

# 2017-2018 Top Ten List

## 1. SUCCESS AT VAN BRUNT

- Open, honest, and respectful communication is the key. Please communicate any questions, concerns, or compliments directly to the person involved. We are all working together for the success of your child.
- Please support Van Brunt's PTO by attending meetings and volunteering.
- Please take some time to learn about our new report cards and grading for learning.

## 2. FOR YOUR CHILD'S SAFETY

- All visitors must check in at the office and wear a visitor's badge.
- All volunteers/chaperones must complete a background check. This form can be found online or in the school office and must be completed prior to volunteering/chaperoning.
- All electronic devices should be kept in a backpack/locker upon entering school grounds.

## 3. COMMUNICATION WITH SCHOOL

- If your child needs to leave school for an appointment, please send a *note* to your child's teacher, prior to the day of the absence.
- If your child is a bus rider, and will not be riding home on a certain day, please send a *note* to your child's teacher.
- Phone messages during the day should be for emergencies only.
- Please feel free to write any reminder notes for your child in the 10-in-1 folder.

## 4. STUDENT HEALTH AND ATTENDANCE

- Please remember that if your child has a fever of 100 degrees or higher, or has thrown up, he/she should remain home until symptom free for 24 hours.

## 5. ATTENDANCE

- We know that students learn more grade level content in school than out of school. The Wisconsin Department of Public Instruction monitors attendance and reports that information on the state school report card. We need our healthy students to be in school!
- As a parent/guardian, you may excuse your child for up to *10 days during a school year*. If you obtain a medical note, the state does not require the school to count those days against the 10 excused days. An absence is defined as missing *any* part of a school day.
- Once your child nears 10 absences, you will receive an attendance letter. If you have attendance questions please contact Cynthia Borgstrom, assistant principal.

## 6. SCHOOL LUNCH/HEALTHY SNACKS

- Your child's lunch balance can be monitored on Power-School.
- We want to encourage you to only send healthy snacks to school. Proper nutrition is so important to the learning process. Please do not send soda or energy drinks to school.

## 7. DRESS CODE

- Please take time to review the handbook (p. 21) regarding appropriate dress at school. We want to create a positive learning environment for our PreK-6 students.

## 8. ADDRESS, PHONE NUMBER, AND EMAIL ADDRESS

- Please be sure that your contact information is updated each year and each time there is a change. Also, please be sure that your child comes to school knowing both your address and primary phone number.

## 9. DROP-OFF AND PICK-UP

- In an effort to increase independence, we are asking that students line up on the playground in the morning and enter the building with their class.
- Drop-off: Students may arrive at school between 7:50-8:00. Students, who wish to eat breakfast at school, can enter the Cedar Street doors and proceed to the cafeteria. Students who do not wish to eat breakfast can access the south playground. Parents are encouraged to drop their children off at any of the surrounding playground streets; Finch, Minerva, or Cedar, as we have supervision starting at 7:50. On inclement weather days, all students will be allowed access to the building and cafeteria starting at 7:50.
- Pick-up: We encourage you to choose a consistent spot to pick up your child, preferably near the exit of your youngest child. Dismissal time is 3:05.
- If a parent/guardian is entering the school to drop off or pick up, please remember to obtain a visitor's badge from the office.

## 10. FACEBOOK/TWITTER

- If you want frequent updates, access to videos and pictures from Van Brunt Elementary School, please "LIKE" us on Facebook. Just search, "Horicon's Van Brunt School" and click the "LIKE" button. You can also follow what is happening on Twitter @GoMarshmen