



## "VAN BUREN MUST HAVES"

### DID YOU KNOW...?

- ❖ **School begins at 8:15 a.m. and ends at 3:08 p.m.**
- ❖ **Checking In for Safety.** Safety of our students and staff is important to us at Van Buren!
  - Always check in at the office before you enter the building or playground, during and after school.
  - **District policy requires all visitors** to check in at the school office and wear a **Visitor's badge**.
  - Student pick-up after school is at grade level exits.
  - Please be patient if students and staff who are in the lobby do NOT let you in when you ring the doorbell. Only office staff is allowed to unlock the door after verifying who you are.
  - Checking for Visitors is everyone's job! Stop anyone in or around the building who is not wearing a Visitors Sticker or staff ID badge, and any student who appears too old to be a Van Buren student. Please send them to the office to check in.
- ❖ **Fees.**
  - **Registration and Field Trip Fees** If you have not paid your child's registration and field trip fees, you may do so by logging in on your Infinite Campus Parent Portal and pay. You may pay by check by making a check made out to the Janesville School District or you may send cash in a district supplied envelope, these are available in the school office. If you have any question please feel free to contact the school office at 743-7100.
- ❖ **Medication.** If your student will be taking medication at school this year (prescription and/or over the counter), please stop in to the office to pick up a Medication Consent Form and drop off the medicine. All students taking prescription medications at school **MUST** have a new Medication Consent Form each year, signed by both the parent/guardian and the prescribing physician. If you have any questions or concerns, please contact our school health aide, Sandy at 743-7130.
- ❖ **Calendars.** The most reliable resource you have to find all the Van Buren activities and special events is the Google calendar on our website, <http://janesville.k12.wi.us/van> it can be found under the calendar tab on our homepage. The calendar is updated regularly as new events, such as field trips, PTA activities, school performances are added. We hope this communication tool is helpful to you! Be sure to like our PTA Facebook page to get extra reminders and highlights as well.
- ❖ **Students should not arrive at school before 8:05 a.m.** unless they are attending Breakfast Club, are enrolled in the BASICS program, or attending a school sponsored activity. We do not have adult supervision for students before 8:05 a.m.
- ❖ **Before school all students should line-up on their playground.** Students should not be entering the building through the main front doors. Teachers will bring the students into the building when the bell rings. When it is raining, below 0°, or the wind chill is zero or below, teachers will bring the students into the building through their playground doors. Students will then wait in their designated indoor recess area.

- ❖ **After school** all **Grade K-5** students should leave the building through their playground doors and meet their parent or designated person.
- ❖ **Students must be off the school grounds by 3:15 p.m.** unless under the direct supervision of a staff member or parent.
- ❖ **The circle drive is for School District of Janesville vehicles or School Buses only.** For your child/children's safety, please DO NOT enter the circle drive area.
- ❖ **The yellow curb area in front of the school is for STOP-DROP-GO only. Do not leave your vehicle.** If you need to leave your vehicle you must park on the side streets.
- ❖ **A parent must come in to the office** to sign out students leaving school before 3:08 p.m. This is a district policy and must be followed.
- ❖ **Report a student's absence by calling 743-7130.** Leave a message with the child's name, teacher, and the reason for the absence (i.e. – illness, appointment, funeral, etc.).
- ❖ **No pets/animals are allowed on the school grounds** per city ordinance as well as for health and safety concerns.
- ❖ **If you change your phone number** please notify the school office and make the change in your Infinite Campus account as soon as possible. If you are unable to make the change, please contact the school office for assistance.
- ❖ **If you change your address** please notify the school office as soon as possible so the proper paperwork can be filled out to allow your child to remain at Van Buren or to assist you with a transfer.
- ❖ **Questions about social/emotional concerns?** Call Ms. Bauer at 743-7126.
- ❖ **Questions about your child's lunch account?** Call our Lunch Hostess at 743-7108.
  - ✓ Monthly lunch menus are available on the district webpage in both English and Spanish.
- ❖ **Visitor & Volunteers.** The staff at Van Buren Elementary School would like to inform everyone that visits and/or volunteers are always welcome here. We would like to remind you of the proper procedures.
 

All visitors are asked to talk to the classroom teacher about your intended visit. Give 24 hour advance notice when requesting to visit a classroom and state the reason for the visit, we ask that you limit your visit to one hour.

All volunteers are asked to please come to the office and receive a green volunteer application. This form will need to be filled out and returned to the office for principal approval and then forwarded on to the Educational Services Center. We have many ways to utilize volunteers for anyone willing to donate their time and talents. Stop in the office for an application if interested!
- ❖ **Please check the Van Buren webpage for:**
  - ✓ The Van Buren parent newsletter. The Newsletter is published bi-monthly beginning with the October/November edition.
  - ✓ All Current Events
  - ✓ The Van Buren and District calendars. These calendars will show activities, fieldtrips, Scoopie Nights, Vacation times etc.
  - ✓ Links to educational websites for grades K-5.
  - ✓ A link to provide us with your feedback. We value your opinions and want to make Van Buren the best place for you and your child.

- ❖ Contact our **FRC coordinator**, at 743-7171 for more information about what our Family Resource Center has to offer and for hours it will be available to families and students.
- ❖ **Messenger System for Mass Communication.** Please update your information in Infinite Campus and help us keep in touch with you! The School District of Janesville will once again be using Infinite Campus' Messenger System this school year to send parents telephone, text, email and cell phone messages, regarding emergency situations and school information, or reminders. In order for this communication system to be successful, the school district needs accurate contact information for each students family. Parents, please change your phone numbers and email through your Infinite Campus account anytime there are changes so you can be sure to receive all messages. (Reminder: all address changes must be made in the office.)
  - Caller ID will display the school district's main number (608-743-5000) when general announcements are made.
  - A message will be left on any answering machine or voicemail system.

If you need help with how to update your phone number or any other contact information in Infinite Campus, please stop into the school office or call and we would be happy to help you!

To make changes please follow the directions below:

- Go to the Van Buren webpage at: [www.janesville.k12.wi.us/van](http://www.janesville.k12.wi.us/van)
- Click on: INFINITE CAMPUS; Click on "Parents Login"
- Use the Login ID and Password you used at the beginning of the year to register (contact the office if you don't have it)
- Click on: Request change(s) to my child's information

You can change your phone numbers, your employer, and your child's emergency contacts. You can also select your preferences for the style of contact for each status of message for every phone number and email listed. Please continue to contact the Van Buren School office if you need to update your address, as documented proof must also be provided. The office phone# is 743-7100.

- ❖ As always, please feel free to contact the school office at 743-7100 with any questions or concerns.

Thank you for working with us to provide a safe and positive learning environment for our students!!

Respect Yourself



Respect Others



Respect Property

Welcome to Van Buren Elementary School!