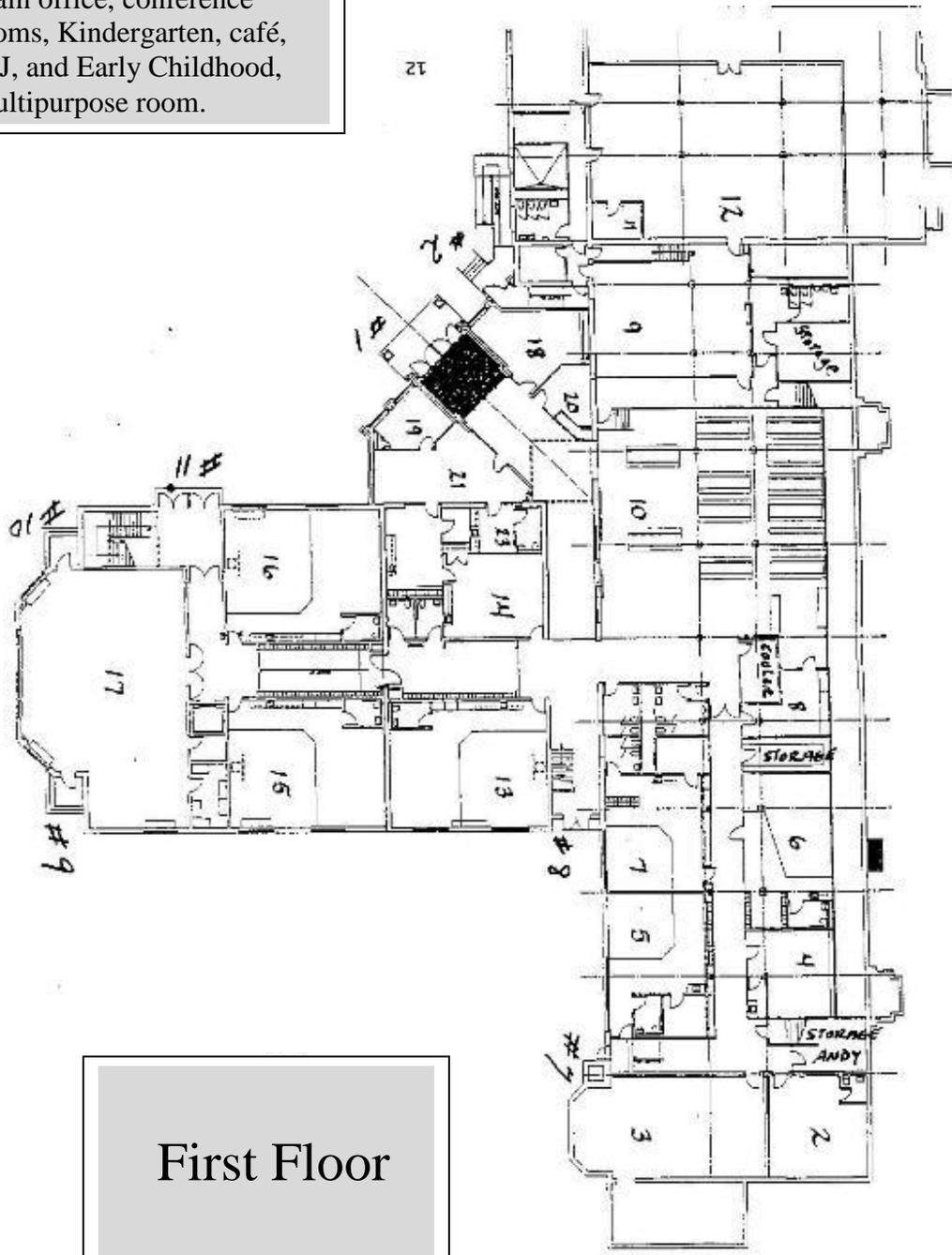
- ◆ In the dignity of every human being.
- ◆ Every student can learn and should have the opportunity to be successful in learning.
- ◆ In the development of mutual respect and positive self-esteem.
- ◆ Teaching and learning must take place in a safe and secure environment.
- ◆ In preparing students for life-long learning.
- ◆ Human qualities such as honesty, trust, and responsibility are essential components of our educational system.
- ◆ The school environment must foster creativity, problem solving, innovation and critical thinking.
- ◆ Education is a partnership between the school, home and community.
- ◆ Students need to be taught and encouraged to take responsibility for their own learning and behavior.
- ◆ The school community needs to provide for participatory decision making at all levels of the organization.
- ◆ Setting high learner expectations encourages students to reach their potential.
- ◆ Every learner has the right to a caring, skillful educator who motivates, facilitates, encourages, and models the learning process.
- ◆ Schools must respond to the changing needs of society.
- ◆ Schools must prepare students to participate as productive citizens in our multicultural, democratic society, and the world community.
- ◆ In educating the whole individual by teaching basic skills, instilling values essential to society, and promoting social-emotional growth.

WILSON SCHOOL MISSION

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



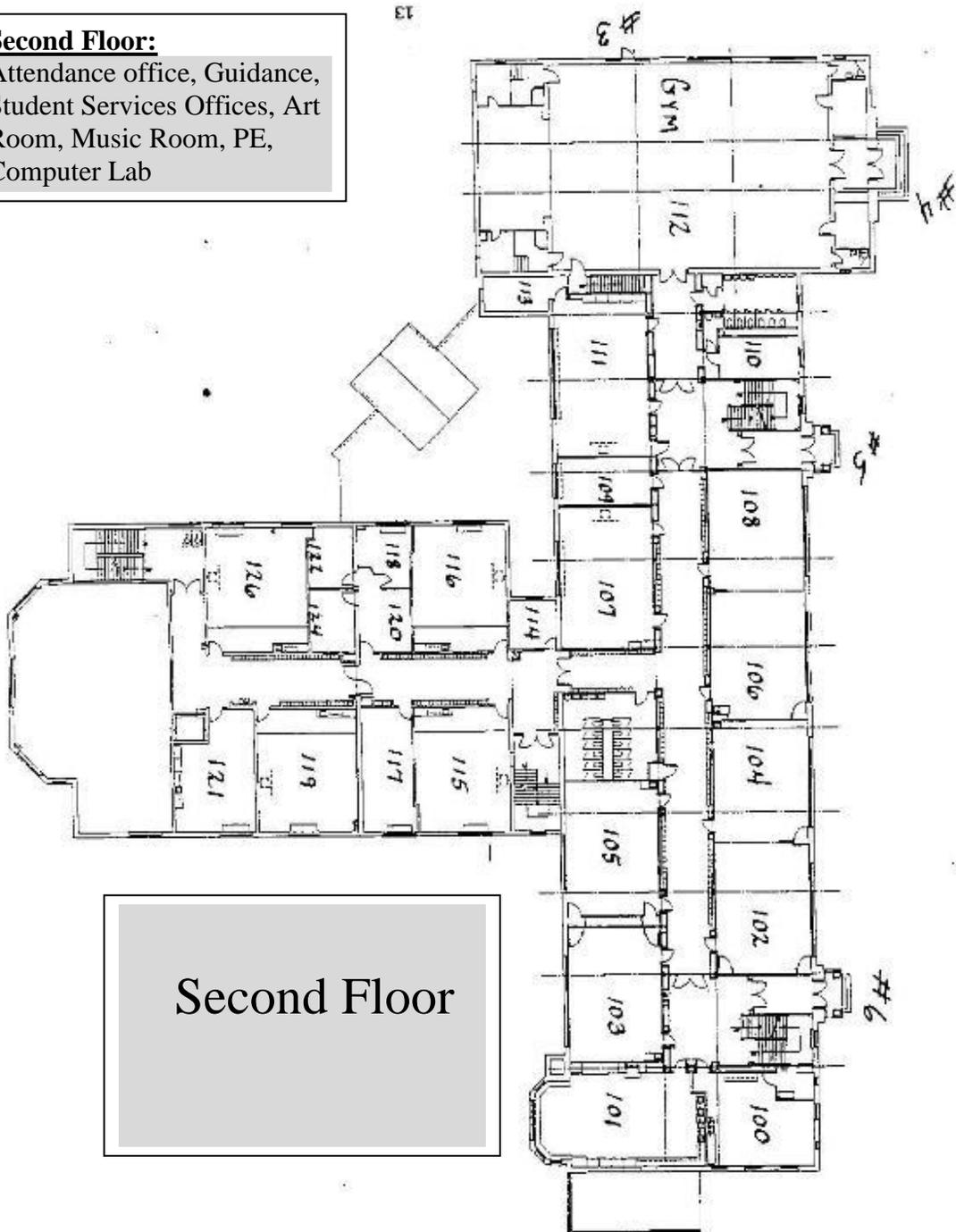
First Floor:
Main office, conference rooms, Kindergarten, café, P4J, and Early Childhood, Multipurpose room.



First Floor

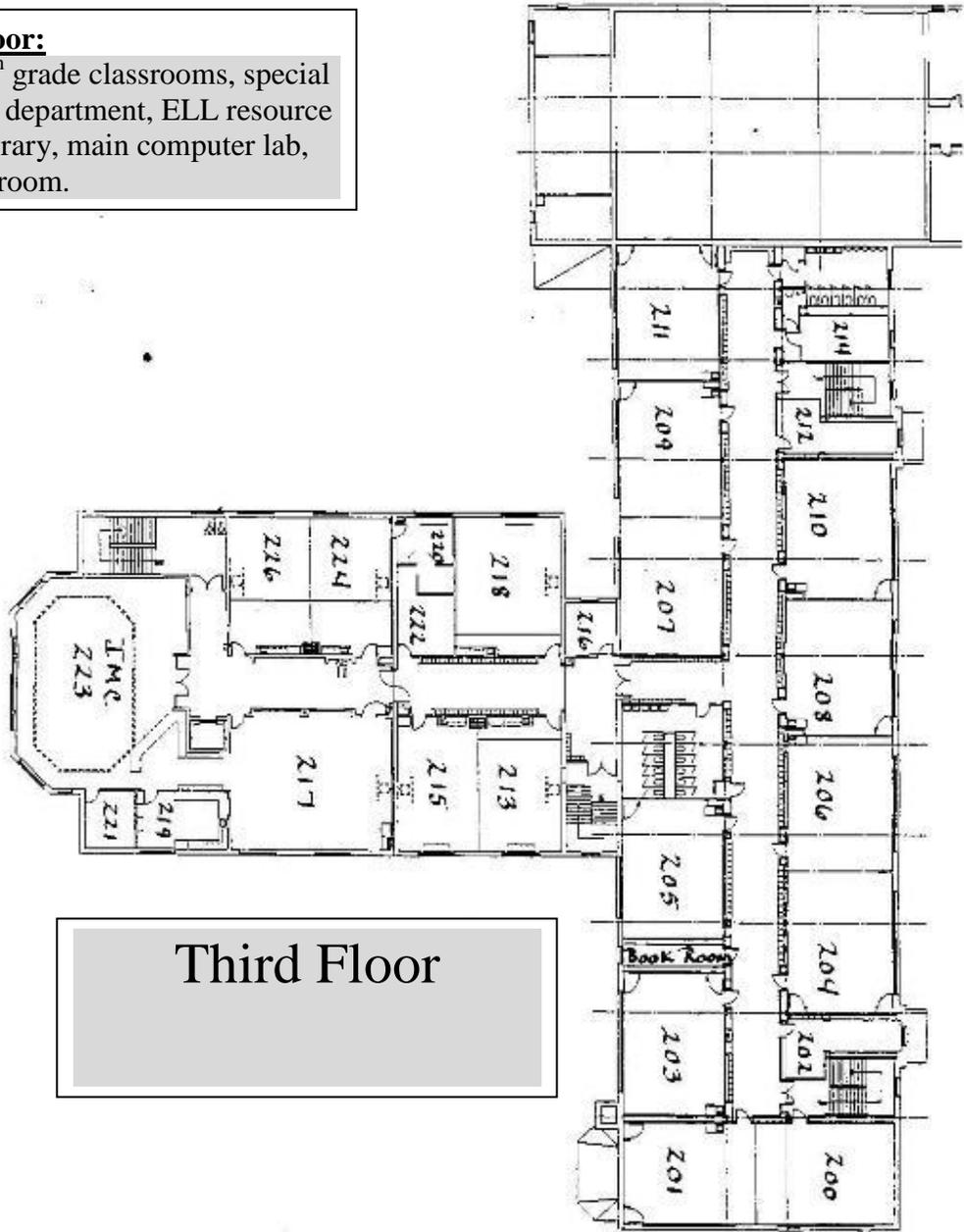
Second Floor:

Attendance office, Guidance,
Student Services Offices, Art
Room, Music Room, PE,
Computer Lab



Third Floor:

3rd, 4th, 5th grade classrooms, special education department, ELL resource room, Library, main computer lab, guidance room.



Third Floor

The ABC's of Wilson Elementary School:

ALERT NOW 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.

APPROPRIATE CLOTHING:

Our goal at Wilson School is to promote a positive school learning climate.

Unfortunately, some things in today's "POP Culture" conflict with the goals in a school setting. Clothing is considered inappropriate under Janesville School District policy if it is offensive or disruptive to the school environment. We thank you in advance for helping the school staff promote an appropriate learning environment at Wilson by sending your kids to school in school-appropriate clothing.

- Consistent with School District Policy, we ask that students do not wear hats in school.
- Clothing that advertises anything alcohol or drug related, displays profanity, gang-related material, or sexual innuendo will not be permitted.
- Please do not send children in low-cut shirts, shirts with spaghetti straps, or mid-riff revealing tops.
- Pants should be worn as intended, not hanging down on a student's thighs.

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. Parental requests to have a student remain inside should be rare for a healthy child.
 - All children will remain inside when the temperature or wind chill is below 0, or if it is raining.

ARRIVAL TIME

- Playground supervision is not provided prior to 8:00 A.M. each day. No children will be allowed to play on the playground prior to 8:00 A.M.
- Children that participate in the Wilson Breakfast Program should not arrive until 7:40 A.M.

ATTENDANCE POLICY



Regular school attendance is very important to the educational success of all children; therefore, it is a priority to us here at Wilson School. As a parent/guardian, please do everything you can to make sure that your student is here at school on time every day.

- If your child is going to be absent, please call the office at 743-7331 before 8:30.
- The school bell rings at 8:15 and we expect all students to be in their seats ready to learn by 8:20.
- For your information, every student in the School District of Janesville is allowed a maximum of **10 days** of absence a year that a parent can excuse for any reason (sickness, out of town, car trouble, etc).
- Once those 10 days have been used, every absence or late arrival needs a note from a doctor, counselor, dentist, court official or be a religious holiday in order for the absence to be excused. **We encourage all families to provide these types of notes anytime their student misses school for these reasons throughout the school year so that they do not count against the 10 days allowed for parent excused absences.**
- Also, please note that if your student arrives at school after 8:35am or leaves school before 2:45pm this will count as a half a day of absence per district policy.
- Please let the office know if you will be going out of town or taking a vacation **BEFORE** you leave. This allows us to code your student's absences accurately.

If you know that your student will be absent from school, please call the Wilson School Office at 743-7330 by 8:30 am to let us know the reason for the absence.

BREAKFAST CLUB:



Children are able to learn better when they have some food in their bellies. Every morning from 7:40-8:00 we offer Breakfast Club. The children arrive at school and go directly to the activity room to drop off their backpack and jackets. The students are then invited to go to the café for breakfast. Following breakfast, the children go to the playground and play until the bell rings to come in for school.

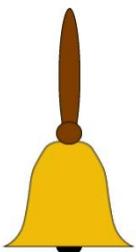
BRUNCH PROGRAM:

- All K-5 students receive a mid-morning nutritional breakfast snack. There is no cost for milk at brunch time.



DAILY SCHEDULE:

First Bell: 8:11
Classes Begin: 8:20
Dismissal: 3:00



All students are expected to be in their classrooms when morning and afternoon classes begin or they will be counted tardy. Students who are tardy for more than fifteen (15) minutes will be recorded absent for the half-day in accordance with the School District of Janesville policy. Students leaving school prior to 2:45 p.m. will also be recorded as absent for a half-day.

DENTAL SCREENINGS:

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



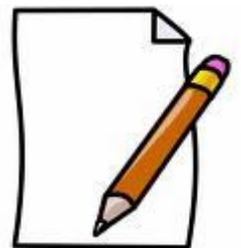
DISCIPLINE PLAN:

Please see the attached chart showing the ladder of acceptable behavior (pg. 19) and the charts showing the behavioral expectations (pg. 20).

- Discipline is a basic part of an effective educational system. The discipline policy at Wilson School is set up so that children can learn and be successful. Children are sent to school to be taught skills, work habits, and behaviors that will allow them to become productive members of society. While the classroom is the main environment for activities to take place, children are learning in the hallway, LMC, lunchroom, playground and on buses.
- A school learning/teaching environment functions best when common behavioral expectations are taught, understood, practiced, and followed. These basic expectations at Wilson are to make sure that students are safe, responsible and respectful. In the beginning of the school year and throughout the year, all students are introduced to the behavioral expectations in the appropriate locations and the expectations are practiced frequently.
- We encourage children to “Live Above the Line of Appropriate Behavior”, but realize that all children will fall below the line of acceptable behavior at some point. All behaviors that are considered “Below the Line” are handled in the classroom by the teacher. When children fall below the line, they are encouraged to fix it, so they can climb back up the ladder.
- Behaviors that are considered “Below the BOTTOM Line” are more severe and are handled in the office.
- Wilson School staff will enforce all expectations during the school year. However I want to be clear that we do not want to dwell on the negative. We have established an all-school positive climate program to positively reinforce appropriate student behavior.

DISMISSAL DURING SCHOOL HOURS:

- When a student is to be excused before the end of the day for doctor or dentist 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 doctor or dentist, and returned to the school office when the child returns.
- A passport DOES NOT take place of a written note from parents regarding illness or other absences. If at all possible, try to make doctor/dentist appointments for after school.
- **Children MUST be picked up in the main office. To maximize learning, children will not be called out of class until the parent is in the main 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.

HOME/SCHOOL COMMUNICATIONS/VISITATIONS:



- Please watch for the school's bi-monthly newsletter, Keeping You Informed. A copy will be sent home with the youngest child in the family on the last day of the month. Student activities, upcoming events, and general school news will be highlighted.
- Parents are welcome to visit school during regular classroom hours to observe children at work. The joyful experiences of watching children interact with each other are something we encourage. Parental classroom visits give children a feeling of cooperation between parents and teacher. Parents also gain a better understanding on the responsibilities parents share with the teacher. We request that parents arrange a mutually convenient time to visit by contacting their child's teacher 24 hours in advance. Also, please sign in at the school office when visiting Wilson.

EMERGENCY HELP FOR YOUR CHILD



- **We require two phone numbers** on file to call in case of illness or injury to your child. For the child's privacy, if there is a behavioral issue, we try to contact the parent and avoid using the emergency contact.
- It is required that parents and guardians inform the school immediately of changes of address, phone numbers and emergency information. Please contact the office with these changes at 743-7330.

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:
- (1) First aid will be administered according to school approved procedures.
 - (2) Your child will be returned to class if he/she is all right.
- B. If your child is unable to go back to class because of illness or minor injury, the following steps will be taken:
- (1) You will be contacted and once arrangements have been made with you, your child will be allowed to leave school.
 - (2) If you are not available, the emergency contact number found on the emergency card will be called.
 - (3) 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.



- (4) 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.

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

- (1) First aid will be rendered immediately according to school approved procedures.
- (2) Transportation to a medical facility will be arranged for your child.
- (3) You will be called. If you cannot be reached, the emergency contact will be called.
- (4) If you or the emergency contact cannot be contacted, when necessary, your child will be taken to Mercy Hospital's Emergency Room.

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 except during extremely cold weather. 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 an AlertNow message informing you that the students and staff are moving to St. Patrick Catholic School at 305 Lincoln Street. All students will remain until parents pick them up or make arrangements for their release. No students will be released without the permission of the Wilson School principal or a designated official.

ENROLLMENT FEES

Please make checks out to the School District of Janesville.

- Students in grades K-5 are charged a fee of \$32.00 per child.
- Consumable materials (\$22.00) Book Rental (\$8.00) Paper (\$2.00)



EVEN START PROGRAM

This program is held at Wilson School on our second floor. If you are interested in getting your GED, this is the program for you. Please contact the office and we will direct you to the coordinator of the program.

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



- Each year our students take at least one field trip. The trips are carefully planned and 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 who agree to assist with field trips are expected to help supervise groups of children and may not bring other children along on the trip. We ask that supervising parents do not smoke or talk on their cell phones. Also, we ask that parents wear school appropriate clothing and use school appropriate language while chaperoning students.
- Students are expected to return to school on the bus. Students are expected to wear appropriate clothing and may not bring cell phones or other electronic items.
- **IMPORTANT: Please be aware that some fieldtrips 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.**

HEALTH OF ALL STUDENTS

- Please notify the school office of any infectious or communicable disease that your child has or that causes you to seek treatment for your child. Examples of infectious or communicable diseases to report include head lice, scabies, impetigo, chicken pox, measles, mumps, pink eye, etc.
- By notifying the school, action can be taken to prevent further spread of the infectious or communicable disease in the school and reduce the chance of your child getting infected again with the disease when he/she returns to school.



Immunizations:

State Law 140.05 requires that within thirty (30) school days after admission, all students must meet minimum immunization requirements against diphtheria, tetanus, pertussis, polio, measles, and rubella. The requirements may be waived only for reasons of health, religious or personal conviction. Non-compliance may result in court action and a fine of up to \$25.00 per day. Parents are urged to always keep immunizations up to date and notify the school of any additional immunizations. Anyone who desires may receive their immunizations at the Rock County Health Department, phone: 755-2640.

Emergency Notification Information:

Every family is required to provide the school office with current information necessary to provide for a child in case of an emergency. This information includes home phone number, place of employment, and the phone number of TWO responsible adults other than a parent, who will assume responsibility for a child in the event neither parent can be reached. Also included in emergency information are family preference of physician and dentist, and parent's signature authorizing emergency medical care.



Medications:



School personnel cannot, under any circumstances, provide aspirin or any other medication to students without a written request and authorization from the doctor and parent. This written request has to be given on a “Permission to Administer Medication” form. You can receive one of these in our school office. This written request must include the name of the child, the drug, dosage, and times that the medication is to be administered. Medications should always be brought to school in the bottle labeled with the above information. Requests for the administration of medication at school should be made to the school secretary. **IF YOUR CHILD IS ALLERGIC TO BEE STINGS OR HAS ANY OTHER LIFE THREATENING CONDITION, PLEASE CONTACT THE SCHOOL OFFICE IMMEDIATELY SO ARRANGEMENTS CAN BE MADE TO PROVIDE ADEQUATE CARE AS NEEDED!**

HOMELESS?

If you find yourself homeless at any point during the year, please contact the school office at 743-7306 and the secretary will direct your call to a student services specialist or social worker. According to the McKinney – Vento Act, homeless students are able to receive extra help with transportation, food, school supplies, and field trip money.



LUNCH PROGRAM

We offer a hot lunch program. Money can be put into your account any day. Application forms for free or reduced price lunches are available in the school office (743-7300). For faster service, take them for approval to the Food and Nutrition Services Department at the Educational Services Center, 527 South Franklin Street. You can call food services to check your balance or check online thru family access. Contact school office to set up your account.

LUNCH SCHEDULE LUNCH & RECESS ARE 35 MIN.

11:10-11:45	Kindergarten	*Recess is before lunch
11:30-12:05	1 st Grade	
12:30 -1:05	2 nd	
12:00-12:35	3 rd	
11:45-12:20	4 th	
12:15-12:50	5 th	



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, DVD, 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.

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:

This is just a reminder that all teachers 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. (Rockport/Center Avenue; 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 AM.
- Children should leave school grounds immediately after school at night 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:

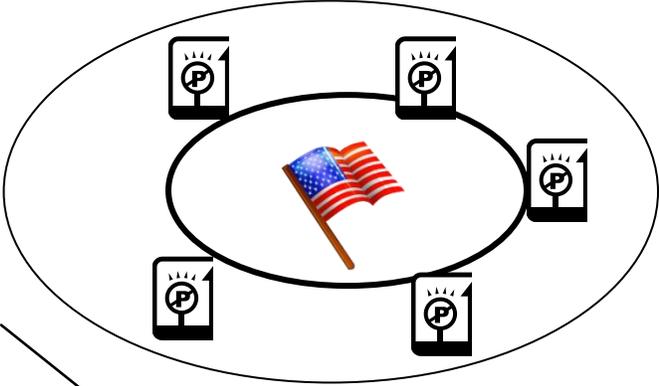
- There is no parking in the circle driveway between 7:30 A.M. and 8:30 A.M. or 2:45 P.M. and 3:15 P.M. The circle drive is for drop off and pick up during these times.
- There is also no parking on Lincoln Street south of Rockport Road or on Rockport Road in front of the school.
- Please park in the parking lot. The spaces by the sidewalk are reserved for visitors.
- When entering the circle drive for pick up at 3:00 P.M., please line up on Lincoln Street facing north. Please do not pick up children on Lincoln Street south Rockport Road!





Please do not park over by Monterey Stadium

PARKING LOT



Please keep right and tight to the curb

side walk

WILSON SCHOOL



Rockport Road



Cross only with crossing guards.

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

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.



VISITORS



You are always welcome to visit school. We request you arrange a mutually convenient time to visit by contacting your child's teacher or the school office. 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 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.

