

JOHN C. VANDERBURG ES PARENT-STUDENT HANDBOOK

Welcome to John C. Vanderburg Elementary School...Home of the Rainforest Biosphere! This handbook, included with your child's agenda, 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 and refer to it as necessary throughout the school year.

The staff, students, and parents at John C. Vanderburg Elementary School are proud to have consistent, high standards and student achievement. We believe this achievement is possible because of our outstanding teachers, motivated students, and involved parents working together.

If, at any time during the school year, you have questions or concerns 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,
Ronda Reedom
Principal

A

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

Students are not to arrive at school before 8:35 a.m. unless they are enrolled in the Safe-key Program (see below.) Playground supervision begins at 8:35a.m. The gates to the playground will remain locked until adult supervision is provided at 8:35a.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* have a hall pass.

The first bell rings at 8:50 a.m. for our school-wide Flag Salute. Prior to the first bell, students will hear one long whistle that means stop playing and walk to their class lines. After the building bell rings, the teacher leading Flag Salute will blow one whistle which means stop talking and get ready to say the Pledge of Allegiance. At the second whistle, students begin to recite the Pledge.

ARRIVING LATE

Students are expected to arrive at school on time.

Students arriving after 9:00 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. Repeated lateness will result in the following action:

1st Tardy – Warning from Teacher 2nd Tardy – Warning from Teacher 3rd Tardy– Citation, Lunch Detention & Loss of Recess 4th Tardy– Citation, Lunch Detention, Loss of Recess or Request for Parent Conference

ATTENDANCE

Regular attendance in school leads to increased student achievement. We expect students to be in school every day they are physically able. If a student is absent please submit a doctors/dentist or explanation of absence to Vanderburges.com no later than three (3) days after the student returns to school. If a student has excessive absences, a required parent conference will be held with the principal.

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 and have caused numerous injuries to others on campus.

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 in class during the last 30 minutes of the day or at lunch. Balloons, flowers and gifts will not be accepted at school. The student will be called to the office to pick up treats provided by the family. If a child wishes to hand out invitations to his/her birthday party, ALL classmates must be invited.

BUILDING ACCESS BEFORE 9:00 AM

Only staff members have access to the school building before 9:00 a.m. A parent who has an appointment to meet with their child’s teacher before 9:00 a.m. must sign in at the office, the office staff will call the teacher’s room to make sure he/

she has arrived for the scheduled meeting, and pick up a visitor's pass to wear while in the building. This procedure has been implemented for the safety of our students and staff. Also, teachers are required to be at school committee meetings prior to 9:00 a.m. and are not always available for unscheduled parent meetings.

BUILDING ACCESS AFTER 2:45 P.M.

Parent Volunteers and/or visitors will not be permitted into classrooms after 2:45 p.m. with the exception of school-wide holiday celebrations or class presentations. Our school day ends at 3:11 p.m. and instruction continues to that time. All volunteers/visitors are required to sign in at the office and, if it is 2:45 p.m. or after, the office staff will call your child's teacher to determine whether or not you are scheduled to be in the classroom.

C

CELL PHONES

Students are permitted to have cell phones on campus as per CCSO regulation. However, they may not use the phone during the instructional day. Cell phones are to be turned off at the beginning of the school day and kept in students' backpacks. They may be used at the end of the day. In case of an emergency, we recommend you call the main office to reach your child.

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 will be 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. School-wide specific expectations are designed to assist students in becoming responsible for their actions and to create a safe learning environment for all. In its simplest form, we expect students to "Be Kind & Work Hard." We ask that parents review the school-wide expectations with their child. A copy is included with this agenda. We will do the same in class and at assemblies during the school year.

D

DISMISSAL

Students are *dismissed at 3:11 p.m.* Teachers will walk students out of the great room doors 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. Students need to be picked up at 3:11 pm unless they are signed up for Safekey.

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. Students leaving early will not be eligible for a Perfect Attendance Award (same with tardies and absences) unless it is a regular appointment with a doctor and it is approved by an administrator. 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 for further instructions. Students will not be released for early dismissal after 2:45 p.m. Parents arriving after 2:45 p.m. will have to wait for the bell to ring at 3:11 p.m.

Parents must always come to the office and show ID to sign out their child. Please bring your cell phone to assist in student check-out process. During the school day, children will be released only to their parents/guardians.

E

EMERGENCY PROCEDURES

In accordance with CCSO 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 emergencies.

EMERGENCY-ALTERNATE FACILITY LOCATION

If there were ever a need to evacuate the campus, students and staff would evacuate to a nearby public facility. The location 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.

F

FLAG SALUTE

All students are expected to participate in our 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 8:35 a.m. and ends at 8:50 a.m. Lunch is served during three 35-minute lunch periods beginning at 11:30. Students have 20 minutes to eat and 15 minutes for lunch recess. Students needing more than 20 minutes to eat may stay through their lunch recess. **Breakfast and lunch are free to all students.**

G

GRADE LEVEL GRADING POLICIES

At each grade level, teachers use a systematic grading policy to assess a student's academic progress. Consistently using a systematic grading policy reduces the disparity in grades students receive from school year to school year and teacher to teacher. It provides parents with honest, accurate feedback of their child's achievement towards grade level mastery. Ask your child's teacher for a copy of our school-wide grading policies.

H

HEALTH OFFICE

A school nurse is available on a limited schedule, usually two days per week. A school Health Aid 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.

HOURS-SCHOOL DAY

AM Pre - Kindergarten: 8:50-Gates Open 9:00-Instruction Begins 11:30-Dismissal
PM Pre - Kindergarten: 12:35-Gates Open 12:40-Instruction Begins 3:11-Dismissal
Full Day Kindergarten: 8:35-Gates Open 9:00-Instruction Begins 3:11-Dismissal
First-Fifth Grades: 8:35-Gates Open 8:50-Flag Salute 9:00-Instructional Day/Late Bell 3:11-Dismissal

I

IMMUNIZATIONS

Nevada law requires children entering a Nevada school for the first time to submit evidence of the following immunizations: DPT-4 or 5 MMR- 2 Polio-4 Hepatitis-A & B Chicken Pox-2
Last DPT, Polio, and MMR must be on or after a child's 4th birthday. Students are not allowed to attend school if immunizations are incomplete.

K

KINDERGARTEN

As per Nevada State Law, children entering kindergarten must be five years old on or before the first day of school. Supervision on the kindergarten playground begins at 8:35a.m. Supervision is for kindergarten students only. Siblings are NOT permitted to play on or with school equipment. Parents are responsible for supervising their children who are not kindergarteners. Kindergarten students arriving after 9:00 a.m. are tardy, and must be signed in at the office by a parent/caregiver.

L

LOST & FOUND

There is a lost & found rack 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 FOR ILLNESS/EMERGENCIES-NOT PREARRANGED ABSENCES

When the student's absence 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 contact you student's teacher and arrange a time for items to be picked up in the front office. 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 submitted after the allotted time will not receive full credit.

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. All medications must be stored and administered through the Health Office. Students are not allowed to self medicate.

O

OFFICE HOURS

The office is open Monday through Friday from 7:30 a.m. to 3:30 pm excluding holidays and non-school days.

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. If, after meeting with the classroom teacher, a parent still has concerns, a meeting can 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. Please do not stop the teacher for a conference when he/she is with her students whether walking in to the building from flag salute or during instruction. In doing so, you are impeding on instructional time and compromising confidentiality.

PARKING LOT PROCEDURES

DROP OFF-ARRIVAL

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

1. **BE READY to KISS and GO!** Students should be ready to exit the vehicle with all belongings when the vehicle stops.
2. Drop off only at the YELLOW DROP OFF AND PICK UP ZONE in front of the school. It begins at the far corner of kindergarten playground and ends before the handicap zone (Please DO NOT BLOCK the handicap zone.) Dropping off at any other location puts your child in danger and becomes the parents’/guardians’ responsibility.
3. To drop off, pull your vehicle as far forward as you can BEFORE letting your child exit.
4. Exit only from the passenger’s side of the vehicle.
5. NEVER let children exit your car while in the thru lane. 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. Always 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. Students will not be permitted to enter vehicles unless the vehicle is at the YELLOW CURB.
5. PARENTS MUST NOT LEAVE VEHICLES UNATTENDED IN THE YELLOW ZONE. (The only reason the Henderson Fire Department has allowed us to use the red 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.)
6. Use the thru lane for driving through only. DO NOT STOP IN THE THRU LANE TO PICK UP STUDENTS.

PARKING LOT CLOSURES

The parking lot MAY be closed to parking and drop off during Twitchell and/or Vanderburg daytime events. Only staff with ID will be permitted in the parking lot on these days.

PERSONAL PROPERTY

If losses are reported immediately, every effort will be made to help locate lost items. However, the school cannot assume responsibility for your 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. It is highly recommended that any article of clothing or item brought to school have the student’s name on it.

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. 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 and play quietly. At no time may students go beyond the RED LINE at the end of the basketball courts near great rooms 50 & 60 to play. This area cannot be seen by supervising personnel.

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 near the portable classrooms. Students in grade 3 may use either playground equipment.

PROGRESS REPORTS

In accordance with CCSD policy, hard copies of progress reports are sent home on or before the 25th of each month. In addition, teachers will upload grades to *Parent Link* regularly. In addition to weekly or bi-monthly progress reports, teachers will distribute unsatisfactory progress reports at the midway point of each semester.

R

REPORT CARDS

Report cards are distributed on a semester schedule. One report card will be distributed after returning from winter break and the final report card will be sent home on the last day of the school year.

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 6:45-8:35 a.m. and after school from 3:11-6:00 p.m.

SCHOOL ADDRESS, PHONE & WEBSITE

John C. Vanderburg ES; 2040 Desert Shadow Trail; Henderson, Nevada 89012; (702) 799-0540; FAX (702) 799-0546.
WEBSITE: Vanderburges.com

SECURITY

For the safety of our students, John C. Vanderburg ES operates a ‘locked’ campus. Exterior and interior doors and gates remain locked throughout the school day. Only the one main entrance door on the left are unlocked during school hours. Schoolyard gates are unlocked at 8:40 a.m. for morning arrival and at 3:00 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 9:00 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 9:00 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.

T

TELEPHONE MESSAGES TO STUDENTS

Parents and students are encouraged to discuss after school plans for dismissal before leaving for school each morning. The office will not deliver phone messages with changes in after school plans because we cannot be sure of the identity of the person on the other end of the phone and delivering messages disrupts classroom instruction. If a change must be made, in extreme circumstances, an email including an ID picture must be sent to the office staff.

TOYS FROM HOME

Students are NOT allowed to bring toys (including electronic games, stuffed animals, dolls, Pokemon 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 during regular school hours and on field trips. The Vanderburg uniform consists of ...

- ✓ Solid khaki/navy/hunter green, or gray pants or shorts. No jeans.
- ✓ Solid Skirts, skorts, or jumpers
- ✓ Solid white, navy, forest/hunter green (no army green), or gray collared or crew neck shirts with/without school logo only. Shirts or blouses may not have designer logos, lace, appliques, ruffles, other ornamentation, or spaghetti straps. Shirts may not be cropped.
- ✓ All pants and shorts must be sized to fit (sit at the waist)
- ✓ All skirts, skorts, and shorts must be fingertip length

UNIFORM EXCHANGE /SALE PROGRAM

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

UNIFORM FREE DRESS DAYS

Uniform free dress days are the first and last Friday of each month. The Vanderburg Student Council will designate ‘theme’ dress days throughout the school year on predetermined free dress days. On a uniform free/theme dress days, 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. Parents may purchase Vanderburg uniform items through 1st Place Spiritwear, found on the school website. A limited number of uniform items are available through the school office ,please contact the front 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, contact the office. Children visiting your home from other areas are not allowed on campus during the instructional day. Middle and high school students MAY NOT visit teachers during instructional time.

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 calls during instruction. DO NOT USE THE VOICE MAIL SYSTEM TO LEAVE AN EMERGENCY MESSAGE. These messages should be given to the office.

VOLUNTEERS & STUDENTS

All parent volunteers must sign in at the office and pick up a visitor’s pass before proceeding to their child’s classroom (not prior to 9:00 a.m. or later than 2:30 p.m.) to volunteer. Students are not permitted to accompany their parents who are volunteering to classrooms before school. Students are expected to join their peers on the playground for morning recess and Flag Salute. Parent volunteers are welcome to join us for Flag Salute.