



VAN BUREN ELEMENTARY SCHOOL
1515 Lapham Street
Janesville, Wisconsin 53545

PARENT HANDBOOK
2016-2017

Main Office: (608) 743-7100

Attendance: (608) 743-7130

Fax: (608) 743-7110

Website: <http://www.janesville.k12.wi.us/van>

Principal - Mrs. Stephanie Pajerski

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SECTION I

GENERAL INFORMATION

Dear Parents/Guardians:

This handbook is designed to explain some of the policies and procedures in place to promote the successful operation of Van Buren Elementary School. We ask both parents/guardians and students (who are able) to read it and keep the handbook for future reference.

Additional information will be provided through our school newsletter, the PTA newsletter, Infinite Campus Parent Portal, Infinite Campus Messenger and the Van Buren website www.janesville.k12.wi.us/van. The first newsletter will include the staff listing, PTA officers, specific costs for lunch and fees, and other items of interest or concern that we feel should be communicated between home and school during the school year.

Parents/Guardians are encouraged to keep the lines of communication open and to keep the Van Buren staff informed as necessary regarding your child(ren). Please plan to visit school often this year. You can arrange to visit your child's classroom at a mutually convenient time arranged with the teacher and Principal. There are many opportunities available for you to visit and become involved throughout the school year. Please read all of the communications sent home with your student(s) and read the Parent Newsletter, which is published bi-monthly. It is emailed to parents through Infinite Campus Messenger and available in our office to families without email. The newsletters can be found on the Van Buren website at www.janesville.k12.wi.us/van along with other information about school activities for students and families.

We extend a special welcome to all families and children new to Van Buren School.

Sincerely,
Mrs. Stephanie Pajerski, Principal
Van Buren Elementary School

MISSION STATEMENT

Our mission is to be lifelong learners and responsible citizens!

Eagle Expectations

- Respect Yourself
- Respect Others
- Respect Property

2016-2017 Van Buren PTA Representatives

President:

Stephanie Monson
stephiesue33@gmail.com
1-608-743-0928

Vice Presidents:

Tami Shaw
TJRadloff.Bliss@gmail.com
1-608-931-0102

Treasurer:

Angie Hoium
hoiumangela@charter.net
1-608-314-1110

Secretary:

Lexi Monroe
amonroe@sdb.k12.wi.us
1-608-361-8166

2016-2017 School District of Janesville Calendar

School times: Elementary – 8:15am-3:08pm, Middle – 8:00am – 3:23pm, High – 8:00am – 3:28pm

<u>Event</u>	<u>Day of Week</u>	<u>Date</u>
Optional Teacher Work Day	Thursday	August 25
Teacher Work Days	Friday, Monday, Tuesday	August 26, 29-30
Teacher Work Day/Elementary Open House	Wednesday (see individual school for schedule)	August 31
Student First Day of School	Thursday (see individual school for schedule)	September 1
Labor Day	Monday (NO SCHOOL)	September 5
Teacher Staff Development Day	Wednesday (NO SCHOOL)	October 26
Conferences – All Grade Levels	Wed., 4 – 8pm (ES) or 4-7 (MS&HS)	October 26
	Thursday, 8am – 7pm (NO SCHOOL) Friday (NO SCHOOL)	October 27
Teacher Non-Work Day		October 28
Middle and High School Only - End of First Quarter	Friday	November 4
Elementary Only - End of First Trimester	Tuesday	November 22
Optional Teacher Work Day	Wednesday (NO SCHOOL)	November 23
Thanksgiving Break	Thursday, Friday (NO SCHOOL)	November 24-25
Winter Break Begins	Thursday (NO SCHOOL)	December 22
School Resumes	Monday	January 2, 2017
Middle & High School Only - End of Semester	Thursday	January 19
Middle & High School Only – Teacher Work Day	Friday (NO SCHOOL - MS & HS)	January 20
Elementary Only-End of Second Trimester	Thursday	March 2
Elementary Only - Teacher Work Day	Friday (NO SCHOOL - ES)	March 3
Teacher Staff Development Day	Wednesday (NO SCHOOL)	March 8
Conferences – All Grade Levels	Wed., 4 – 8pm (ES) or 4-7 (MS&HS)	March 8
	Thursday, 8am – 7pm (NO SCHOOL) Friday (NO SCHOOL)	March 9
Teacher Non-Work Day		March 10
Middle and High School Only - End of Third Quarter	Friday	March 31
Spring Break Begins	Monday (NO SCHOOL)	April 10
Staff Professional Development/Snow Reserve Day	Monday (SEE BELOW)	April 17
School Resumes for Students	Tuesday	April 18
Staff Professional Development/Snow Reserve Day	Friday (SEE BELOW)	May 5
Snow Reserve Day	Friday (SEE BELOW)	May 26
Memorial Day	Monday (NO SCHOOL)	May 29
School Ends – Students	Wednesday	June 7
Staff Professional Development/Snow Reserve Day	Thursday (SEE BELOW)	June 8
Optional Teacher Work Day	Friday	June 9

Snow Reserve Day: Two inclement weather days for students are built into the district calendar. If school is closed for inclement weather more than two days in the school year, the third and beyond inclement weather days will be made up on the closest Snow Reserve Day after the inclement weather day that is not already being used for make-up time (Monday, April 17; Friday, May 5; Friday, May 26; Thursday, June 8). If one or more of these days are not needed to be used to make-up time they will be days off for students. Days marked Staff Professional Development/Snow Reserve Day will be used for staff development if not needed to be used to make-up instructional days due to inclement weather.

Optional Teacher Work Days: Teachers will work 2 of the 3 Optional Work Days (Aug. 25, Nov. 23 or June 9)

VAN BUREN ELEMENTARY SCHOOL SUPPLY LIST FOR 2016-2017
PLEASE PUT YOUR CHILD'S NAME ON ALL SUPPLIES.

Supply Item	EC	K	1st	2nd	3rd	4th	5th
Backpack - NO WHEELS	1	1	1	1	1	1	1
Binder 1"		1	2	1	1	1 - 2"	1 - 2"
Bounty Paper Towels		1					
Clorox Wipes	1	1	1	1	1	2	2
Colored Pencils – Box of 24 (Crayola) Sharpened			1	2	1	1	1
Colored Pencils – Box of 12 (Crayola) Sharpened			1				
Composition Books				1	1	1	1
K-2 Primary Composition Book (blank on top/lines on the bottom)			1				
Crayons – 48 Classic Crayola Crayons(not washable)		3	4	1	1	1	1
Dry Board Eraser or Old Sock		1	1	1	1	1	1
Eraser (Pink Pearl)		5	2	4	4	2	
Eraser (Pencil Top) Box			1	2	2	2	2
Flash Cards 1 set of (+, -, x, Division)					1	1	1
Glue – (Elmer's White School) 4-oz	1	3	4		1	2	2
Glue Sticks		8	4	8	8	4	4
Hand Sanitizer – 8 oz.		1	1				
Headphones (3.5mm Mini Jack) – NO EAR BUDS		1	1	1	1	1	1
Highlighter Yellow				1	1	1	1
Kleenex (Large Box)	2	1	3	2	2	2	2
Markers – (Crayola) Box of 8 Basic Colors			1	1	1		2
Markers – (Crayola) Box of 10 Broadline Classic Colors					1	2	
Markers – (Crayola) Box of 12 Bold Colors							1
Markers-EXPO 2 (Dry Erase) Black		4	4	4	4	4	4- Fine Tip
Notebook Paper – Loose leaf (Wide Rules)				1	1	1	2
Page Protectors (Heavy Duty) Pkg of 25		1	1	1	1	1	1
Paint Shirt		1	1	1	1		
Papermate Felt Tip Markers-Black		1	1	1	1	1	1
Pencils, #2 Sharpened		36	36	48	48	100	50
Pocket Folders (Sturdy) with bottom pockets	1		3	1 each of red, green, blue, yellow and 1 fancy	1 each of red, green, blue, yellow and 1 fancy	6 – with hole punches	7 – with hole punches
Pocket Folder – Plastic Bottom Pockets with prongs		2		1	1		
Ruler 12" – metric and English (Easy to read)				1	1	1	1
Scissors (Fiskers)		1	1	1 Pointed	1 Pointed	1 - 5" Pointed	1 - 5" Pointed
Snack for Class - Box	2						
Soft Sided Lunch Bag 10x6 with Zipper Supplies		1	1	1	1	1	1
Spiral Notebooks Wide Ruled	1		2	2	3	4	
Spiral bound sketchbook 9" x 12" (Art)		1	2	1	1	1	1
Water Color Paints 8-color (Crayola or Prang)	1	1				1	1
Ziploc one zip plastic bags –1 box- quart			1	1	1	1	1
Ziploc one zip plastic bags –1 box-gallon			1	1	1		1
Ziploc plastic bags –1 box snack size			1		1		
Ziploc plastic bags –1 box sandwich size							1

ALL GRADE LEVELS:

A CHANGE OF CLOTHING TO BE KEPT IN BACKPACK IN CASE OF ACCIDENTS

Field Trip Procedures for Parent Pickup at Field Trip Location

If a parent/guardian requests to pick up his/her child at an offsite field trip location, the School District of Janesville cannot deny the request; however, due to security and safety concerns the following procedures must be followed to limit the School District of Janesville's liability in these circumstances.

The parent/guardian must provide a written request for pickup to the Principal prior to the day of the field trip. (In the event of an emergency, the parent must contact the Principal via phone and provide a written request when they pick up the child. The Principal will try to contact the Lead Teacher of the field trip to let them know about the emergency situation.)

The Principal will make a copy of the written request, file the original in the student's file and provide a copy to the Lead Teacher for the Field Trip. The Lead Teacher will give the parent request to the student's supervising teacher for the Field Trip.

The supervising teacher will bring a copy of the written request with them on the field trip. When the parent/guardian picks up the child, the parent/guardian will be required to write on the written request the date and time they have taken custody of the child and sign the form. If the supervising teacher is not familiar with the parent/guardian, they must request to see photo identification prior to releasing the student into the parent/guardian's custody.

The signed form must be returned to the Principal to file in the student's file.

The parent/guardian is responsible for finding his/her child and supervising teacher at the field trip location. A student may not leave with a parent/guardian without the supervising teacher's authorization. It is the parent/guardian's responsibility to make sure they pick up their child before the scheduled transportation departs. If a parent/guardian has not shown up before the transportation leaves the student will be required to return to the school location with the other students and the parent/guardian will need to make arrangements to pick up the student at the school. No transportation will be held waiting for a parent/guardian pickup.

FIELD TRIP CHAPERONE GUIDELINES

Thank you so much for volunteering to chaperone for a Van Buren Elementary School field trip. Please read and follow the guidelines below to help ensure a safe and successful experience.

- If you find out that you cannot be a chaperone, please contact the teacher immediately so other arrangements can be made.
- Stay alert to the whereabouts/activities of your group. “count heads” **FREQUENTLY**.
- Avoid being distracted by conversations with other adults.
- Remember that you are setting an example for the children, so please be respectful of the visited area and enforce school rules.
- Follow the directions of the teacher in charge.
- Refrain from drinking, smoking, bringing weapons or using profane language during the field trip.
- Verbally correct students in a calm manner who are not following the rules (*Please walk. Please do not talk during the performance, etc.*). If the behavior continues, advise the classroom teacher of the problem.
- Follow the bus rules.
- Wear appropriate attire. Be sure all slogans on clothing and hats are suitable for the elementary school environment. (*NO ads for liquor, smoking materials or inappropriate language.*)
- Smoking at a school activity is prohibited by law.
- For safety reasons and due to liability concerns, no siblings or other children will be allowed to accompany a chaperone.
- Supervise public bathrooms very carefully.
- Because this is a school sponsored trip, all students must stay with their assigned group and chaperone.
- If possible, please bring a cell phone with you for emergencies. Please provide that number to your child’s teacher prior to the trip.
- Please know the times for events throughout the day and be on time.
- If in doubt about anything regarding your duties, responsibilities, or student concerns, talk to the classroom teacher immediately.
- **Due to unknown allergies and for safety reasons, please do NOT provide your group with any extra treats, snacks, or exhibits.**
- **Do not bring or buy treats, or purchase souvenirs for any students.**
- Decide on a meeting place if someone gets separated from your group.
- If a child becomes ill, is missing, or if an emergency arises, notify the classroom teacher immediately.
- Treat all students equally. Giving any one student, including your own child, special privileges can cause hurt feelings.
- Speak to children in a calm manner at all times, including times when you may need to give students direction about their behavior. Clearly state what you want a student to do. (“Stand beside me, please.” “Take your hands away from the painting, please.” “Please don’t speak when the tour guide is speaking.”) Redirecting children using clear and calm directions makes your day and the students’ day a much more pleasant experience. Never hit, yank, pull, or threaten children with physical force. In the rare instance that a child’s behavior is seriously out of control, stay with the child and speak in a non-confrontational manner until help arrives.
- If a child becomes ill, is missing, or in any other emergency, notify the classroom teacher immediately. Tour guides can help you supervise in an emergency.

SECTION II

VAN BUREN SCHOOL POLICIES AND PROCEDURES

VAN BUREN SCHOOL POLICIES AND PROCEDURES

BACK TO SCHOOL NIGHT

Van Buren will begin the year with a ‘Back to School Night’ open house on the evening prior to the first day of school for parents and students to meet their teachers, familiarize themselves with the classroom, and put away supplies. Students in grades 1 – 5 will begin attending full time on the first day of school. Kindergarten students will have a staggered start (see Kindergarten Staggered Start).

KINDERGARTEN STAGGERED START

We will implement a staggered start for our Kindergarteners. Only half the kindergarteners will attend at once on each of the first two days before attending all together on the third day and following. Kindergarten teachers and the office will communicate the details of this schedule to families.

DAILY SCHEDULE:

All students are expected to be in their classrooms when morning and afternoon classes begin or they will be counted tardy or absent. **Students should arrive shortly before 8:15 am. Please do not have children at school before 8:05 am. Supervision is not available before this time.** Students should also leave promptly at the end of the day.

8:15	First Bell
8:20	School Begins - All students should be in their homeroom
10:50 – 11:45	Grades KG & 1st - Lunch and Recess
11:30 – 12:25	Grades 4 & 5 – Lunch and Recess
12:15 – 1:10	Grades 2 & 3 - Lunch and Recess
3:08	School Day Ends

ENROLLMENT FEES:

Fees may change from year to year. Please check registration materials and notices in your Infinite Campus account and on Van Buren’s website (<http://janesville.k12.wi.us>).

An online payment option is available through Infinite Campus **with a minimum transaction amount of \$10.00, which can be combined with other fee payments online**, or you may send payment to your student’s school in a **fee receipt** envelope on which you have written the child’s name and the dollar amount enclosed. **There is no minimum transaction amount for cash or check payments through the school.** Checks should be made payable to School District of Janesville

HOT LUNCH PROGRAM:

Hot lunches, including milk, are provided daily. Sack lunches may be ordered in advance for field trips as well. Detailed information regarding the lunch program will be provided annually at the beginning of the school year.

Lunch accounts can be added to on a daily, weekly, or monthly basis. Children who prefer to carry a sack lunch may purchase milk separately each day.

Free or reduced price lunches are available to families who meet the income qualifications. Application forms are available in the school office. All elementary schools provide a free breakfast.

To check your child’s hot lunch account balance you may call the Van Buren Kitchen at 743-7108 or check online through Infinite Campus Portal Account. Contact the office to set up an account if you do not have one already. Your student’s Infinite Campus Account is the same through their senior year in school.

School lunch menus are posted on the Van Buren website as well as the school district's web page. Menus are posted in the school. If you do not have a computer, you may stop in the office and pick up a copy of the menu.

An online payment option is available through Infinite Campus **with a minimum transaction amount of \$10.00, which can be combined with other fee payments online**, or you may send payment to your student's school in a **fee receipt** envelope on which you have written the child's name and the dollar amount enclosed. **There is no minimum transaction amount for cash or check payments through the school.**

Checks should be made payable to School District of Janesville. **Cash or check payments through the school** should not be combined with payments for other goods or activities.

BREAKFAST & SNACK MILK

Breakfast is free for all School District of Janesville students during the school day in the mornings in their homeroom. Van Buren students who do not ride the bus to school should **NOT** be on the school grounds before 8:05 a.m. Adult playground supervision is provided between 8:05 and 8:15 a.m. when school begins.

For more information on the School District of Janesville's Child Nutrition Program, please refer to the School District of Janesville's Elementary School Parent/Student Handbook 2016-2017 Addendum.

FIELD TRIPS:

Each year our students take at least one field trip. These trips are carefully planned. They are conducted to enrich our instructional program and to take advantage of opportunities not available at our school. Parental permission is requested at the beginning of the school year to cover all field trips throughout the year. Such permission must be given before students can participate in field trips. **IMPORTANT: Please be aware that some field trips require non-refundable, pre-paid ticket purchases. In the event a child is unable to attend an event which requires a pre-payment commitment, we will not be able to give a refund.**

An online payment option is available through Infinite Campus **with a minimum transaction amount of \$10.00, which can be combined with other fee payments online**, or you may send payment to your student's school in a **fee receipt** envelope on which you have written the child's name and the dollar amount enclosed. **There is no minimum transaction amount for cash or check payments through the school.**

Checks should be made payable to School District of Janesville.

WITHDRAWAL OF STUDENTS FROM SCHOOL:

It is extremely important that you notify the school office several days prior to moving to indicate your child's last day of attendance. Please make sure all textbooks as well as library and family resource materials have all been returned to school before you leave.

ATTENDANCE PROCEDURES:

The Board of Education policy states that parents must contact the school office when their child is absent. Calls to the Van Buren School Office (608-743-7130) should be made by 9:00 am. Voice mail is available 24/7 for your convenience. Please leave the following information when calling in your child: Student's name, homeroom teacher's name, and the reason for the absence.

Parents who call their child in ill do not need to send a written excuse but may provide Van Buren with a doctor's excuse if they obtain one. A doctor's excuse will be coded as a medical absence and will not be counted toward chronic truancy. If parents do not call a child in sick, they must provide a written excuse for all absences when the child returns to school. If we do not hear from you at all regarding your child's absence, we will attempt to reach you by phone. If we cannot reach you, a message will be left on your answering machine/voicemail and the absence will be recorded as unexcused until a written excuse is provided.

All students are to enter their assigned doors each morning until 8:25. After 8:25, all students will need to enter the front door, come to the office, and receive a tardy slip. If students enter through the front door at 8:20, they will need to come to the office and get a tardy slip. Students are given a 5 minute leeway when entering through the correct doors and entering by 8:25.

When planning vacations during the school year; please check the school calendar so you are not removing your child from key classroom instruction and discussion.

For more information on the School District of Janesville's attendance policy, please refer to the School District of Janesville's Elementary School Parent / Student handbook 2016-2017 Addendum.

PARENT REQUEST DISMISSAL DURING SCHOOL HOURS:

When a student is to be excused before the end of the school day for any reason (example: doctor or dentist appointment), a note from the parent must be written to the child's teacher. The 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 parent or the adult who picks up the child **MUST** come into the school office, **NOT** the classroom or entryways, and sign the child out of the building before the child can be released during the school day. A passport **DOES NOT** take the place of a written note from parents regarding illness or other absences.

Students may not leave the school grounds at noon time or recess without written permission from their parents on file in the office for that specific day.

Please refer to Board Policy 5141 and Administrative Regulations 5141.1. Questions concerning this policy may be directed to your building principal. Please see the 2016-2017 School District of Janesville Policies and Procedures.

PARKING INFORMATION:

Parking is allowed as stated on the signs posted on the streets surrounding the school. The City of Janesville and the Police Department will enforce parking regulations as stated on the signs. You may not enter the bus loop; this area must be free from automobile traffic. It is for bus traffic only.

There are three handicap-parking spots in the staff parking lot by the front entrance of the building. The parking lot is used by students before and after school as a safe route to and from school; therefore, automobile movement in this area may be dangerous. **The staff parking lot is off limits for picking up and dropping off students.**



This sign means **NO PARKING.** This sign is posted on Lapham and Pine Street. Please observe where they are posted. Tickets will be issued by the Janesville Police Department for parking in a no parking zone.

We want to avoid all danger for our Van Buren students. Please use the crosswalk! We have observed on numerous occasions when students have crossed in the middle of the street with and without an adult. Traffic can be especially dangerous on rainy or snowy days when visibility is impaired.

STUDENT PICK UP/DROP OFF INFORMATION:

Van Buren is a school that has students bussed from outlying areas. **The bus loop located on the northeast corner is for buses only.** A **Stop, Drop and Go Zone** is located on the south side of Lapham where the curb is indented. Also, please be aware of the parking regulations on the west side of Pine Street between Lapham and State Street. **The staff parking lot is also off limits for picking up and dropping off students.** Van Buren has crossing guards available in the morning and after school to assist the students in using the crosswalks. We expect all pedestrians to use the crosswalks around the school.

Please adhere to the orange cones restricting parking around the front of the school. The bus loop beyond the crosswalk on Lapham Street and the parking lot are off limits to picking up or dropping off. You may pull up to the **Stop, Drop and Go Zone** in front of the school to pick up or drop off your child.

If you **walk** to school...

- Cross streets at crosswalks.
- Stop and check for traffic--look left, right, and left again.
- Look back for cars turning at corners.
- Use the crossing guards and student safety patrols where available.

If you **bike** to school...we recommend that 3rd grade or older students ride bikes

- Be certain that your bike is in good working condition and wear a helmet.
- Follow traffic laws & be cautious of cars and pedestrians.
- Walk your bike once you reach school grounds.
- Lock up your bike at designated racks

If you **skateboard** or **ride a scooter** to school...we recommend 3rd grade or older students...

- Follow traffic rules & be cautious of cars and pedestrians.
- Walk and/or carry the board or scooter on school grounds.
- Store your item in your locker. (**Van Buren is not responsible for lost or stolen items**)

If you **ride the bus** to school...

- Practice good citizenship and follow the rules.
- Once off the bus, know the safe route to and from your designated area.

If you are **driven** to school...

- Safely leave the car on the curbside once the car stops.
- Watch and look for traffic.
- Use crosswalks if you need to cross a street.

In the **Stop, Drop & Go Zone** directly in front of the school, drivers need to...

- Remain in their cars.
- Pull forward as far as possible before stopping to let passengers out.
- Proceed in a single line.
- Check for oncoming traffic before pulling away from the curb.
- Do not double-park next to another car already by the curb.
- Do not attempt u-turns.

Help keep our students safe:

- Respect all traffic, parking, and pedestrian laws.
- Observe the speed limit.
- Yield the right of way to pedestrians crossing streets at crosswalks.
- Recognize that “No Parking” areas do allow for drop off or pick up, but you cannot leave your vehicle unattended.
- Know that “No Parking, Stopping, or Standing” signs mean that student drop off or pick up is not allowed during the identified times.
- Do not block fire hydrants, mailboxes, and/or driveways.
- Exercise patience.

Please note that the staff parking lot is not for picking up or dropping off students. The bus loop is only for busses and childcare vans.

Arrive at school between 8:05 and 8:15 ... staff supervision is available.

SCHOOL TELEPHONE USE:

The school phone is for school business and should only be used for this purpose. Students may use the telephones in the office for legitimate emergencies.

MESSAGES DURING SCHOOL DAY:

We get many requests to give children messages during the school day. With each message request, we are interrupting your child's entire classroom. Please do not ask us to relay a message to your child unless it is an emergency. Discuss with your child an alternative plan if after school arrangements change. We are willing to help in an emergency, but please help us by keeping message requests to a minimum.

FORGOTTEN ITEMS:

When a student has forgotten an item from home and you need to drop them off for your student, please bring them to the school office. We will insure that they receive the item in a timely manner. Classroom time equals instruction time, so we try to keep disruptions to a minimum.

VISITORS & VOLUNTEERS:

Nothing is more important than the safety of our students while they are in our care. This is something Van Buren and the School District of Janesville take very seriously. This is why we have many safety measures in place and they have been in practice for many years.

The staff at Van Buren Elementary School would like to remind everyone that visits and/or volunteers are always welcome. You are always welcome to visit school during regular classroom hours to observe your child at work. The experience of watching your child interact with others in a learning environment is something we encourage you to enjoy. We know that when you visit the classroom you give your child a feeling of cooperation between you and the teachers. You also gain a better understanding of the responsibilities you share with the teacher. We request that you arrange a mutually convenient time to visit by contacting your child's teacher and the Principal. When you are visiting Van Buren, please press the security buzzer located at the main doors, sign in at the office, and receive a visitor's badge.

We would like to remind everyone of the proper procedures. All visitors and volunteers are asked to talk to the classroom teacher and Principal about your intended visit, give 24 hour advance notice when requesting to visit or volunteer in a classroom, and state the reason for the visit.

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 District and Principal approval.

If you have any further questions please refer to the 2016-2017 School District of Janesville' Policies and Procedures booklet

LOCKED DOOR POLICY

During school hours visitors are asked to **use the doorbell systems at the main entrance near the flagpole**. Visitors will be asked to identify themselves and for the purpose of their visit. All other building entrances will be locked. Parents and other visitors must stop at the office, sign the register, and wear a visitor sticker. This policy has been put into place for the safety and security of all students and staff. Thank you for your cooperation. Please be patient if the office is not able to answer immediately. Their first priority is attending to our students.

Please drop off all items for students, such as backpacks, lunches, band instruments, etc. in the office. School staff will insure children receive their items in a timely fashion. Doing so will reduce interruptions during valuable instructional time.

SECURITY VIDEO CAMERAS

The School District of Janesville has installed security cameras at Van Buren Elementary School. The cameras have been installed to monitor areas of the building where data show a need for closer monitoring. Cameras will not be placed inside of classrooms, the health office, or restrooms.

The security cameras will be activated by motion only and will not have sound recording capabilities. The cameras will only be reviewed when a safety or security issue has been brought to building administration attention, School District of Janesville administration attention, and/or the Janesville Police Department's attention. Video viewing of any alleged incidents will also only be allowed by these three parties. The new security cameras will continue to provide increased security and safety throughout all of the elementary buildings. If you have any questions, please feel free to contact the office (743-7106).

INFINITE CAMPUS PARENT PORTAL INFORMATION:

Families are able to view their child's lunch account, grades, attendance, and more via the computer. Each account will show the activity for each of your children, including school fees, field trip fees, and lunch account balances. Grades are also provided within the Parent Portal. Each parent/guardian was supplied with a login and password; if you are in need of yours, please call the school office to obtain.

An online payment option is available through Infinite Campus **with a minimum transaction amount of \$10.00 which can be combined with other fee payments online.** Or you may send payment to your student's school in a **fee receipt** envelope on which you have written the child's name and the dollar amount enclosed. **There is no minimum transaction amount for cash or check payments through the school.** Checks should be made payable to School District of Janesville. NEVER combine payment for other things such as field trips, books, milk money, etc.

CHANGE OF INFORMATION:

The School District of Janesville now provides vital communication to all parents, guardians, students and staff through a single application. Campus Messenger will be used to notify you of school closings or delays due to inclement weather or school emergencies as well as follow up on attendance and various school events. Please keep the school office informed of changes of address, phone numbers, cell phone numbers, and emergency information, which may occur during the school year. It is extremely important that we are able to contact parents in the event of illness or other emergencies. **It is the parents/guardians responsibility to change Phone and Emergency contact information through your Infinite Campus Portal account. Address and guardianship changes cannot be made through the Infinite Campus account, so please contact the school office as soon as possible in the case of a move or guardianship change.**

The following is information you need to know about Campus Messenger:

- Contact phone numbers and email are maintained in Infinite Campus and can be updated by individual parent/guardian by the Campus Portal throughout the entire year.
- Parents/guardians maintain their own Contact Preferences (which phone number and/or email to receive which type of messages) in the Campus Portal.
- Caller ID will display the school district's main phone number (608-743-5000) for any messages sent from the district.
- Caller ID will display your student's school's phone number for any messages sent from the school or from any teacher in the school.

Help us keep your students safe and secure by keeping your contact information up-to-date and accurate.

There are forms to fill out if you have moved from the Van Buren attendance area to allow your child to continue at Van Buren for the remainder of the current school year or the rest of the student's school years. Please stop in the school office to make your address change and fill out this form.

MEDICATION ADMINISTERING TO STUDENTS:

A growing number of children are coming to school with medication to be taken during the day. We encourage parents to make every effort to dispense medication at home. School personnel cannot, under any circumstances, provide medication to students without a written request and authorization from a doctor. If circumstances are such that it must be done at school, the school office must be notified and signed permission

on a school medication form must be on file. This includes both prescription and non-prescription medication. Check with the school office if it is necessary for your child to take medication at school.

IF YOUR CHILD IS ALLERGIC TO BEE STINGS, NUTS OR HAS ANY OTHER LIFE THREATENING CONDITION, PLEASE CONTACT THE SCHOOL OFFICE IMMEDIATELY SO ARRANGEMENTS CAN BE MADE TO PROVIDE ADEQUATE CARE AS NEEDED!

ILLNESS/INJURY/EMERGENCY CARE:

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 school supervision, the following steps outlined in the School District of Janesville Emergency Nursing Handbook will be taken:

- A. If your child has 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 return to class because of illness or minor injury, the following steps will be taken:
 - 1. You will be contacted, and when arrangements have been made with you, your child will be allowed to leave the school premises.
 - 2. If you are not available, the emergency contact number recorded on the student information card will be called.
 - 3. Once contacted, you or the emergency contact will have the responsibility for providing transportation for your child to leave 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.
- 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 District 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. When necessary, if you or your designated emergency contact cannot be reached, your child will be taken to a local Emergency Room.
- D. If your child receives a head injury during the school day, the following steps will be taken:
 - 1. First aid will be administered according to District approved procedures.
 - 2. A letter will be sent home with your child to inform you of the head bump/injury and a call home will be placed to inform you of the head bump/injury.
 - 3. If your child is unable to return to class because of the head bump/ injury or if school personnel feel that the head bump/ injury is serious, you will be contacted.
- E. Automated External Defibrillator (AED) device (AED) is available and located on the wall across from the north doors of the Multi-Use Room. An AED is a device that delivers an electric shock to the heart. For a person who has just experienced a sudden cardiac arrest, the electrical shock from an AED may help save the person's life. Persons on the Emergency Response Team in each school have received

CPR and AED training through the American Red Cross. These responders will bring the AED to emergency calls in the building.

We need your cooperation in putting this plan in effect for each child. **Please insure that the emergency contact information on your child's Student Information Card and emergency contact information on Infinite Campus is accurate.** Failure to provide the school with emergency contact information or with any other necessary up-to-date information will give the school district authority to provide emergency care as needed according to school approved procedures.

EMERGENCY PROCEDURES:

Fire drills are held at least once a month. We are able to evacuate the building in less than 2 minutes during these drills. Disaster drills (tornado) and lockdown drills are held in the fall and spring. Students are assigned a place in the building with their classmates and are taught how to assume a safe position in the event of such an emergency. Lockdowns are practiced twice a year with the staff and students. In case of a lockdown, students will be kept at school and released when the "all clear" has been given by the municipal authorities.

If it is necessary to evacuate Van Buren for whatever reason, our students will be housed in the gymnasium of the Wisconsin School for the Blind or Visually Impaired. Children will be released to their parents from that location.

Students will not be released from school if an emergency situation occurs at dismissal time.

Campus Messenger will service as our primary means of notification to let parents know when students will be released.

These procedures are all prescribed by the School District of Janesville Crisis Manual.

TAKING PICTURES AT SCHOOL:

For the safety and privacy of all students and staff, no cameras or taking photos are permitted without prior principal approval. This would include recesses when you are visiting at lunch time.

CELLULAR PHONE BRINGING PERSONAL ITEMS TO SCHOOL:

Possession of cellular phones is permitted on school premises. Cellular phones must be powered off/turned off and not used for any purpose, including text messaging, taking pictures, listening to music, etc. without prior teacher approval. This policy will be in force during the normal school hours while students are in class or in the school buildings.

Cell phones and any electronic devices are the sole responsibility of the student and his/her family. Van Buren and the School District of Janesville will not be responsible for any lost, stolen or broken devices. Parents please use your discretion when allowing your child to bring electronic devices to school. All other electronic devices may only be brought to school with teacher approval.

Please do not allow your child to bring valuable items to school, including trading cards, because they are a classroom distraction and we cannot be held responsible if they are lost or broken.

Please see the district procedures for more details. Please refer to the 2016-2017 School District of Janesville' Policies and Procedures booklet

ANIMALS ON SCHOOL GROUNDS:

Pets of any kind should not be on school grounds before or after school. Please remain on the sidewalk and have your child meet you at a designated location if you wish to bring your pet when you pick up your child. This is a City of Janesville Ordinance.

LOST AND FOUND:

Lost articles found at school are kept on the table in the office hallway. Glasses and jewelry items are kept in the office. A large amount of very good clothing remains unclaimed each year. We generally give these unclaimed articles to charity at the end of the school year. **PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME!**

BIKE & SKATEBOARD RIDING:

Young children lack the physical coordination and good judgment to handle their bicycles safely in busy traffic situations which often exist around a school; therefore, **we recommend children third grade and up ride their bikes to school.** Children who bring bicycles to school do so at their own risk. The school does not provide special supervision for the bike rack and will not be responsible for bikes that are damaged or stolen.

Bikes are to be parked and locked (students need to provide their own bike lock) in the bike racks provided. Although our safety patrol provides some supervision, bikes are the responsibility of their owners. Bikes and skateboards are not to be ridden on school grounds. Once a student enters Van Buren property, they must walk their bike or carry their skateboards on school grounds. We ask that skateboards, roller blades, shoes with wheels, and scooters not be brought to school.

INCLEMENT WEATHER / SCHOOL CLOSING INFORMATION:

Janesville schools do not close early in an attempt to avoid incoming snow or ice storms.

For information on the School District of Janesville's policy for inclement weather and school closings, please refer the School District of Janesville's Elementary School Parent/Student Handbook **2016-2017** Addendum of the School District of Janesville Policies and Procedures booklet.

APPROPRIATE DRESS FOR WEATHER CONDITIONS:

It is important that you check each morning to make sure your child is dressed suitably for the weather. This is especially necessary during cold or damp weather. If a student wants to go off of the playground and on to the field when there is snow, they must wear boots and snow pants (grades K through 3) and Boots (grades 4 & 5). It is generally expected that any child well enough to be in school will be able to participate in outdoor recess and noon period activities. All children will remain inside during rainy or extremely cold weather (temperature and / or wind-chill 0 or below). Students will be expected to wear coats outside when it is below 60 degrees (Grades K through 3).

APPROPRIATE DRESS:

In order to provide an acceptable learning environment, parents should check that students are dressed suitably for school. Attire that potentially could disrupt another student's ability to learn is prohibited. These items include, but may not be limited to, the following:

- Any shirt that displays or does not cover the body appropriately (i.e. mesh shirts, short midriff shirts, overlarge sleeveless t-shirts and undershirts, spaghetti-strap tank tops, etc).
- Clothing or appearance should not cause a distraction in the classroom or be embarrassing to others.
- Shirts or other accessories with offensive slogans, alcohol or drug advertising
- Students will refrain from using face paint except as approved for special events by the classroom teacher
- Undergarments should not be visible
- Students may not wear any shoes containing wheels.

Students with inappropriate clothing will be referred to the office. Students will be allowed to change or turn shirts inside-out, if appropriate, or contact parents/guardians to bring appropriate clothing. Students will remain in the office until proper clothing is available.

Please see the Janesville School Districts website (<http://www.janesville.k12.wi.us> click the "For Parents" tab and then click on Student Conduct Code and then Policy and Procedures) for appropriate dress

code. If a teacher feels a student's attire is distracting or inappropriate, the student may be sent to the office to call home and have other clothing brought.

PARTY INVITATIONS AT SCHOOL:

Van Buren works hard on building a sense of community among students. Therefore, we encourage students to mail invitations for parties or events to students at their homes rather than bring them to school. If **ALL** of the students in the classroom are invited to a party or event, the invitations may be passed out at the end of the day, with permission from the classroom teacher. Van Buren staff members and the office staff are not permitted to give out addresses. Addresses can be found in the Student Directory provided by the PTA to parents/guardians who have joined the PTA and paid their membership fee.

LIBRARY MEDIA CENTER:

The LMC is a centralized collection of learning materials and opportunities. It represents a combination of resources which includes materials, facilities, and people. LMC materials include printed matter such as books and magazines. It also includes non-printed audio-visual materials such as educational videos and filmstrips. The LMC houses two computer labs that are used for teaching keyboarding skills, drill and practice, research, internet usage, and publication.

The LMC does not charge a fine for overdue books and materials. However, lost or damaged items will have to be paid for to cover the cost of the library bound edition. After a book has been overdue for two months it is considered lost. We have special materials to mend damaged books, so please return them to the LMC for repair rather than attempting to do it yourself.

The LMC activities are coordinated through our Library Media Specialist.

For Internet and Technology safety for students **please refer to the 2016-2017** School District of Janesville' Policies and Procedures booklet.

VAN BUREN SCHOOL-WIDE BEHAVIOR PROGRAM/ (PBIS) Positive Behavior Interventions and Supports.

Mission Statement - Our mission is to be lifelong learners and responsible citizens!

PBIS (Positive Behavior Interventions and Supports)

All students at Van Buren will receive direct instruction on the universal behavioral expectations that are part of our school climate. We called these our Eagle Expectations. Students will be taught expected behaviors that should be used in classrooms, on the playground, in restrooms and hallways, and at dismissal times. These expectations will be reviewed and revisited throughout the entire school year. The three Eagle Expectations are:

- Respect Yourself
- Respect Others
- Respect Property

SOP (Standard Operating Procedures) Students also take part in creating behavioral procedures across school environments. These expectations are outlined across the building through **Standard Operating Procedure** charts. These procedures give students acceptable protocols when engaging in school activities. This helps to guide appropriate behaviors and coordinates well with all elements of our PBIS program.

Van Buren staff does not require perfection from students; however we do expect students to be able to make an honest effort to meet behavioral expectations on a consistent basis.

Recognition for Positive Behaviors-Each classroom and grade level works on promoting positive behaviors through recognitions and/or rewards for good behavior. Throughout the school year, all students can be recognized for making positive behavioral choices through earning Eagle Bucks, Eddie the Eagle Stars, Eagle Awards and participation in positive behavior celebrations.

If students are struggling to meet behavioral expectations on a consistent basis, school staff will implement a variety of different strategies to help make positive changes in behaviors. These could include; reteaching expectations, conferencing with student and/or parents, developing a behavior plan, or participating in the CICO (Check in-Check Out) Program. Every effort is made to help guide student behaviors in a positive way that requires a cooperative effort between school staff, the student, and home.

Certain behaviors which violate state statutes or the School District Student Conduct Code may cause school staff to implement additional procedures for dealing with these behaviors.

VAN BUREN SCHOOL BULLYING POLICY:

With the belief that all students are entitled to be a part of a learning environment that is safe and comfortable, Van Buren School has worked with all students to identify behaviors that might meet the criteria for bullying. This is accomplished through instruction in a researched based curriculum: Steps to Respect.

Bullying is defined as an act that is unfair and one-sided. It occurs when an individual or group engages in behaviors repeatedly that are meant to threaten, harm, or exclude someone from a group. In a bullying situation, there is an imbalance of power that exists. Students are instructed on the difference between acts that may be mean, disrespectful, or rude, and those that rise to the level of bullying. Dealing with bullying requires the cooperative efforts between school staff, students, and parents/guardians. Each group has a part in creating a school environment that is bully-free.

School staff use the following strategies to prevent or deal with bullying behaviors:

- Provide appropriate supervision for students at all times.
- Bully-Prevention curriculum taught at each grade level (Steps to Respect).
- Investigate bullying reports appropriately.
- Assign consequences when a bullying report is substantiated.

Parents/Guardians can help promote a bully-free school environment by:

- Discussing with your child the importance of choosing respectful behaviors.
- Asking your child to share the strategies that they have been taught through the Steps to Respect Curriculum (i.e. 3 R's of Bullying, Assertiveness Steps, and Reporting).
- Reporting to school staff when you believe that your child shares information that meets the definition of bullying.

Students can assist in helping our school to deal with bullying behaviors by:

- Acting in ways that show respect to all at all times.
- Refusing to engage in bullying behaviors.
- Refusing to join in when others are bullying.
- Following the Steps to Respect guidelines for dealing with acts of bullying (Recognize/Refuse/Report).
- **Immediately reporting bullying behaviors to school personnel.**

Consequences for Acts of Bullying

If an incident that is reported to school staff is substantiated, the following procedures will be initiated:

First Incident: Conference with student and school staff
Verbal Warning

Second Incident: Conference with student and school staff
Principal involvement
Parent Notification

Third Incident: Conference with student and school staff
Principal Involvement
Parent Notification
Parent and school staff will set up a Networking Meeting and create a Behavior plan

Additional steps may be added with consequences aligning with the harassment section of the Student Conduct Code. Please refer to the 2016-17 School District of Janesville Parent Handbook Addendum booklet.

PTA:

The Van Buren Parent Teacher Association (PTA) is an organization developed to support and speak on behalf of children and youth in the school, in the community, before governmental bodies, and other organizations that make decisions affecting children. It is also here to assist parents in developing the skills they need to raise and protect their children. Lastly, PTA is here to encourage parent and public involvement in our public schools. Meetings are held on the first Monday of each month. All parents are encouraged to join and become active in this organization.

WEBSITE FOR VAN BUREN:

For more information during the school year, please check the Van Buren website at <http://www.janesville.k12.wi.us/van>