
Devin Carter, Principal
225 Shaw Street
Plainfield, IN 46168



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Van Buren Families,

We are so excited to start a new year at Van Buren Elementary School. We want you to know that we are here to make it a great experience for your child. Below you will find everything you need to know to get off to a smooth start this year.

This will contain information for new families, as well as returning families.

I hope you are enjoying your summer and can't wait to see you all soon.

Mr. Carter

Staff Changes

I am excited to introduce Mrs. Ash as our new Assistant Principal for next school year. She replaces Mrs. Stewart, who has moved over to our middle school as Dean of Students. Mrs. Ash will be a familiar face to our children and families. Please take a moment to read the letter from Mrs. Ash below.

[Mrs. Ash's Welcome Letter](#)

We are also thrilled to welcome two new teachers to Van Buren this school year.

- Bailey Ramseyer will be teaching 1st grade this school year. She has taught kindergarten for 4 years in Mooresville.
- Michelle Kidd will be teaching 5th grade this school year. She has taught preschool, kindergarten, and 4th grade. Michelle also served as an elementary counselor and behavior specialist at Danville.

Important Dates



- Kindergarten Screening: Thursday, July 17th
(Only for students who were unable to attend the May screening dates.)
- Wednesday, July 23rd - Kindergarten Meet the Teacher - 6:00pm-7:00pm
- Monday, July 28th - Back to School Night **(For Grades 1-5)**
 - Last Name A-K - 4:30pm - 5:15pm
 - Last Name L-Z - 5:15pm - 6:00pmStudents will be able to drop off their school supplies during these nights.
- Wednesday, July 30th - First Day of School
- Tuesday, August 19th - Parent Safety Meeting - 6:00pm-6:30pm in the library
- Tuesday, August 19th - PTO Meeting - 6:30pm-7:30pm in the library



Classroom Volunteers

Any parent volunteering for a field trip or a class project **MUST** complete a non paid background check. Even if you volunteered with us for the last school year, you **MUST** submit a new background check for 2025-2026 per our student safety policies. Visit the link below to complete the background check. Please contact our school district's administrative office at 317-839-2578 if you have any questions regarding your background check. Visit the link below to complete the background check.

[Plainfield Community School Corporation Volunteer With Us! Link](#)

Supply Lists



[2025-2026 School Supply List](#)

The link above, in blue, is the school supply list. You can send supplies in their backpack on the first day of school, help students bring supplies into the office, or bring supplies to Kindergarten Meet the Teacher or Back to School Night for grades 1-5.

Parent Safety Meeting and PTO Meeting

Please join us for our school safety meeting on Tuesday, August 19th at 6:00pm in the Media Center. This meeting will start at 6:00pm and will be followed by our PTO meeting at 6:30pm.

School Information

Address: 225 Shaw St. Plainfield, IN 46168

Main Office: 317-839-2575

School Email: vbinfo@plainfield.k12.in.us

Principal: Mr. Devin Carter - dcarter@plainfield.k12.in.us

Teacher Assignments

You will receive an emailed welcome letter with your child's classroom assignment the week before school begins. This letter will include the name of your child's teacher for the 2025-2026 school year. Class assignments may begin showing up in PowerSchool, but please know that these are not finalized until a week before school starts. We work throughout the summer to balance our classes, so please know that they are not finalized until the week before school. **As a reminder, we do not accept any parent requests for teacher assignments.** Our teachers have worked extremely hard to make sure that all students are set up for success.



New Families

The following documents are required by the beginning of school for new families:

- Birth Certificate
- Immunization Records
- Proof of Residency (Provide option A along with B and/or C)
 - A. Current lease/rental agreement, purchase agreement or property tax statement with parent/guardian name and address
 - B. Current utility bill with parent/guardian name and address
 - C. Valid IN Driver's License/State ID with current address (or copy of parent driver's license or state ID)
 - Proof of Custody (if applicable)
 - IEP, required for all students with special education needs (if applicable)



Families Who Have Moved

If you have moved over the summer, please notify the school and send in a copy of your current mortgage or lease agreement. We need to make sure our emergency contact information is always accurate. You should also contact the school if you move during the school year so we have accurate information on file at all times.



ParentSquare

ParentSquare

Our school and teachers will be using ParentSquare to communicate newsletters, upcoming events and notices, classroom news, updates, sign-ups, etc. Please keep an eye out for this and make sure you mark ParentSquare "safe" in your email inbox so it doesn't go to your spam.



Transportation

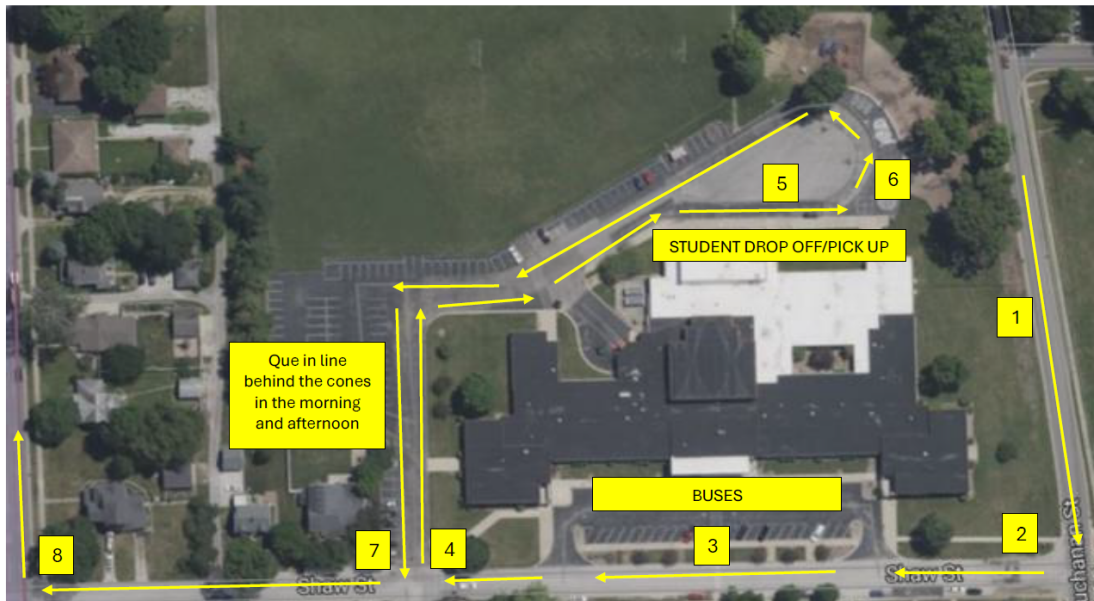
Change of Transportation- If there will be a change in your child's regular after-school transportation routine, you must send a note to your teacher **and call the front office on that day before 2:00 p.m.**

If NO note or call is made, the child will go home via their REGULAR way that day. Children will not be allowed to ride a different bus even with a note from a parent/guardian.

- **Bus Riders** - Bus drivers will contact you a couple of days before school starts with your child's pick-up and drop off times. **Please note that the first few days of school is a learning process for ALL, and the buses may run late.** For questions or concerns regarding bus routes, please call the transportation office 317-838-3632.
- **Car Riders** - In order to have your child picked up by a parent or guardian after school, you will need to fill out the [2025-2026 Car Rider Number Request Google Form](#). Please only complete one form per family. Two tags are mailed to each family. We are offering for you to keep your same number if your child is already a car rider. You do still need to complete this form to let us know. Tags will be given to families at Meet the Teacher Night (Kindergarten) and Back to School Night (Grades 1-5)

Please see this map for drop-off and pick-up from the car rider line.

Van Buren Elementary Car Rider Line



1. Enter the Car Rider line by driving west on Buchanan Street.
2. Turn right onto Shaw Street.
3. Drive north on Shaw Street in front of the school. Please do not block the parking lot entrance and exit.
4. Turn right into the school parking lot and follow the line around to the back. Please do not block any crosswalks.
5. Student Drop Off/Pick Up will be along the sidewalk.
6. Wait to unload/load your car and pull off until you are waved on to pull around the circle to exit the lot.
7. Turn right on to Shaw Street and proceed to Main Street/US 40.
8. Turn right onto Main Street/US 40.



School Meals

- For complete details about the meals offered by Plainfield Schools, please visit the Food Services web page here: [Plainfield Schools - Food Services](#)
- If you prefer to send a lunch from home, make certain your child's name is clearly marked in a visible spot.
- Free/Reduced Status- Applications for Free/Reduced lunch and textbook will be available after July 15th.
- Plainfield Community School Corporation is an Equal Opportunity Provider



Food Allergies

If your child suffers from food allergies, we are prepared to help ensure they enjoy meals that are both safe and nutritious. Please fill out the correct form and return to Kelly Collins, Director of Food Services at kcollins@plainfield.k12.in.us. If you have any questions regarding the forms please call Kelly Collins 317-839-2578. Links to forms can be found at [Plainfield Schools - Food Services](#).



Medication, Over-The-Counter Medicine, and Asthma

- All medications must be delivered to school and picked up from school by a parent.
- Medications must be in their original packaging; prescription medications must include documentation of the student as the person to whom medication was prescribed (i.e. prescription label).
- Asthma Paperwork- please contact Nurse Melanie Campbell for the form.



Before and After School Care

AYS is hosted at Van Buren Elementary; however, application approval and program questions will be answered by AYS directly at info@ayskids.org or 317-283-3817.

[At Your School \(AYS\) Enrollment Information](#)



Attendance

Please do not send your child to school if he or she is sick. If you need to report an absence, you must call the school main office at 317-839-2575.

Tardy

- If your child arrives after 8:50 a.m., you must walk your child into school to sign them in at the front desk. All students must be signed in before going to class after 8:50 a.m.
- If you are late due to a medical appointment, please walk the child into school to sign them in, along with a doctor's note, so we can mark that in PowerSchool as a medical appointment.

Picking up early

- If your child has to be picked up before 3:45 p.m., it will be marked as Leave Early in PowerSchool. You are asked to send in a note to your teacher and call the front office if you will be picking up early. You must walk into the school, show your ID to the receptionist, and sign your child out.

Pre-arranged Absence

- If you know your child will miss school due to a medical procedure etc., you are asked to complete the Pre-arranged Absence Form and turn it into the office. We will communicate the absence with our school nurse and your child's teacher.



Student Acceptable Use Policy

The Plainfield Community School Corporation (PCSC) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use. You may review our district's [Responsible Use of Technology and Internet Use Policy](#) for more details.

Elementary School Handbook

Please take a moment to read through our school handbook. This contains information about:

- Absences
- Academics
- Annual Notices
- Arrival and Dismissal
- Behavior and Discipline
- Communication from School
- Food Services
- General Information
- Health Services and Medical Needs
- Parent Involvement
- Technology
- The Imagination Lab

Elementary School Handbook



for Plainfield Community Schools

The following pages provide rules and guidelines for the elementary schools of the Plainfield Community School Corporation.

Elementary School Handbook

Enjoy the rest of your summer!

Devin Carter - Principal