

Wilson Elementary



Parent/Student Handbook 2012-2013

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



THE ABC'S OF WILSON SCHOOL

Table of Contents

Topic:	Page Number
Board of Education/School District Admin	4
Wilson School Staff.....	5-7
Supply Lists for all grades.....	8
2012-2013 District Calendar.....	9
2012-2013 Conference Times.....	10
First Floor Map.....	11
Second Floor Map.....	12
Third Floor Map.....	13
Alert Now Phone Calls.....	14
Appropriate Dress For Weather Conditions.....	14
Arrival Time.....	14
Breakfast Club.....	14
Brunch Program.....	14
Daily Schedule.....	15
Dental Screenings.....	15
Dismissal During School Hours.....	15
Emergency Care Information.....	15
Emergency Drill.....	16
Emergency Evacuation.....	16
Enrollment Fees.....	16
Even Start Program.....	16
Family Learning & Resource Center.....	16
Field Trips.....	17
Lunch Schedule and Lunch Recess.....	17
Library Media Center.....	17
Lost and Found.....	17
Mandatory Reporting, Safe Route & Drop off.....	18
Safe Drop Off and Pick Up Area.....	18
Parking Lot.....	19
Special Alerts.....	19
Telephone Use.....	20
Visitors.....	20
Withdrawal of student from school.....	20

BOARD OF EDUCATION MEMBERS

Office	Term	Name/Email	Address	Telephone
President	2014	Bill Sodemann	4625 W. State Rd. 11, 53548	531-1883
Vice President	2014	Kevin Murray	35 S. Randall Ave., 53545	290-7270
Treasurer	2013	Peter Severson	1817 Wesley Ave., 53545	931-8197
Commissioner	2012	Deborah Schilling	4208 Valencial Drive	563-0404
Commissioner	2012	Gregory Ardrey	25 Sauk Crt., 53545	757-1677
Commissioner	2014	Scott Feldt	1815 Doubletree Dr., 53546	563-4199
Clerk	2013	Karl Dommershausen	2419 Plymouth Ave., 53545	774-8660
Commissioner	2013	Kristin Hesselbacher	1210 N. Martin Rd., 53545	359-9991
Commissioner	2012	David Di Stefano	1614 Heather Ct	7742842

SCHOOL DISTRICT ADMINISTRATIVE STAFF

Dr. Karen Schulte	Superintendent of Schools	743-5050
Dr. Kim Ehrhardt	Director of Instructional Services	743-5045
Dr. Steve Sperry	Director of Administrative and Human Services	743-5026
Mr. Keith Pennington	Director of Business Services	743-5100
Dr. Yolanda Cargile	Director of At-Risk and Multi-Cultural Programs	753-5078
Dr. Barbara Kelly	Supervisor of Special Education	
Dr. Robert Smiley	Chief Information Officer	



Wilson School Staff



Principal
Building Assistant
Secretary
Attendance Clerk
Health Aide
School Nurse

Kim Peerenboom
Jason DeSormeau/Lisa Fuelleman
Jeanne Lee
Susan LeFave
Sharil Babcock
Cindy Seidel

Pre-K

Pre-K Aide
Pre-K Aide

Jill Hardy
Cheryl Stacey
Lorie Zweifel

Grade K

Kindergarten
Kindergarten
Kindergarten
Kindergarten
Pre-K Aide

Heidi Dunk Team Leader
Dawn Farmer
Pam Ross
Kirsten Presser
Lori Zweifel

Grade 1

Grade 1
Grade 1
K and Grade 1 Aide

Katy Egger, Team Leader
Jen Drach
Erin Murphy
Karen Laube

Grade 2

Grade 2
Grade 2

Shelly Martin, Team Leader
Crystal Roeber
Linda Medine

Grade 3

Grade 3
Grade 3
Grade 2 & 3 Aide

Andrew Follis, Team Leader
Katie Jones
Brittany Stoney
Jill Niles

Grade 4

Grade 4
Grade 4

Gale Rundle, Team Leader
Connie Mueller
Andrew Wolf

Grade 5

Grade 5
Grade 5
Grade 4 & 5 Aide

John Livsey, Team Leader
Sharon Crain
Holly Klotz/Nikki Noonan LTS
Lois Schyvinck

Pro-Active Solution Team PST

Innovative Specialist

Shelley Gard

Student Services Specialist
Social Worker
School Psych
Title 1

Ashley Bartlebaugh
TBA
Becky Swance
Jackie Rufer

Custodian

Head Custodian
Custodian
Custodian

Andy Gage
Jeff Atkins
Chris Moen

Lunchroom

Lunch Hostess
Lunch Hostess Assistant
Lunch Hostess Assistant

Monica Burkheimer
Deb Wolff
Beth Heilman

Even Start

Director

Megan Ostrowsky

FRC Coordinator

Brandy Nightingale

Special Education/Student Services

EBD Teacher
Aide
Aide
SLD
SLD
Aide
Aide

Tara Ulrich, Program Leader
Mary Hillmann
Mary Siren
TBD
Melissa Ireland
Laurie Worple
Dee Yazumbek

CD Teacher
Aide
Aide

Jaclyn Andrews
Patricia Henrichs
Kathy Gill

EC Teacher
Aide

Jennifer Smith
Becky Stanek

S/L Teacher
S/L Teacher
Aide
Aide
PT Specialist
OT Specialist

Rita Walker
Kim Smith
Lucy Meyer
Mary Siren
Michelle
Monica Schieble

Title I Aide

ELL

ELL Teacher

Lisa Fuelleman, Program Leader

ELL Teacher
ELL teacher
Aide

Shelly Givens
Jennifer Smith
Bonnie Chan

Family Learning Center

ILL Aide
FRC

Sotha Phommabouth
Brandy Nightingale

Special Area

Art Teacher
Music Teacher
Physical Education Teacher

Mary Jo Birkholz
Lynne Meding
Mat Palan
Mike Lloyd
Rebecca Rush
Sarah Lidholm

Band
Orchestra

WILSON SCHOOL MISSION

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



2012-2013 Wilson School Supply lists for all grades						
Supply Item	K	1	2	3	4	5
Binder...3 ring or trapper keeper dividers	none	none	none	1(Opt)	None	none
Back Pack or School Bag No Wheels	1	1	1	1	1	0
Anti-bacterial hand gel	2	2	2	1	1	1
Large box of kleenex	3	3	3	2	2	2
colored pencils (crayola) 10-12 colors	1	1	2	1	2	1
Composition book for writing (black & white cover)	0	0	0	1	0	0
Crayons (Crayola) NO FLUORESCENTS!	2 OF 24	At least 16	2 boxes of 24	1box of at least 24	1 box at least 24	1 box at least 24
Eraser Pink Pearl (No toys or novelties)	0	2	2	2	2	2
Glue - Large Bottle (Recommended: Elmer's Washable)	4 + 2 SMALL	2	2	2	2	2
Glue Stick	2	0	2	2	0	0
Tacky Glue 1 bottle	1	1	1	1	1	1
Graham Crackers	0	0	1 box	0	0	0
Markers, Expo, Dry erase/black (for white boards)SKINNY	1	4 fine	3	1	1	1
Markers (Crayola Classic Broadline) Washable	2 BOXES	1	1	1	2	2
Notebook (Loose Leaf) Paper (wide-ruled)	0	0	0	0	1	0
Pen...correcting any color	0	0	0	0	1	1
Paint Smock or Old Shirt	1	0	0	0	0	0
Pencils, #2 Wood only	2 PKG	2 Pkg	48	3 Pkgs	2 Pkgs.	3 Pkg
Pencil Sharpener	0	0	1	1	1	1
Plain Pocket Folders (Bottom packets)	1 PURPLE	1	1	1 green 1 red 1 blue	1 red 1 green 1 blue plain pocket	1 each red, blue yellow green
Ruler (1/16 scale & metric)	0	0	1	0	1	1
Soft Sided zippered lunch bag (for school supplies)	0	1	0	1	1	1
Scissors (Fiskars)	1	1	1	1	1	1
Spiral Notebooks Single Subject (wide-ruled)	0	0	1	0	1 red 1 green	0
Tennis shoes (for gym, to be kept at school)	0	1	1	1	1	1
Writing Journal (Purchase from teacher \$5.00)	0	1	1	0	0	0
Water Color Paints (Crayola or Prang)	1	1	1	1	1	1
Zip-top plastic bags (1 gallon size freezer)	2 BOXES	1	1 box	1 box	1 box	1box
Zip-top plastic bags (snack size) 1 box	1	0	0	1	1	1
Zip-top plastic bags (1 box quart size) freezer	1	1	1	1	1	1
Playdough 5 pack	1	1	0	0	0	0
3 ring pencil case	1	0	0	0	0	0
1 inch binder	2	0	0	0	0	0
1 Ream of Copier Paper White or any color	1	1	1	1	1	1
PLEASE PUT STUDENT NAME ON ALL ITEMS						

2012-2013 CALENDAR
School District of Janesville

<u>Event</u>	<u>Day of Week</u>	<u>Date</u>
Optional Teacher Work Day	Monday	August 27, 2012
Teacher Work Days	Tuesday-Thursday	August 28-30
Optional Teacher Work Day	Friday	August 31
Labor Day	Monday (NO SCHOOL)	September 3
First Day Kickoff	Tuesday	September 4
Middle and High School Only - End of First Quarter	Friday	November 9
Elementary Only - End of First Trimester	Tuesday	November 20
Optional Teacher Work Day	Wednesday (NO SCHOOL)	November 21
Thanksgiving Break	Thursday, Friday (NO SCHOOL)	November 22-23
Winter Break Begins	Monday (NO SCHOOL)	December 24
School Resumes	Wednesday	January 2, 2013
Middle and High School Only - End of Semester/Teacher Work Day	Friday (NO SCHOOL)	January 25
Elementary Only -End of Second Trimester	Thursday	February 28
Elementary Only - Teacher Work Day	Friday (NO SCHOOL)	March 1
Spring Break Begins	Monday (NO SCHOOL)	March 25
School Resumes	Monday	April 1
Middle and High School Only - End of Third Quarter	Friday	April 5
Snow Reserve Day	Friday (SEE BELOW)	May 24
Memorial Day	Monday (NO SCHOOL)	May 27
School Ends – Students	Thursday	June 6
Optional Teacher Work Day	Friday	June 7

Snow Reserve Day: May 24, 2013 will be a day off (**NO SCHOOL**) if zero or one (1) snow day is used. If two (2) or more snow days are used May 24, 2013 will be a day of school.

Optional Teacher Work Days: August 27, 2012 **or** August 31, 2012 **or** November 21, 2012 **or** June 7, 2013 (Teachers work **three** of the four optional work days)

)

SCHOOL DISTRICT OF JANESVILLE 2012-2013

<u>ELEMENTARY CONFERENCES:</u>	<u>CONFERENCE TIMES</u>	<u>DATE</u>
School during regular hours	Wednesday, 3:20-8:00 p.m.	Oct. 24
No School for Students	Thursday, 8:00a.m. - 8:00 p.m.	Oct. 25
No School For Students/Teachers	Friday	Oct. 26

School during regular hours	Wednesday, 3:20 -8:00 p.m.	Jan. 23
No School for Students	Thursday, 8:00 a.m. – 8:00 p.m.	Jan. 24
No School For Students/Teachers	Friday	Jan. 25

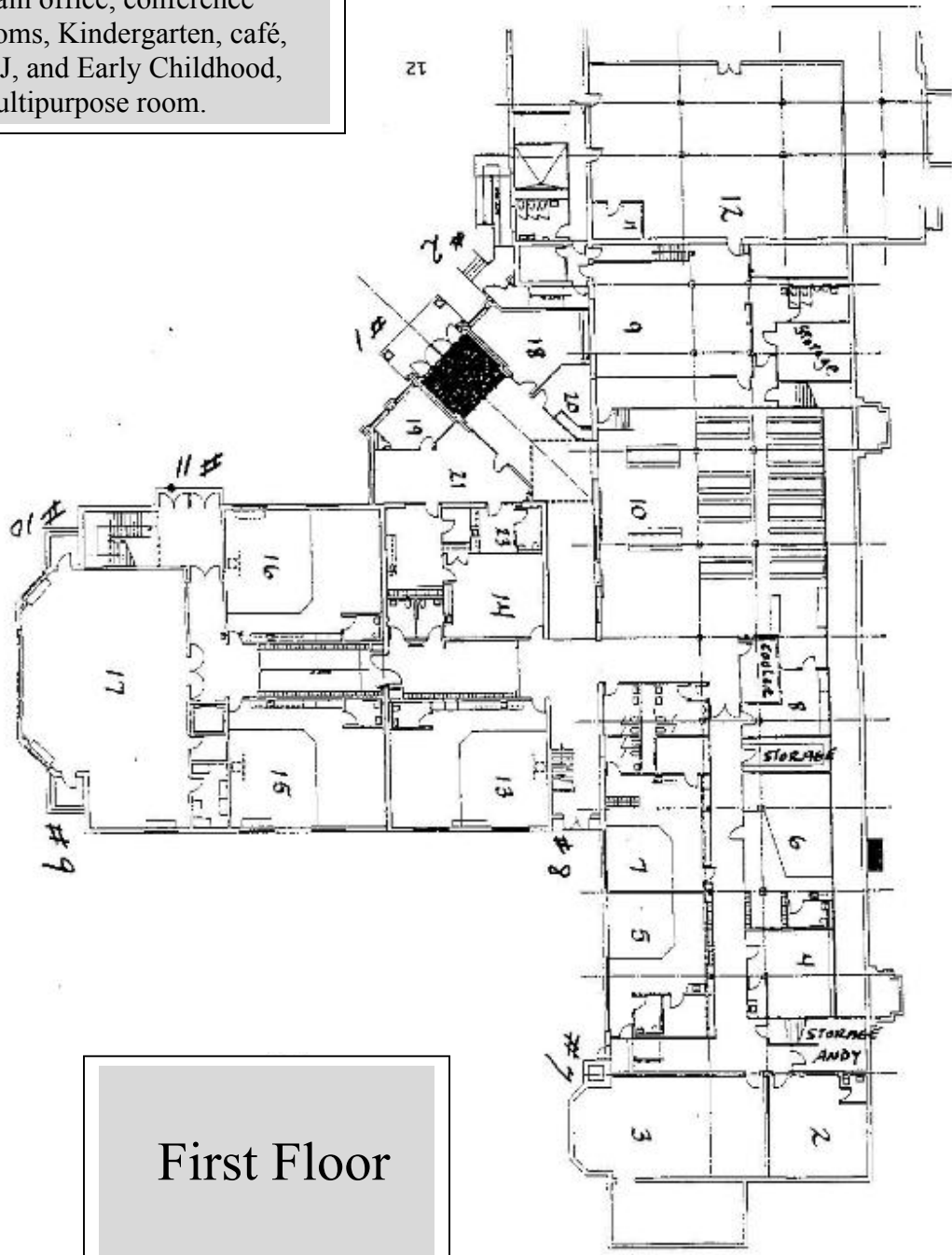
<u>MIDDLE SCHOOL CONFERENCES</u>	<u>CONFERENCE TIME</u>	<u>DATE</u>
School during regular hours	Wednesday, 4:00 – 7:00 p.m.	Nov. 14
No School For Students	Thursday, 8:00 a.m. -7:00 p.m.	Nov. 15
No School for Students/Teachers	Friday	Nov. 16

School during regular hours	Wednesday, 4:00-7:00 p.m.	Feb. 27
No School for Students	Thursday, 8:00 a.m. – 7:00 p.m.	Feb. 28
No School for Students/Teachers	Friday	Mar. 1

<u>High School Conferences</u>	<u>Conference Time</u>	<u>Date</u>
School during regular hours	Wednesday, 4:00-7:00 p.m.	Nov. 14
No school for students	Thursday, 8:00 a.m. 7:00 p.m.	Nov. 15
No School For Students/Teachers	Friday	Nov. 16

School during regular hours	Wednesday, 4:00 -7:00 p.m.	Feb. 27
No School For Students	Thursday, 8:00 a.m. -7:00 p.m.	Feb. 28
No School For Students/Teachers	Friday	Mar. 1

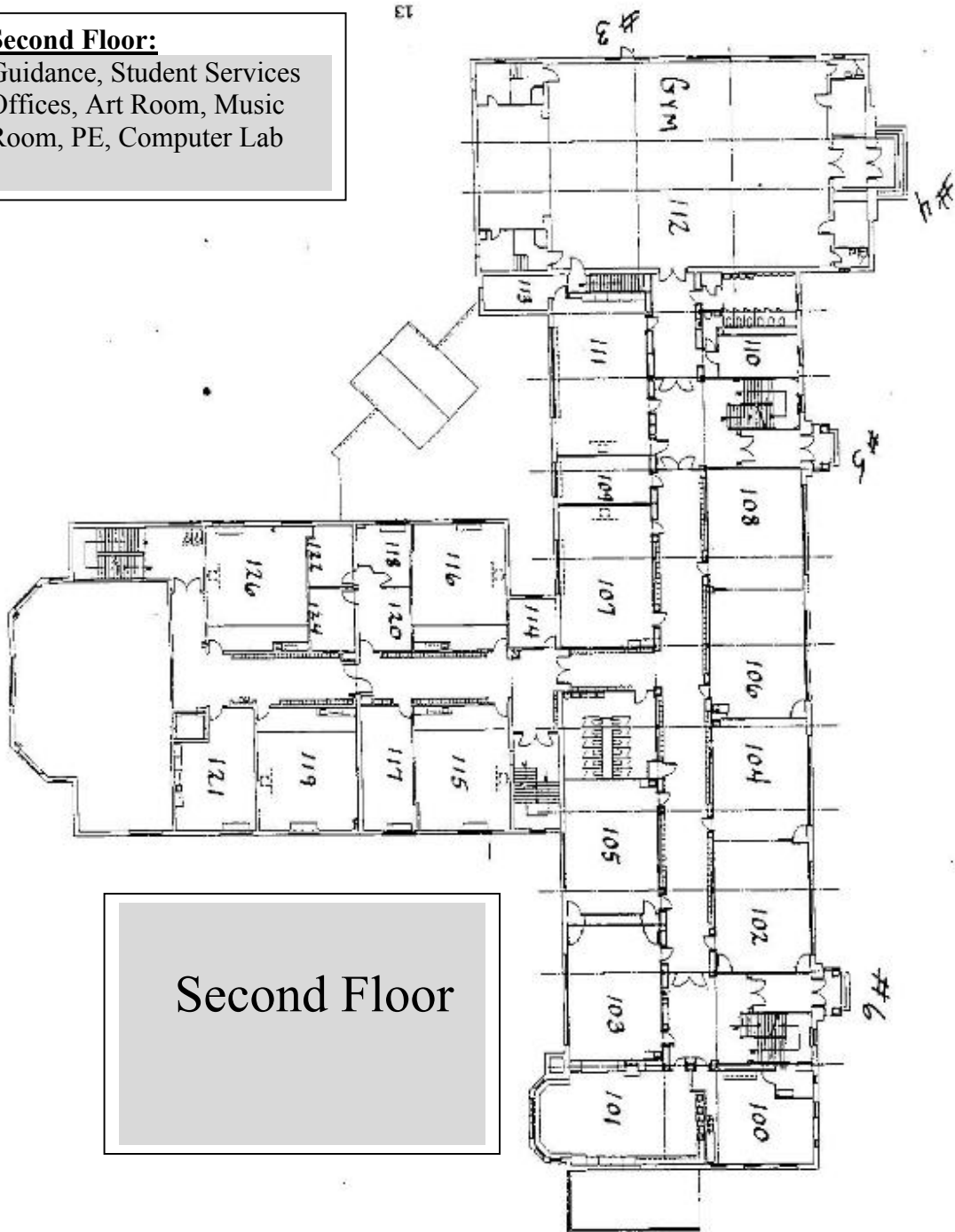
First Floor:
Main office, conference rooms, Kindergarten, café, P4J, and Early Childhood, Multipurpose room.



First Floor

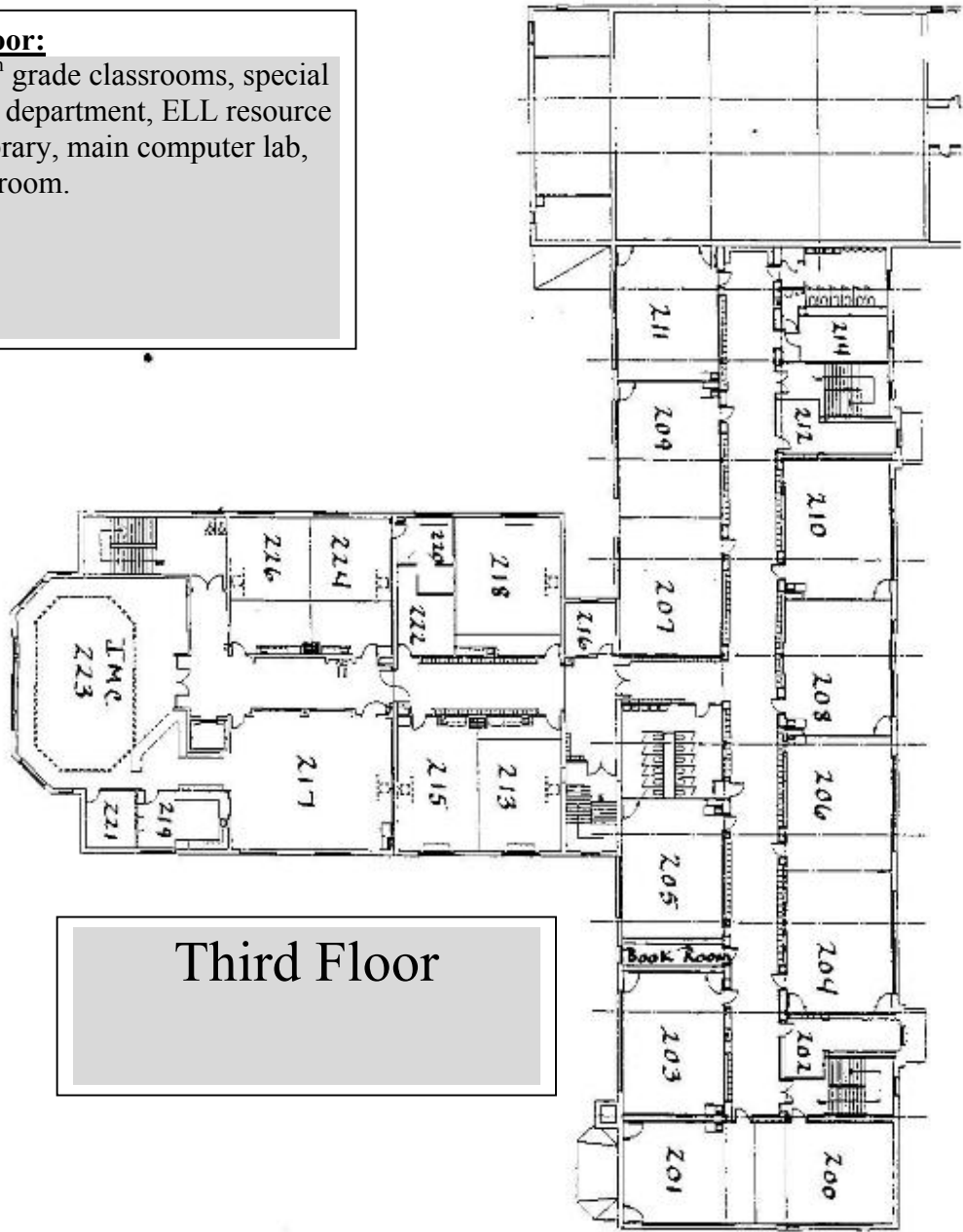
Second Floor:

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 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 7:55 A.M. each day. No children will be allowed to play on the playground prior to 7:55 A.M.
- Children that participate in the Wilson Breakfast Program should not arrive until 7:40 A.M. Students who do not participate in breakfast club are not allowed inside the building unless weather is an issue.

BREAKFAST CLUB:



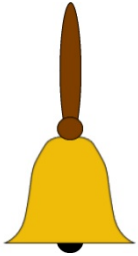
Children are able to learn better when they have some food in their bellies. Every morning from 7:40-8:00 we offer Breakfast Club. The children arrive at school and go directly to the activity room to drop off their backpack and jackets. The students are then invited to go to the café for breakfast.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

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. 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 procedure are followed including an AlertNow message informing you that the students and staff are moving to St. Pat's School located a few blocks down 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 her assistant.

ENROLLMENT FEES

Please make checks out to the School District of Janesville.

- K-5.....\$32.00



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 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.
- **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.**



Recess	Lunch	Grade
12:45 to 1:00	1:00 to 1:15	Kindergarten Supervisors: Zweifel and Campbell
1:00 to 1:15	1:15 to 1:30	1 st Supervisors: Laube and Yazumbek
12:00 to 12:15	12:15 to 12:30	2 nd Supervisors: LeFave and Stanek
12:15 to 12:30	12:30 to 12:45	3 rd Supervisors: Niles and Henrichs
11:45 to 12:00	12:00 to 12:15	4 th Supervisors: Chan and LeFave(recess only)/Niles (lunchroom only)
12:30 to 12:45	12:45 to 1:00	5 th Supervisors: Schyvinck and DeSormeau/Bartlebaugh/Peerenboom



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 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 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!

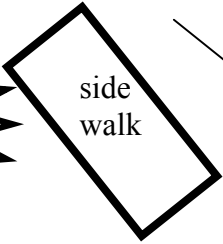
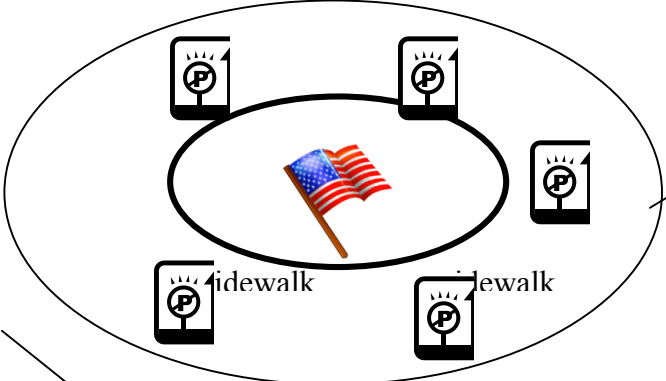


Please do not park over by Monterey Stadium



Please keep right and tight to the curb

PARKING LOT



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

Students are allowed to have cell phones at school. At 8:10, all cell phones are to be turned off until 3:00 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.

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.

