

JOHN C. VANDERBURG ES
Elementary School

Student/Parent Handbook & Calendar
2016-2017

Catherine Maggiore, Principal
Ronda Reedom, Assistant Principal
Julie Kuipers, Office Manager
Luanne Whang, Office Specialist
Janet Edelblute, Office Clerk

Welcome to John C. Vanderburg Elementary School!

Welcome to John C. Vanderburg Elementary School...Home of the Rainforest Biosphere! This handbook has been prepared to acquaint both students and parents with our school. We have presented information that we hope will answer many of your questions. Please read through it with your child once together and refer to it as necessary throughout the school year. The calendar dates may change, so we encourage parents to check their children's backpacks each night for updated information.

If at any time during the school year, you have a question or concern that cannot be answered by referring to our handbook, please call the school office at 799-0540 and we will be happy to help you.

Working together,

Catherine Maggiore
Principal

School Telephone Numbers

School Office: 799-0540
School Fax: 799-0546

School Hours

Office Hours.....	7:00 a.m.-4:00 p.m.
Supervision & Gates Open for AM Arrival.....	8:35 a.m.
Morning Line-Up Bell & Flag Salute	8:45 a.m.
Late Bell.....	8:55 a.m.
Kindergarten-Fifth Grades.	8:55am-3:35pm

* Students may not arrive at school earlier than 8:35 a.m. There is no adult supervision prior to this time.

Vanderburg Parent/Teacher Association PTA

Parents are encouraged to join the John C. Vanderburg Elementary School Parent/Teacher Association. Many school activities and events would not occur without the often-tireless efforts of the PTA members. They are commended for their efforts and request that you become part of this fine organization.

John C. Vanderburg Elementary School Parent/Teacher Association Board Members:

President:	<i>Misty Lucina</i>	Treasurer:	<i>Brittany Feiwell</i>	Corresponding Secretary:	<i>Jen Ferris</i>
1ST Vice President:	<i>Illisa Polis</i>	Historian:	<i>Anntoinette Mericle</i>	Recording Secretary:	<i>Lore' Gochnour</i>
2nd Vice President:	<i>Melanie McGibney</i>	3rd Vice President:	<i>Alix Setzler</i>	Parliamentarian:	<i>Maxine McDermott</i>
Principal:	<i>Catherine Maggiore</i>	Assistant Principal:	<i>Ronda Reedom</i>		

If you have any questions regarding our PTA, please feel free to call the school at 799-0540.

Parent Volunteers/Visitors

Vanderburg Elementary School's Message to our Volunteers

Volunteers are an integral component to Vanderburg's educational program. Our school serves as an important link between family, friends, and the community. Parent participation in learning is vital for achieving those educational goals that help children become successful. We can never have too many volunteers!

Volunteers/Visitors

When volunteering or visiting, please check in at the front office, sign in, and pick up and wear a visitor's badge. We ask that all visitors and volunteers view the school environment with the understanding that they do not have the full perspective. Parents/visitors must be cautious about conclusions that are made and should discuss their perceptions with an administrator if they are of concern. For the safety of our students, we encourage all parents, staff, and/or visitors to question anyone who is in the building and not wearing a visitor's badge. Please send them to the office to sign in and get one. If they refuse, please contact the office immediately.

Volunteers

We encourage all parents to actively participate in their child's education and welcome parent volunteers in the classroom. To help minimize disruptions, we ask that volunteers make arrangements *ahead* of time with the classroom teacher about the time and type of activity you are to participate in. **Parent volunteers will not be permitted in the building prior to 8:55 a.m. or after 3:00p.m.** In addition, during your volunteer time, we ask that parents do not visit with another child's teacher UNLESS you have made arrangements to do so. **Teachers are not to meet with parents to discuss academic progress while students are in the classroom during instructional time.**

Cellular Telephones

While in the classroom or working with students, please turn off your cellular telephone so it does not cause any distraction.

Appropriate Dress Attire

Parent volunteers are encouraged to wear attire that reflects the boundaries outlined in the CCSD Dress Regulation for students. At the very least, we ask

that parents do not wear spaghetti straps, shorts or skirts that are shorter than finger tip length, and shirts that expose the midriff.

Use of Equipment

Instructional equipment such as copy machines, letterpress, and computers are available for use by volunteers when preparing school related materials. Equipment is expensive and difficult to repair and replace, so all volunteers must be trained by a teacher or experienced volunteer before using them. Please ask for help to operate unfamiliar equipment and report any problems to the office staff. Parents are welcome to use computers in each great room when students are not using them. **Volunteers are asked to give teachers on prep time full use of all equipment due to their limited time.**

Staff Lounge

It is important to provide staff members an area where they can have privacy and be free to eat, rest, and work without the possibility of interruptions by parents and children. Parents/volunteers and children are not allowed to work in the lounge area. **The lounge area is reserved for staff only from 11:10 a.m.-1:10 p.m. daily.**

Does this mean the staff lounge is totally off limits to parents and volunteers? No, parents and volunteers (especially our PTA) may still need to put flyers in mailboxes, get a drink, or work in the workroom off the lounge.

Parent Work Areas

The appropriate place for parents/volunteers to work is in teachers' classrooms, the designated great room areas, great room storage areas, or the lounge workroom.

Bringing Younger Children to School

We request that parents/volunteers not bring children with them while doing volunteer work. Children are not allowed in the workroom areas or staff lounge. Younger siblings are a distraction to instruction.

Discipline of Students

While working in the school and classrooms, volunteers may attend to student misbehaviors, but the authority to discipline a student remains with the classroom teacher.

Confidentiality

Volunteer access to classrooms, staff lounge, and the school office often increases the exposure to confidential information. Confidentiality of all students, staff, and parents must be maintained. Student performance or behavior is never to be discussed with individuals outside the school.

Universal Precautions

Direct skin contact with bodily fluid should be avoided. Disposable gloves are available in each classroom and upon request from the nurse's office. Gloves are recommended when direct hand contact with bodily fluid is anticipated (i.e., treating bloody noses, handling soiled clothing, etc.). If contact is made with bodily fluid, hands should be washed afterwards, even with glove use. Gloves should be disposed of in a secured plastic bag or lined trash can.

Office

In order for office personnel to continue to perform their functions in an exemplary manner, volunteers are asked to independently sign in and out, retrieve their own visitor's badge from the front counter, and limit all incoming telephone calls to emergencies only. Thank you.

Vanderburg School Policies

A

ABSENCES (PREARRANGED)

Prearranged absences can only be excused by an administrator. Parents may request that a prearranged absence be excused, in writing, no later than one week prior to the absence. However, prearranged absences will be documented as excused only after students have submitted completed make up work three days following the return to school. Make-up work will not be assigned prior to the prearranged absence. Parents are strongly encouraged to plan family vacations during winter, spring, or track breaks. Prearranged absences are to be used for emergencies only. Family vacations or celebrations will not be excused as prearranged absences.

ADDRESS OR TELEPHONE CHANGE

Please notify the office when there are changes to your address or telephone. This information must be kept current in case of an emergency.

AM ARRIVAL FOR GRADES K-5

Students are not to arrive at school before 8:35 a.m. unless they are enrolled in the Safekey Program. *Playground supervision begins at 8:35 a.m.* The gates to the playground will remain locked until adult supervision is provided at 8:35 a.m.

Students are not to be in the building before school. Students are to go directly to the playground, place their belongings at their room number dot on the basketball courts, and play. **Students with permission to meet with a teacher before school *must* sign in at the office before meeting their teacher.**

The first bell rings at 8:45 a.m. for our school wide Flag Salute. Prior to the first bell, students will hear one long whistle that means stop playing, freeze, and WALK to class lines for *Flag Salute*.

ARRIVING LATE

Students are expected to arrive at school on time. The first bell rings at 8:45 a.m. for Flag Salute. At Vanderburg ES, students are late if they miss Flag Salute. The late bell rings at 8:55 a.m. Students arriving at or after 8:55 a.m. are late and will be marked tardy. Students arriving late must report to the office to sign in and get a late pass to class. *Tardiness disrupts the educational process. A late arriving student causes the loss of instructional time to him/herself and other students as well as interrupting instruction.* Repeated lateness will result in the following action: **1st Tardy – Warning from Teacher** **2nd Tardy**- Citation, Return with parent signature **3rd Tardy** – Citation & Loss of Recess **4th Tardy** – Citation, Lunch Detention, Request for Parent Conference

ATTENDANCE AND ABSENCES

The Board of School Trustees and the Nevada Revised Statutes require school attendance. It is the position of the Board that if a student is absent, no learning can take place. It is the parent's responsibility to see that regular attendance is maintained and that their child is on time to school.

When a student is absent, parents are encouraged to phone the office at 799-0540 to report the absence and the reason. When the student returns, please send a signed note verifying the absence within three days following the student's return. Excused absences include: illness, medical appointment, death in the family, mandated court appearance and approved religious holidays. **Unexcused absences include,** but are not limited to: baby-sitting, personal business, vehicle breakdowns, missed bus, family reunions/celebrations, vacations, alarm clocks not working, and truancy. **It is the student's responsibility to make up any missed work due to an absence. Students missing a total of twenty (20) school days or more shall be considered for retention in their current grade level. Prearranged absences (approved or not) are counted toward the 20 days that shall be considered for retention.**

B

BACK TO SCHOOL NIGHT

Back to School Night is held each fall. The purpose of Back to School Night is to provide an opportunity for teachers to outline their classroom expectations for class assignments, homework, behavior, and grading policies. This night is for parents only.

BACKPACKS

Students are to use backpacks WITHOUT WHEELS on campus. Backpacks with wheels are hazardous. The wheels have caused numerous injuries to others on campus.

BICYCLES & SCOOTERS

Students are required to walk bicycles and scooters off school grounds. Thank you.

BIRTHDAYS

Time will not be taken from the instructional day to celebrate individual birthdays. If arrangements are made with the teacher, a **treat** can be given out at lunch time. **If a child wishes to hand out invitations to his/her birthday party, ALL classmates must be invited.** If the party is boy-only or girl-only, it is permissible to hand out invitations accordingly. Balloons, flowers, and gifts will not be accepted at school for students. The student will be called to the office to pick up any treats provided by their family for a lunch time celebration.

BUS RULES

Bus transportation is a privilege. Students who ride the bus to and from school are expected to follow the rules set forth by the bus driver and the Clark County School District. Students are to remain seated at all times, speak in a soft voice, and listen to the bus driver's instructions. Food is not permitted on the bus. Citations are issued to students who do not follow the rules of safety and conduct. A student can be suspended from riding the bus after one, two, or three citations depending on the severity of the behavior. A student suspended from riding the bus **MUST** attend school or they will be truant. Students should not arrive at the bus stop more than five minutes before the scheduled pick up time. Students who miss the bus after school are to report to the front office. Bus transportation: 799-8100.

C

CELL PHONES

Students are to keep cell phones turned off and in their back packs throughout the school day. If there is an emergency, parents can call the school office and we will inform the student.

CHOIR & PERFORMANCE ENSEMBLE

Auditions for the Vanderburg Choir and Performance Ensemble are open to fifth grade students first, followed by fourth grade students. Additional information is sent home in the fall.

CONDUCT

Every student at Vanderburg ES has the right to attend a safe school where they are encouraged and supported to do their very best work and where they are respected by peers and adults. Each student is expected to show courtesy and respect towards their peers, staff, and guests, to follow the directions of supervising adults, and be responsible for his/her own behavior at all times. We ask our students to 'be kind and work hard.' School wide specific expectations are designed to assist students in becoming responsible for their actions and to create a safe, learning environment for all. We ask that parents review the school wide expectations at the end of this handbook with their child. We will do the same in class and at assemblies during the school year.

D

DISMISSAL

Students are *dismissed at 3:35 p.m.* Teachers will walk students out of the great room doors, pass the playground equipment, and to the front of the school. Students are not allowed on the playground equipment at the end of the day. Parents are asked to meet their children in front of the school. Parents will not be permitted in the building after 3:00 p.m. for any reason. Teachers are busy reviewing homework and visitors are disruptive to the end of the day procedures. If there is a need to talk with your child’s teacher, please schedule an appointment with them when they are not teaching or supervising their students.

DISMISSAL-EARLY

Taking students out of school early is strongly discouraged. It is disruptive to the routine instruction and sacrifices the educational development of the child. Please do not ask to remove a child from class time unless it is an absolute necessity. Leaving school early will result in the inability to receive a Perfect Attendance Award just as tardies or absences do. If a child must leave early, parents are asked to send a written note to the teacher with the time, date, and reason for the early dismissal, or call the office before noon for pick-up no later than 3:00 p.m. **Students will not be released for early dismissal after 3:00 p.m.** **They will have to wait until the bell rings at 3:35 p.m.**

Parents must always come to the office to sign out their child. Children are never to be released directly from their classrooms. If parents are in the building volunteering, or visiting, they must go to the office to sign their child out and student will walk up to office to meet them. Children will be released only to parents/guardians or caretakers identified on the child’s registration form. For his or her safety, no student will be released to anyone without proper identification.

E

EMERGENCY PROCEDURES

In accordance with CCSD regulations, John C. Vanderburg ES has established emergency procedures for a variety of crisis situations. In conjunction with the Henderson Fire Department, drills are conducted on a monthly basis for fire and shelter-in-place emergency.

EMERGENCY-ALTERNATE FACILITY LOCATION

If there was ever a need to evacuate the campus, students and staff would evacuate to a nearby public facility that will be communicated through the CCSD and local media. Parents would be able to pick up their children at one of these sites after showing picture I.D. to the adult in charge.

EMERGENCY DATA

The school office must have current home and emergency telephone numbers and current addresses. It is essential that we have this information in case of accident or illness. Please call or send a note to the office whenever this information is changed. If we cannot reach you, we will use the emergency contact information you have provided.

ENROLLMENT/WITHDRAWAL

Students must officially enroll through the school office before they can attend class. A birth certificate and immunization records are *required* for students new to the school district. Proof of residency is required of all students. If you are planning to withdraw your child, the office needs to be notified at least one day in advance in order to complete the required paperwork. Lost or missing textbooks and library books must be paid for at that time.

F

FLAG SALUTE

All students are expected to participate in our daily school-wide *Flag Salute* ceremony on the basketball courts at 8:45 a.m. If students' religious beliefs do not allow them to recite the Pledge of Allegiance, the student is still required to stand with their class quietly and respectfully during Flag Salute.

FOOD SERVICE

The school **breakfast** program begins at 8:25 a.m. and ends at 8:55 a.m. The cost for breakfast is \$1.25. *The cost of school lunch is \$2.00.* Parents are encouraged to pre-pay for lunch and/or breakfast in advance. *Payments* can be made to our Food Service staff each morning in the multi-purpose room, or on-line at www.ccsd.net.

G

GRADING SCALE

Grade level grading policies are used to calculate progress and report card grades. Ask your child's teacher for a copy. The grading scale below will help provide parents information about their child's achievement towards grade level standards.

LETTER GRADES/ %	LEARNER PROGRESS SCALE	DESCRIPTION
A 90-100%	Exceeds Standards	Your child consistently masters grade level expectations.
B & C 80-89%=B 70-79%=C	Meets Standards	Your child performs at grade level.
D 60-69%	Approaching Standards	Your child frequently needs assistance in order to complete grade level tasks.
F BELOW 60%	Emergent/Developing	Your child consistently needs assistance in order to complete grade level tasks.
W	Your child is not working on grade level tasks.	Curriculum has been modified to meet your child's ability level.

H

HEALTH OFFICE

A school nurse is available on a limited schedule, usually one day per week. A first aide/safety assistant (FASA) is available daily during school hours. Students who become ill or injured at school should report to the health office. If the illness or injury is of such a nature that the student should go home, the parent will be notified.

HOMEWORK

Students are expected to complete and return homework each day. Homework assignments are assigned by teachers to extend in-class instruction, provide opportunities for students to work on an independent basis, teach productive work habits, and foster responsibility.

In an effort to foster responsibility, students will not be permitted to return to classrooms to pick up forgotten homework assignments after school is dismissed.

Homework is assigned Monday through Thursday. Basic homework should include math, spelling, reading, and flash card drill. The approximate number of minutes you can expect your child to be engaged in homework each night is listed by grade level below. This will naturally vary with each student.

Grades K-1.....15-30 minutes Grades 2-3.....30-45 minutes Grades 4-5.....45-75 minutes

Parents are asked to provide a quiet, well-lighted environment for study, to encourage the development of regular and consistent patterns of study habits, and to maintain an active interest in the academic progress of their child. While students are encouraged to work independently, they may seek instructional help from parents and classmates when necessary. Instructional help is assistance that enables students to do their own work on assignments.

Parents are responsible for checking that their child completes homework each night to the best of his/her ability. Check for neatness and accuracy.

Sign agendas and/or homework as requested by the teacher only after you have seen the assignments and checked them.

Students choosing not to complete homework will receive a H.A.M report. The H.A.M. (Homework Assignment Missing) will be completed by students and returned home for a signature. Students receiving four (4) H.A.M reports in a month will be referred to the principal. If improvement is not demonstrated, a parent/teacher/administrator/student conference will be scheduled to develop an improvement plan.

I

IMMUNIZATIONS

Nevada law requires children entering a Nevada school for the first time to submit evidence of the following immunizations:

DPT 4/5 MMR 2 Chicken Pox 2 Polio 4 Hepatitis A & B

A child's last DPT, Polio, and MMR immunizations must be on or after their fourth birthday. Students are not allowed to attend school if immunizations are incomplete.

K

KINDERGARTEN

As dictated by the Nevada Department of Education, children entering kindergarten must be five years old on or before September 30.

Supervision on the kindergarten playground begins at 8:35 a.m. when the kindergarten gate will be unlocked. Parents must remain with their children until that time. Kindergarten students arriving **after 8:50 AM** are tardy. **The student's parent/caretaker must walk the tardy student to the office to sign them in as late, get a late pass and then walk the student to their classroom.** Dismissal is at 3:35 PM. Please pick up your students promptly.

L

LOST & FOUND

There are bins in the MP room that are used to hold unclaimed articles of clothing, backpacks, and lunchboxes. We recommend students and parents check the bins for missing items throughout the school year. The bins are emptied after each semester and unclaimed items are donated to charity.

M

MAKE-UP WORK

When a student's absence, due to illness or family emergency, results in the need for make-up work or homework, parents have two options for requesting the assignments from their child's teacher. The first option is to call the office no later than 9:00 a.m. so that the classroom teacher can prepare the assignments during their preparation time. Make-up work can be picked up in the office prior to dismissal. The second option is to have the student request the make-up work when they return to school. **Students have a minimum of 3 days to complete and return make-up work after they return to school. Make-up work not completed and returned within the allotted time will not receive full credit. Make up work will not be provided before a prearranged absence.**

MEDICATION

If students should require medication during school hours, parents must complete a medication release form at the Health Office and have written doctor's orders. CCSD regulation does not allow for the health office staff to administer over the counter medication such as aspirin, etc. Students are not permitted to self administer medication while at school. All medications must be stored in the health office.

MESSAGES TO STUDENTS

Parents and students are strongly encouraged to discuss after school plans before leaving for school each morning. Delivering messages over the PA system will not be honored. Not only does it disrupt classroom instruction, but it compromises the safety of our students. We cannot identify with certainty who is on the other end of the phone making the request. The office will always deliver an emergency message. **However, all changes to dismissal pick up must be writing to your child's teacher.**

O

OFFICE TELEPHONE

Students are not to use the telephone in the office without permission from the office staff. The phone in the office is a business phone. It may be used for emergencies only. Emergencies DO NOT include calling home for forgotten homework assignments or calling home to ask if a friend can come over to play. Parents and students are encouraged to discuss daily after school plans before leaving for school each morning or the night before.

P

PARENT CONCERNS

When concerns and questions arise about your child's academic progress or behavior in class, parents are encouraged to contact their child's teacher BEFORE scheduling a conference with an administrator. Most often your child's teacher will answer your concerns and questions. However, if after meeting with the classroom teacher a parent still has concerns, a meeting can then be scheduled with an administrator.

PARENT CONFERENCES

Communication between the school and home is an essential component of an effective educational program. Communication should be on-going throughout the year and may take the form of a phone call, note, written progress report, or a conference. If at any time you desire a conference with your child's teacher, please contact the office, or the teacher, so arrangements can be made. **If a parent is in the building as a volunteer or to visit a class performance, we ask that you do not interrupt class instruction to discuss your child's progress or any other concerns you might have at that time. Teachers' first priorities are to their students and instruction. They cannot stop what they are doing to hold an unscheduled, informal parent conference.**

PARENT LINK

Parent Link is an automated phone system that calls families with a variety of information such as event reminders and/or emergencies. It's critical parents listen to all messages. Please call the office for more details on how to sign up for Parent Link.

PARKING LOT

DROP OFF-ARRIVAL

Parents dropping off their children in the parking lot are asked to follow these rules:

1. NO LEFT TURNS FROM DESERT SHADOW TRAIL IN TO PARKING LOT BETWEEN 8:30-8:55AM
2. BE READY to KISS and GO! Students should be ready to exit the vehicle with all belongings when vehicle stops.
3. Drop off only at the YELLOW ZONE beginning at the far corner of kindergarten playground.
4. Pull your vehicle as far forward as you can BEFORE letting your child exit. This helps to expedite a safe and smooth system.
5. Exit only from the passenger's side of the vehicle.
6. NEVER let children exit your car while in the thru lane or outside the yellow zone. This places children in a dangerous situation because they must cross the lane of cars at the yellow zone.

PICK UP-DISMISSAL

For the safety of our students we ask that you follow these rules:

1. NO LEFT TURNS FROM DESERT SHADOW TRAIL IN TO PARKING LOT BETWEEN 3:15-3:35PM.
2. Park in a DESIGNATED parking space and walk up to meet your child.
2. Students are not allowed to walk through the parking lot without an adult.
3. Parents may pull their vehicle up to the YELLOW ZONE and wait for their children to come to them. PLEASE pull as far forward as you can, so other vehicles can move up!
4. PARENTS MUST NOT LEAVE VEHICLES UNATTENDED IN THE YELLOW ZONE! The only reason the Henderson Fire Department has allowed us to use the YELLOW zone for pick up at the end of the day is because we promised that parents would be in their vehicles to move them in case of an emergency.
5. Use the thru lane for driving through only. DO NOT STOP IN THE THRU LANE TO PICK UP STUDENTS, OR USE IT TO CUT IN FRONT OF VEHICLES ALREADY IN THE PICK-UP/DROP-OFF LANE.

PARKING LOT CLOSURES

Throughout the school year, the *parking lot will be closed* due to Twitchell and Vanderburg **daytime events**. All visitors including parents will not be permitted in the parking lot to park or drop off their children. On these days only staff will be permitted in the parking lot. Notification of parking lot closures will be provided through the district's Parent Link system.

PERSONAL PROPERTY

If losses are reported immediately, every effort will be made to help locate lost items. However, the school cannot assume responsibility for students' losses. Bicycles should be secured to the bike rack with a lock. Although the bike area is locked each day, bikes that were not locked to a rack have been stolen. Students are not permitted to bring electronic games, toys, stuffed animals, etc. to school unless requested by their teacher for a special project or presentation. Finally, it is highly recommended that any article of clothing or item brought to school have the student's name on it since all Standard School Attire looks the same.

PETS ON CAMPUS

Four legged animals including dogs, cats, etc. are NOT permitted on campus.

PHONE MESSAGES TO STUDENTS

Parents and students are strongly encouraged to discuss after school plans before leaving for school each morning. Delivering messages over the PA system will not be honored. Not only does it disrupt classroom instruction, but it compromises the safety of our students. We cannot identify with certainty who is on the other end of the phone making the request. The office will always deliver an emergency message. **However, all changes to after school pick up routines must be communicated in writing to your child's teacher.**

PLAYGROUND BALLS

Students may bring footballs, basketballs, and soccer balls from home to use at recess. The school will not be responsible for missing items, so it is strongly recommended that the student's name be printed on the ball with permanent marker.

PLAYGROUND RULES

Students are to follow playground rules at all times. The blacktop is for tetherball, Four/Eight Square, volleyball, basketball, hopscotch, jump rope, and dodge ball. The grassy area is for touch football, soccer, and running. Students are not to run on the blacktop unless they are playing basketball. Students playing outside great rooms 30 & 40 are to be respectful of classes working by playing quietly. At no time may students go beyond the end of the basketball courts, pass great rooms 50 & 60 to play. This area is difficult to supervise. A red line has been painted to remind students to not play in this area.

PLAYGROUND EQUIPMENT

During morning arrival, students in grades 1 & 2 may only use the primary equipment near the basketball courts. Students in grades 4 & 5 may only use the intermediate equipment opposite the grassy field. Students in grade 3 may use either playground equipment.

PROGRESS REPORTS

In accordance with CCSD policy, students' academic progress must be communicated to parents a minimum of twice each month. At Vanderburg ES, teachers ensures grades in the Portal are current on the 10th of each month. Teachers are required to send hard copies of grades on the 25th. If you are not receiving progress reports twice each month, please contact your child's teacher and/or an administrator for clarification. In addition to weekly or bi-monthly progress reports, teachers will distribute unsatisfactory progress reports between the 9th and 10th week of each semester.

R

RECOGNITION

Each teacher will develop a classroom program to recognize and reward positive actions. Students who demonstrate outstanding 'Leader in Me' habits and/or academic achievement will be selected by their teacher as "Leader of the Month". These students will be recognized by administration and treated to lunch by PTA in the lunch room. Students are recognized for their academic and social achievements with award certificates at the end of the school year. Individual students may earn Vanderburg *Voyager Passes* for following classroom and school wide expectations, a *Rave Review* for going above and beyond, and/or *Caught Being Kind* card for showing random acts of kindness. Classes may earn *Rainforest Responsibility Tickets* for following our school-wide rules as a class. Finally, *Good News Postcards* are sent home to let parents know about a student's special achievement.

REPORT CARDS

Report cards are distributed on a semester schedule in grades K-5. Unsatisfactory reports are sent home between the 9th and 10th week of each semester.

S

SAFEKEY

Safekey is a before and after school program run by the Henderson Parks and Recreation Department. It is held in our MP room before school from 7:00-8:45 a.m. and after school from 3:35-6:00 p.m. Parents can call 702.267.4100 during these hours for information.

SECURITY

For the safety of our students, John C. Vanderburg ES operates a 'locked' campus. Exterior doors and gates remain locked throughout the school day. Only the far left main entrance door is unlocked during school hours. Schoolyard gates are unlocked at 8:35 a.m. for morning arrival and at 3:25 p.m. for afternoon dismissal. Campus cameras provide security surveillance inside and outside the school building. Only staff members have access to the building prior to 8:55 a.m. **Parent volunteers are asked to sign in at the office, secure a visitor's pass, and meet their teachers at their classrooms after 8:55 a.m. or join us on the basketball court for Flag Salute at 8:45 a.m.**

SIBLINGS AND SCHOOL ACTIVITIES

Siblings, who are not enrolled in the Clark County School District, are not permitted to participate in school-sponsored activities on campus or attend field trips. This is a school district regulation.

STUDENT RECORDS

An active record of students' progress is kept at school. Students' school records remain after they graduate. Colleges they may attend, prospective employers, or even the students themselves may desire information from their school records. The major items found in the permanent records are: (1) Factual information-parents' name, student's date of birth, home address (2) Grades earned throughout their school years (3) Attendance record (4) Honors received 5) Health records (6)Academic progress. The Family Educational Rights and Privacy Act of 1974 provides parents access to records, which are directly related to their child. It also provides parents an opportunity to seek correction of records they believe to be inaccurate or misleading.

T

TELEPHONE MESSAGES

Parents and students are encouraged to discuss daily after school plans before leaving for school each morning or the night before. The office will no longer deliver messages to your child's classroom because: (1) we cannot officially identify the person we are talking to, and (2) it disrupts the learning environment. Changes to after school pick up routines must be communicated in writing to your child's classroom teacher.

TOYS FROM HOME

Students are NOT allowed to bring toys (including electronic games, stuffed animals, dolls, trading cards, etc.) to school UNLESS the classroom teacher requests them for a class presentation. If a student chooses to bring a toy to school, the teacher will take the item and return it at the end of the school day.

U

UNIFORMS (STANDARD SCHOOL ATTIRE) AND DRESS CODES

The students of John C. Vanderburg ES are required to wear Standard School Attire (uniforms) during regular school hours and on field trips. The Vanderburg Standard School Attire consists of **solid** khaki, navy, hunter green, or gray pants with a **solid** white, navy, forest/hunter green (no army green)), or gray collared or crew neck shirt. **No stripes, no lace, no beads, or designer logos on pants or shirts.** No ornamentations of any kind. Black watch plaid is permitted for jumpers, skirts, skorts, or dresses. Jeans are not permitted. Only Vanderburg logos are acceptable. Parents can view uniform options in the school office. Vanderburg t-shirts with Biosphere, Run for the Rainforest, Presidential Physical Fitness, DARE, Student Council, Choir and Performance Ensemble, and Field Day are NOT to be worn as Standard School Attire. The wearing of face and eye makeup and/or unnatural hair color is not permitted.

UNIFORM EXCHANGE/SALE PROGRAM

A uniform exchange program is available through the PTA. Parents may bring in their children’s slightly used uniforms they have outgrown and exchange them for slightly used uniforms of the proper size. If you don’t have slightly used uniforms, you can purchase used uniforms for \$1.00/item.

UNIFORM FREE DRESS DAYS

The first and last Friday of each month are designated as uniform free dress days. Student Council will identify several free dress days as Theme Dress Days during the school year. On a uniform free/theme dress day, students are still required to follow CCSD Dress Code regulations.

UNIFORMS-PURCHASING

Uniform items may be purchased at local retail stores as long as they meet the established uniform guidelines for color and style. Appropriate uniform items are on display in the school office. Parents may purchase uniforms with or without logos from French Toast at www.frenchtoast.com. A limited number of uniform items may be purchased directly from the school, or through the web store at www.vanderburgel.com. Order forms can be picked up in the school office.

V

VISITORS

All visitors, including parent volunteers, must sign in and receive a visitor’s badge from the office prior to going to any other part of the building or campus. The visitor’s badge must be clearly displayed while on campus. Staff members or parent volunteers noticing persons without a visitor’s badge are asked to remind the person to return to the office to sign in and get a visitor’s badge. If the person refuses, the staff member will contact the office for assistance. **Children visiting your home from other areas are not allowed on campus during the instructional day.**

VOICE MAIL

Our voice mail system allows parents to leave messages for a teacher by entering the appropriate voice mail number. Teachers will provide parents with their voice mail number at the beginning of the school year. Please allow teachers a minimum of 24-hours to respond to your message. They are not permitted to return or receive calls during instruction. **DO NOT USE THE VOICE MAIL SYSTEM TO LEAVE AN EMERGENCY MESSAGE or changes to after school pick-up plans. These messages should be given to the office.**