



# VAN BUREN ELEMENTARY SCHOOL



**Stephanie Pajerski: PRINCIPAL**

**1515 Lapham St.**

**Janesville, WI 53546**

**Main Office: 743-7100 / Attendance: 743-7130 / Fax: 743-7110**

**School Mascot: The Eagles**

MISSION STATEMENT:

Engaging Learners ~ Respect Others ~ Respect Property



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1.

## VAN BUREN SCHOOL DAILY SCHEDULE

First Bell	8:15 am
Instruction Begins; Students are in class	8:20 am
School is Dismissed	3:08 pm
Outside Supervision ends	3:15 pm

*The instructional day for children in grades K-5 is from 8:15 – 3:08 with a 30-minute LUNCH/recess and a 15-minute recess in the daily schedule.*

Grade	Lunch / Recess
Kindergarten and Grade 1	11:05 - 11:50
Grade 2 and Grade 3	12:25 - 1:10
Grade 4 and Grade 5	11:45 - 12:30

### Breakfast and Lunch

Our school now qualifies for free breakfast for all students under the Community Eligibility Provision. This means that all students will be able to participate in our breakfast at no cost. We will be taking part in the "Breakfast After the Bell" program. This insures that every student is offered a breakfast after the school day begins. This will also replace the daily snack and milk break, so you no longer need to supply a snack or send money for snack milk. Due to these changes, we will no longer have a "Breakfast Club" before school.

The daily lunch menu is published on the school district website under [Food & Nutrition - Menus](#). A copy will also be sent home with each student.

2.

## Drop-off / Pick-up Instructions

### Arrival

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. When using the Stop, Drop and Go Zone, drivers must remain in their vehicles and keep moving forward as space allows.

*Playground supervision will begin at 8:00 am. Students should not arrive at school before then.*

Drivers can access our inner drive for dropping off or picking u students. Drivers can also choose to drop off or pick-up their children along Randolph Road or Stonefield Drive. We do ask all drivers to observe the following guidelines.

- Whenever students are present, the maximum speed limit on school grounds is **5 Miles Per Hour.**
- Do car pool - this will help reduce the quantity of cars in the front and rear of the School.
- Do teach your children to cross the street only at the crosswalks.
- Do drive carefully when approaching a crosswalk. If the crosswalk has safety patrols, they cannot go into the street to direct traffic.
- Do observe the one-way signs when entering and exiting the two parking lots.
- Do not park in the crosswalk at any time.
- Do not double park or pick up a child in the passing lane of the driveway
- Do remember to Stop - Drop / Pick-Up - Go
- Do not park in the drive and leave your vehicle. Use the parking stalls or park in the street.

## **Dropping Off Children**

- Do drop off all children in a car at one spot rather than two or three different ones
- Do keep the flow of traffic moving by pulling up as far as you can to drop off students
- Do not park between the bus/van signs. These are for handicapped students

All Janesville residents are required by law to follow these and other Janesville City Ordinances:

- 6.04.110 Pets are prohibited on leash or not
- 10.32.030 Obedience to crossing guards - violation with penalty

- 10.36.010 Prohibited acts: It is unlawful to block hinder or retard any street traffic, whether it is vehicular or otherwise including by receiving or discharging passengers from a vehicle in a lane designated for the movement of traffic.
- 10.40.025 No parking, stopping or standing contrary to official traffic or parking sign or marker - No Exceptions.
- 10.40.140 Vehicle left with motor running is prohibited.

## **Dismissal During School Hours**

If a student is to be excused before the end of the school day for doctor or dentist appointments, a note from the parent must be written to the child's teacher. A yellow "passport" will be issued and is to be signed by the doctor/dentist and returned when the child returns to school. Students will not be allowed to leave the school grounds without written permission by a parent.

## **Late Pick-Up**

If a parent is to be detained from picking a child up at dismissal time, the office should be notified so the child is not left standing outside the doors or at the curb. (The office is open from 7:30 A.M. until 4:00 P.M.) Late pickups should be rare. If late pick-ups become frequent, Van Buren staff will work with the family to address the issue.

## **Parking**

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 sign. 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.

## **Bike and Skateboard Riding**

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 Wilson property, they must walk their bike or carry their skateboards on school grounds. We ask that skateboards, roller blades, shoes with wheels, and scooters be brought to the office.

3.

## **2018-2019 School Year Calendar**

<b>Event</b>	<b>Date</b>	<b>Day of the Week</b>
Teacher Work Days	August 27-29	Monday, Tuesday, Wednesday
Teacher Work Day/Elementary Open House	August 30	Thursday
Optional Teacher Work Day	August 31	Friday
Labor Day	September 3	Monday (NO SCHOOL)
Student First Day of School	September 4	Tuesday
Teacher Staff Development Day	October 24	Wednesday (NO SCHOOL)
Conferences – All Grade Levels	October 24	Wed., 4 – 8pm (ES) or 4-7 (MS&HS)
	October 25	Thursday, 8am – 7pm (NO SCHOOL)
Teacher Non-Work Day	October 26	Friday
Middle/High School only - End of First Quarter	November 2	Friday
Optional Teacher Work Day	November 21	Wednesday (NO SCHOOL)
Thanksgiving Break	November 22-23	Thursday, Friday (NO SCHOOL)
Elementary only -End of First Trimester	November 27	Tuesday

<b>Event</b>	<b>Date</b>	<b>Day of the Week</b>
Winter Break Begins	December 24	Monday (NO SCHOOL)
School Resumes	January 2, 2018	Wednesday
Middle/High School only - End of Semester	January 17, 2018	Thursday
Middle & High School Only – Teacher work day	January 18, 2018	Friday
Teacher Work Day - No School MS/HS	January 19	Friday
MLK Day	January 21	Monday (No School)
Elementary only - End of 2nd trimester	February 28	Thursday
Elementary only - teacher work day	March 1	Friday (no school ES only)
Teacher Staff Development Day	March 6	Wednesday (NO SCHOOL)
Conferences – All Grade Levels	March 6-7	Wed., 4; 8pm (ES) or 4-7 (MS&HS)
Teacher Non-Work Day	March 8	Friday (NO SCHOOL)
Professional Development /Work Day	March 29	Friday (No School)
Middle/High School End of 3rd QRT	March 29	Friday
Spring Break Begins	April 15	Monday (NO SCHOOL)
Staff Professional Development	April 22	Monday (NO SCHOOL)
School Resumes for Students	April 23	Tuesday
Snow Reserve Day	May 24	Friday
Memorial Day	May 27	Monday
School Ends for Students	June 11	Tuesday
Teacher Work Day / Snow Reserve Day	June 12	Wednesday

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 (Friday, May 24; Wednesday, June 12). If one or more of these days are not needed to be used to make-up time they will be days off for students.

Optional Teacher Work Days: Teachers will work 1 of the 2 Optional Work Days (Aug. 31 or Nov. 21)

## Staff Directory

Area of the Building	Name	Direct Phone Number
Office		Area Code (608)
	Principal: Stephanie Pajerski	743-7106
	Secretary: Terry Terrell	743-7106
Early Childhood		
	Tiffany Duhr	743-7157
Kindergarten		
	Bobbi DeSormeau	743-7155
	Jodi Halpi	743-7154
	Kristi Niman	743-7188
1st Grade		
	Lisa Campion	743-7194
	Jennifer McCool	743-7187
	Brenda Raby	743-7146
2nd Grade		
	Leah Kavanaugh	743-7163
	Christine Munch	743-7160
	Lisa Zimmerman	743-7170
3rd Grade		
	Jessica Benish	743-7162
	James Caley	743-7182
	Sarah Perry	743-7167
4th Grade		
	Chris Broege	743-7181
	Becky Carter	743-7166
	Kari Cihlar	743-7176
5th Grade		
	Amanda Giron	743-7183
	Crystal Gross	743-7178
	Amanda Malchow	743-7165
EL		
	Patty Henrichs	743-7199
Academic Learning Coach		
	Kaleigh Pope	743-7144

<b>Area of the Building</b>	<b>Name</b>	<b>Direct Phone Number</b>
<b>Art</b>		
	Kelly Hausknecht	743-7193
	Amanda Mory	743-7193
<b>Cafeteria</b>		
	Beth Heilman	743-7108
	Marilyn Olson	743-7108
<b>Counselor</b>		
	Leslie Bauer	743-7126
<b>Custodial</b>		
	Leona Lux - Head Custodian	743-7109
	Erika Moen	743-7109
	Dori Wright	743-7109
<b>Family Resources</b>		
	Melanie Utecht	743-7127
<b>Innovation Specialist</b>		
	Melissa Schur	743-7135
<b>Music</b>		
	Linda Madarik	743-7161
	Rebecca Rush - Band	743-7175
	Nicole Heling - Orchestra	743-7175
<b>Nurse</b>		
	Katrina Huebner	743-7112
<b>Paraprofessionals</b>		
	Catherine Boudreau	743-7189
	Tisha Corell	743-7106
	Amy Dahlke	743-7130
	Kimberly Hilmer	743-7189
	Stacie Hogue	743-7199
	Terri Offerdahl	743-7135
	Julie Steinman	743-7106
	Melanie Utecht	743-7127
	Leslie Wente	743-7135
	Deon Wentworth	743-7171
<b>Physical Education</b>		
	Nick English	743-7148



<b>Area of the Building</b>	<b>Name</b>	<b>Direct Phone Number</b>
	TBD	
Psychologist		
	Luci Flood	743-7186
Special Education		
	Leah Comfort	743-7115
	DHH - TBD	743-7115
	Cathy Lillie	743-7196
	Mary Mackey	290-7041
Speech & Language		
	Kelsie Quinn	743-7195
Social Worker		
	Tarah Thompson	743-7115
Therapist		
	Katherine Sween - OT	743-7192
	Lynn Swerig - OT Assistant	743-7192
	Amber Slaybaugh - PT	743-7192
	Patty Ziebel - PT Assistant	743-7192
Youth Advocate		
	Malik Farr	

5.

## **Absences / Homework Information**

### **Reporting Student Absences**

State Statute 118.15 (<https://docs.legis.wisconsin.gov/statutes/statutes/118/15>) requires that all children of school age be in school during all days and hours that school is in session. Students who must be out of school due to reasons of health or family emergency must return to school with a statement from parents, guardians, or physician to the attendance office. Parents or guardians are expected to call the attendance office if their child is going to be out of school. Students who skip a class or a school day or who exceed the 10 day/80 hours of parentally excused days are subject to disciplinary action. Every time a student reaches the equivalent of 5 unexcused absences (40 hours), a referral to the school resource officer will be made and a truancy ticket (fine) will be issued. Attendance records transfer with the student to any School District of Janesville middle school.

When a student is absent, it is important that the parent call as early as possible (**office opens at 7:30 A.M.**) to report the absence. If a parent forgets to call, the school attendance clerk will make a telephone call to follow-up on the absence.

- The Board of Education policy states that parents must contact the school office when their child is absent.
- Please give the following information: student's name, homeroom teacher's name, reason for absence and if you are requesting homework be gathered.
- Homework requested is not guaranteed to be ready until 3:15pm
- In addition, parents may provide a written excuse for each absence when the child returns to school.
- After 10 unexcused absences, a student is considered Habitually Truant and a parent / guardian will be required to meet with the school principal and/or social worker to discuss the situation.

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.

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.

***Calls to the Van Buren School Office should be made by 8:30 am to (608) 743-7130. Voice mail is available 24/7 for your convenience. All students are to enter their assigned doors each morning until 8:25 am . After 8:25 am , all students will need to enter the front door, come to the office and receive a tardy slip. Students are given a 5-minute leeway when entering through the correct doors and entering by 8:25 am.***

6.

## **Community Connections & Family Resource Center**

### **VAN BUREN SCHOOL PTA INFORMATION**

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.

**2018-2019 Officers:** Officers are elected in the spring of the year and serve a one-year term.

President	Catherine France
Vice President - Activities	Cathy Dinnes
Vice President - Membership	Leslie Elmer
Secretary	Melissa Ottenelli
Treasurer	Gretchen Gremminger

**Family Resource Center:**

The Family Resource Center encourages parent-school partnerships and helps strengthen parent-child interactions. Family Resource Centers promote choice, responsibility and independence.

The Family Resource Center is a special place within the school where all parents can stop by, relax, browse, meet other parents, and check out family games, videos, toys, books, community information, and parenting information. Students may also check out items during the school day. We have something for every family to enjoy!

**Family Resource Center Guidelines:**

- Help find a safe place at home to store and play with checked-out materials
- Depending on the child's age, play/work with him or her so they know how to use these items.
- Due Date: All materials may be kept for 1 week
- Please return materials promptly to the FRC
- Check-out Limit: 1 game &/or 3 books per child
- If books or pieces of a game or toy are lost or broken. please list what is missing on a piece of paper and put it inside the bag or box.

Throughout the district, parenting workshops and family nights are offered. Watch your school newsletter for these events.

7.

## **Emergency Drills/Evacuation Location**

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) are held in the fall and spring and classes are assigned a safe place in the basement of the school. "Lockdown" drills are also scheduled twice during the year.

8.

## **Lost & Found**

**PLEASE** mark your children's clothing, boots, lunch boxes, etc., with tape or a marker. If they lose any article, please have them check the LOST AND FOUND lockers near the office. The amount of unclaimed lost clothing during the year is tremendous, and we are unable to return many of these articles because of no name. If glasses are lost, please check in the office.

9.

## **Medications at School / Student Illness/Injury/Emergency Care**

### **Medication Policy**

All medication prescribed by a physician that is to be given at school, requires a permission form giving instructions, dosage, etc., signed by both physician and parent. This form is kept in the office along with the medication.

### **Illness / Injury / Emergency Care During School**

*If a child becomes ill during the school day, the parent will be contacted. If the parent cannot be reached, the emergency contact number will be called about picking up the child. If no one can be reached by phone, the child will remain at school until dismissal time. It is important that you notify the school of any phone number changes.*

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

- *First Aid will be administered according to school approved procedures*
- *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:***

- *You will be contacted, and when arrangements have been made with you your child be allowed to leave the school premises.*
- *If you are not available, the emergency contact number recorded on the student information card will be called.*
- *Once contacted, you or the emergency contact will have the responsibility for providing transportation for your child to leave school in a timely manner.*
- *If we are unable to reach you or the emergency contact, your child will be kept at 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:***

- *First aid will be rendered immediately according to District approved procedures.*
- *Transportation to a medical facility will be arranged for your child*
- *You will be called. If you cannot be reached, the emergency contact will be called.*
- *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:***

- *First aid will be rendered immediately according to District approved procedures.*
- *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.*
- *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 is available when the need arises. 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 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 a case of a lockdown, students will be kept at school and released when the "all clear" has been given by the municipal authorities.

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

10.

## **Visitors / Volunteers (including lunch and classroom visits)**

The experience of watching your child interact with others in a learning environment is something we encourage. We also know that when parents visit the classroom they give a child a feeling of cooperation between parents and teachers. Parents are requested to contact the building principal in advance to seek approval to schedule a classroom visit. All visitors must sign i with the school office and were a visible visitor's Badge during their stay.

For safety reasons, visitors who are participating in classroom activities or chaperones on field trips, etc. must complete a volunteer form for approval. Approval is good for the current school year, with a background check each following year. Approved visitors must stop into the office to sign in and receive a visitor's badge.

The final decision to accept or deny a visitor to the school, a classroom or on a field trip rests with the designated building or district administrator.

Parents wishing to have lunch with their children must sign in with the school office and wear a visible visitor's badge during their stay, proceed directly to the lunch area, and sign out in the office after the lunch period.

Student visitors are allowed only with prior district approval, and teacher and principal permission.

For additional information on visiting or volunteering at your child's school, please refer to [Board Policy 1230 and Administrative Regulation 1230.1 - Volunteers in Schools; Board Policy 1240 and Administrative Regulation 1241.1 - Visitors to Schools; and Board Policy 1241 and Administrative Regulation 1241.1 Registered Sex Offenders](#). The school District of Janesville recognizes its responsibility for the health and safety of all students and will take appropriate precautionary measures in situations where the District has been notified that a registered sex offender wishes to visit a school building or persons on school premises.

For a volunteer/visitor form please visit our [Community Page](#)

### **Field Trip Chaperone Guidelines**

Thank you so much for volunteering to chaperone for Wilson 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 to 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 see the District Handbook for Elementary Schools for more information.](#)

[Please see the District Parent / Student Handbook for all Policies for more information.](#)