



School Handbook

2016-2017

School Hours:

Classes begin at 7:40 AM Gr. 6-8

Classes begin at 7:50 AM K- Gr. 5

(Students can be dropped off beginning at 7:30 AM)

Office Hours: 7:00 AM – 3:00 PM

139 South Monroe Avenue
Green Bay, WI 54301
Phone: 920-448-2135
FAX: 920-272-7007

Tammy Van Dyke, Principal
tsvandyke@gbaps.org
JoAnn Metzler, Administrative Assistant
jmmetzler@gbaps.org

Academic Placement and Instruction

It is our vision to provide the appropriate level of challenge for our advanced learners. To accomplish this goal, students are placed in math clusters and literacy bands. The math clusters are defined by a math level (Grade 1, Math 7, Algebra, etc). Students need to demonstrate proficiency in the math standards at each level. If a student has been accelerated and demonstrates that he/she needs more time at that level, he/she will not advance. For example, if a third grade student is in fourth grade math, but after the year of instruction is still not demonstrating solid proficiency, the student would be placed in a 4-5 math group that would allow the student time to secure the fourth grade concepts before moving on to the fifth grade curriculum. It is important to focus on all aspects of good instruction: pace, depth and rigor. Questions about placement can be directed to the building principal, Tammy Van Dyke.

English Language arts instruction is provided in bands. The bands focus on reading, writing, listening and speaking. The College of William and Mary resources are used in Bands 1-8 at Leonardo da Vinci. These resources were developed for gifted learners. A 3-4 resource is designed to serve a gifted third or fourth grade literacy student and would be used in our 3-4 literacy band. There are multiple themes at each level, so a student could be in a 3-4 band two years in a row. Once as a third grade student and again as a fourth grade student taking part in different themed resources at that level. This does not mean the student is doing the same thing or not being challenged.

We have very high expectations for our students' writing. Kindergarten – Gr 5 students are instructed using the Marcia Freeman writing resources. They learn specific techniques/strategies for writing that help them develop the skills they will need in grades 6 – 12 and beyond. Students will take part in pre and post writing assessments for each writing genre.

All students at our school are expected to master the 300 words on the high frequency word list by the end of third grade. Mastery will be noted when students spell the words consistently in their daily writing. Students will not take part in weekly spelling tests. Parents are encouraged to practice the words on a regular basis at home. The list will be sent home at the parent information night. Students in grades K-3 will take part in weekly word study to learn word patterns, word families and spelling rules. Students in grades 4-8 continue to learn spelling rules and will take part in vocabulary and classical word root study.

Arrival and Dismissal

Arrival

Students should arrive at school no earlier than 7:30 a.m. each day. Students should proceed to Door 2 and enter the building upon arrival. Students are asked to go to their lockers and prepare for the day. They will be allowed to read and talk with classmates before class begins at 7:40 a.m. (grades 6-8) and 7:50 a.m. (K-5). **Students should be in the classrooms and ready to learn at the start time, not entering the building.** Those students who are not in the classroom, ready to learn by 7:40 a.m. or 7:50 a.m. will be marked tardy.

Morning Drop Off Procedures

Option 1: Drop off by Door 2 NORTH side of Doty St – Drive south on Quincy St., from Walnut St. Turn right onto Doty St., and pull up in the bus unloading lane to drop off students along the north side of the street by Door 2 (door students enter on Doty St.). Students should exit the passenger side of the vehicle and be ready to get out when you pull up to the unloading zone so drop off is quick. This will allow parents/guardians to get to work or their next stop in a timely fashion. Our school buses consistently arrive by 7:30 A.M. If you arrive after 7:30 you can easily pull up in the unloading zone.

Option 2: Park and Walk Child to Door 2 – If you wish to leave your vehicle and walk your child to Door 2, you need to park on a street that is designated for parking. You cannot park a vehicle on either side of Doty Street by the school. These are no parking zones. If your child is walking on his/her own, you should be using Option 1.

Dismissal

Students will be dismissed at 2:45 p.m. They will exit out of door 1, 11 or 12 if they are walking or getting a ride home. They will be dismissed out door 2 if they are taking the bus or a daycare vehicle. Staff on duty will stay with students on the playground/parking lot area until they connect with their ride home. For the safety of all of the students, an adult or an older sibling must pick up students from the playground area. We will not allow students to walk down the street to find their ride home unless a parent submits a request in writing requesting the student be permitted to do so.

Door Exits: Door 1 (main entrance): Grades K-2
Door 11 Grades 5-8 students
Door 12 Grades 3-4

Teachers will have a colored sign on a stick so that you can see them. They will have the stick displayed at “Meet the Teacher Night” so you know what color your child’s base team will be. The parking lot located by the main entrance will be closed during the following times daily to allow for safe arrival and student dismissal. No parking is allowed in the lot during these times:

7:00 – 8:00 a.m.
2:15 – 3:00 p.m.

Absences

Leonardo da Vinci School follows the Green Bay Area Public School district attendance policy. If your child is ill or has an appointment, please call the school office and let the staff know he/she will be absent. (920-448-2135) If we don’t hear from you, our automated system will call you. It is important that the school knows a student is safe. Pre-excused absences must be done so in writing. Please see STUDENT ATTENDANCE AND TRUANCY PROCEDURES, Board Rule 431 located in the district expectation booklet. The Pre-Excused Absence Request Form can be found at the back of this book and the form is also available on our website under the Students & Parents tab, then Parent Information.

At Home Projects

Students in grades 2-8 will take part in an At Home Project for semester 1 that is due January 23, 2017. The assignment will be sent home the week of September 5th. This project should be completed at home without assistance from the teacher. This is an opportunity for the student to use his/her creativity in completing a project over time. Students will present their projects to their base teams the week of January 23rd. If your child has a night with no homework, this is a great night to spend some time on the At Home Project.

The second semester At Home Project will involve all students K-8. That challenge will be sent home in February and be presented June 6, 2017.

Bicycles

Students may bring bikes and lock them inside the small playground area by the school building. Students must walk bikes on and off of school property taking great care with the increased traffic during arrival and dismissal.

Birthday Invitations

Birthdays are a wonderful thing to celebrate. Please mail invitations or use another format rather than handing invites out at school so that feelings are not hurt when some students receive one and others do not. Joining the PTO Parent Connect will give you access to information that would be helpful in creating and sending birthday invites. We do not hand out lists of student names for base teams, etc. Birthday treats are permitted and can be brought to the school office. We will make sure that they are delivered to your child’s classroom. Please note that we have students with food allergies, so a non-food treat is a wonderful alternative.

Bus Information

Students who ride the bus are expected to follow the established expectations on the bus. If a student does not follow the school bus company expectations, a bus conduct report will be written by the driver and submitted to the bus company and school principal. Depending upon the reason and number of bus conduct reports, a student may lose bus privileges for an extended period of time. (Please see the district expectation book Board Policy 443.2)

Conferences

Fall Parent/Teacher Conferences will be in the evenings on October 20th and October 25th and during the afternoon on October 21. Spring Parent/Teacher Conferences will be in the evenings on February 21st and March 2nd and during the afternoon on March 10th.

Family Communication E-mail Each Tuesday

Leonardo da Vinci does its best to help the environment. One way we do that is by sending as much communication as possible electronically. All items that would have been sent in a Tuesday envelope are scanned and attached to the weekly newsletter, "The Dragon's Tale." It is important to review the newsletter and attachments so you do not miss out on important news and event information. The information can also be found on the Leonardo da Vinci website. If you do not have access to the internet, please contact the school office at 448-2135 to request a hard copy.

Please note that if your child has a stepparent or other individual that you wish us to communicate with, we will need a Rights to Records/Rights to Make Educational Decisions form (exchange of information) completed noting that we have permission to share information with that person. This is a requirement of our district legal department.

Homework and Planners

All students will have a student planner to keep track of assignments and project due dates. The instructors will make sure that the planners are completed each night before students leave for the day. Please check your child's planner each night and sign the planner indicating that you read the planner and the homework noted is complete. Additional directions for planner use will be provided by teachers at the September 14th parent information event.

Leonardo da Vinci School follows best practices for homework. It is recommended that students have no more than ten minutes of homework per level of instruction. So a student in Kindergarten would have about 10 minutes of work per night where a student in sixth grade could have up to 70 minutes per night. It is important to not leave large projects until the last minute.

Teachers assign homework that will help students master concepts or extend and refine learning. Please do not ask teachers to create additional homework for your child. If you wish to have your child spend more time on homework during the evening hours than is assigned by the teacher, consider the following:

1. Practice addition, subtraction, multiplication and division facts so that students can reach the target of doing 100 problems in two minutes or less with 93% or greater accuracy.
2. Practice handwriting manuscript or cursive.
3. Write a journal entry.
4. Work on the semester At Home Project (Grades 2-8).
5. Practice spelling the 300 words on the high frequency list handed out at the beginning of the year.
6. Read aloud or silently.
7. Practice keyboarding skills on the computer.

ID Badges

All students will receive a picture ID badge that will be worn throughout the school day on a school lanyard (green or black). The badges are also used for book check out and lunch. If a student loses his/her badge and/or lanyard, a new one will need to be purchased. The cost of a replacement is \$2.00 for the badge and \$2.00 for the lanyard.

Lost and Found

Personal items that are found left on the playground or in the lunchroom, will be placed in the lost and found. Please encourage your child to check the lost and found for any missing items as soon as he/she notices the item is missing. The lost and found is kept by the door 12 entrance. Items will be reviewed each month with students and those not claimed will be given to charity.

Lunch Program

School Lunch:

The Green Bay Area Public Schools offers a school lunch program to those who wish to participate. Information on the lunch program will be sent home at the beginning of the school year. A menu will be sent home each month electronically once it is available. Menus are also available on the GBAPS website under the Food Service tab. Students can purchase a full lunch or just milk. The school cook will communicate with families regarding payment and account balances. Students in grades 4-8 have access to the a la carte lunch program.

Lunch from Home:

Students who bring lunch from home should make sure to bring plastic, not glass containers in their lunch bags for the safety of all students in the lunchroom. Students in grades K-3 should bring a lunch that does not require refrigeration or heating. Lunches are kept in lockers until lunchtime. Students in grades 4-8 will have access to microwaves.

Lunch with your child:

You are welcome to have lunch with your child at school. Please sign in at the main office and wait in the office area until lunch time for your child begins. We have a special GUEST TABLE in the lunchroom for students who have guests during lunch. If you wish to have a school lunch, please notify the cook at least three days in advance so the right number of meals can be ordered. It is often easier to bring your own lunch, especially if you are unable to plan that far ahead.

If you are dropping off lunch for your student and not staying, you can leave the lunch in the office. We will call the student to the office to pick up the lunch.

Medication

Guidelines for medication at school are found in the expectation booklets, ADMINISTERING MEDICATION PROCEDURES Board Rule 453.4.

Parent/Guardian Role

Parents and guardians are important members of the Leonardo da Vinci team. The following are tasks that the school staff needs parents/guardians to do to help students be successful at our school:

1. Check your child's take home folder daily. Remove any items that are to stay at home.
2. Check your child's planner and make sure that the work assigned for that day is completed. Sign the planner to indicate that you did review it.
3. Notify the office of any end of the day transportation changes by 2:00 PM so that the proper staff can be informed and your child gets where he/she needs to be.

4. If you have a concern about your child's education start with the person closest to the situation and don't wait until you are frustrated. For example, if you are concerned about something happening in the classroom, e-mail, call or make an appointment to meet with the teacher who is responsible for that class.

We value your involvement and appreciate all that you do to make sure your child is successful at Leonardo da Vinci School.

Personal Items

If a student chooses to bring a personal item to school such as, but not limited to; a toy, electronic device, deck of cards or sports equipment, he/she is doing so at his/her own risk. The students do not have locked lockers. The school will not be responsible for any items that are lost, broken or stolen. Time will not be spent investigating the lost/stolen item. Any items brought to school must fit in a student's locker. Items are not allowed in the classroom. Caution should be taken when deciding to bring personal items to school. Any item brought to school must be in alignment with all school district policies.

Personal Items in the Lunchroom

Students in grades 4-8 may bring personal items (cards, electronic devices) to the lunchroom. Students in grades 6-8 may use them in accordance with district policy during the lunch period. Students in grades 4-5 may only use these items for the last 10 minutes of lunch. This is a privilege and can be discontinued at any time should a challenge occur. Students in grades K-3 may only bring their lunch to the lunchroom. Any games or toys should stay in lockers.

Pets at School

In an effort to keep all students and pets safe, pets are not allowed on the school playground or pick up/drop off areas during arrival and dismissal times. Pets may visit school with the permission of the teacher and principal.

Report Cards

Students in grades K-8 will receive a report card at the end of each semester (January and June). Please note that due to limitations with the current report card system, courses are listed as follows:

English language arts and reading at the 6-7 band will be listed as grade 6
English language arts 7-8 band will be listed as grade 7
English language arts 8-9 band will be listed as grade 8
English language arts 5-6 band will be listed with grade 5 standards
English language arts 4-5 band will have both grade 4 and grade 5 standards
English language arts 3-4 band will have both grade 3 and grade 4 standards
English language arts 2-3 band will have both grade 2 and grade 3 standards
English language arts 1-2 band will have both grade 1 and grade 2 standards
English language arts K-1 band will have both Kindergarten and grade 1 standards

Conferences will be held in the middle of each semester. Students in grades 4-8 will work with their teachers to create their own mid-semester report to parents.

Safety and Security Plans

Leonardo da Vinci students will take part in monthly fire drills, two weather safety drills and security (ALICE) drills. Students will be taught procedures for exiting during a fire, moving to weather safety locations and ALICE procedures during the first month of school. ALICE stands for Alert, Lockdown, Inform, Counter, and Evacuate. We will let you know in the Tuesday e-mails when the first ALICE drill is held.

School Wide Expectations—We Are Learners. We Are Leaders.

LEARNERS

Excel—We excel academically.

Altruistic—We are altruistic; we give back to our community.

Determined—We are determined to accomplish our goals.

Engaged—We are engaged in all that we do.

Respectful—We are respectful of our learning, our school community and ourselves.

Safe—We put safety first.

Leonardo da Vinci runs on a token economy. Students will earn money called Leader Loot. They will have a bank account where they can deposit money on a weekly basis. The Leader Loot can be used at the school store, auctions and raffles. Students will run the school bank and store with adult assistance. Students can interview for jobs. Students will pay fines for late homework and not following the established expectations (Learners and Leaders).

Students will be taught what it means to be a learner and leader. These expectations will be reviewed as needed. Students will be recognized for being a learner and leader using Leader Loot, positive notes, phone calls home and special assembly awards. Assemblies will be held every other week to celebrate accomplishments and review expectations.

Positive reinforcement is always the first choice of our staff; however, if that does not work, the following plan will be initiated in the classroom:

1. Warning
2. Fine
3. 10 minute recess time to complete a "Fix It Form" (Must be taken home and signed by parent)
4. Phone Call Home (Student makes call with teacher)
5. Parent Meeting
6. Office Referral (There is a fine for being sent to the office in addition to any additional consequences)

**A student endangering him/herself or others will be referred to the office immediately.

Our noon supervisors are responsible for students during lunch and recess times. Students are expected to follow school expectations on the playground and in the lunchroom as well. If a student is not doing so, the following may happen:

1. Warning (Student is redirected and told what behavior needs to change.)
2. Time Out (Student is asked to sit out for a short time and reflect on what he/she will do differently when returning to play. The student will share his/her plan before being allowed to return to play.)
3. Fine and Fix It Form (The noon supervisor will meet with the student to develop a written plan for improvement and will share this plan with the parent, classroom teacher and principal.)
4. Office referral (The noon supervisor has worked with the student to change the behavior and challenges are still occurring. This will involve a phone call to parents and possible meeting.)
5. A student endangering him/herself or others will be referred to the office immediately.

Students in grades 6-8 will be given additional leadership opportunities and privileges in the building. These students will have a different colored lanyard. If a student does not follow the school expectations, he/she will be given a warning. After two warnings, an office referral will result and the student will lose the privileges tied to the black and silver lanyard. A district policy violation may result in immediate loss of privileges. It is believed that none of our students would ever need to have this happen.

Snacks and Water

Snacks and water are important to optimal learning. We ask that students bring a healthy snack (no candy) in individual serving sizes for their daily snacks. Please do not send a large bag of food to be left at school. Fruit, yogurt, snack bars, etc. make excellent snacks. Sometimes students are so hungry at school that they eat part of their cold lunch for snack and are then very hungry at lunchtime. Please make sure to pack enough for your growing learner. It is hard to learn when one is hungry.

Student Dress

See the expectation book, Board Policy 443.1.

Take Home Folders

Students in grades K-5 will bring home a Take Home Folder each night. Please take out the materials that are to be left at home. Any materials you have to return to school should be sent in the Take Home Folder.

Teacher Communication

Communicating with the teachers is very important. During the school day the teachers are busy facilitating learning. They should not be checking e-mails while they are working with students. As a result, if you have information that needs attention before the day begins or before the day ends, it is best if you call the school office. For example, please call the school office with concerns about health, an emotional challenge, change in pick up plans, lunch challenges, etc. If it is a question for the teacher that can wait until after school when the teacher has time to respond, then an e-mail is an excellent choice. We have agreed as a team that all e-mails should get a response within 24 hours (on weekends, by Monday). If you do not get a response, please send a second request or call. We want to answer any questions or concerns you may have. All staff members at our school have duty from 7:30 to 7:40 or 7:50 daily. As a result, meeting before school is difficult as the teachers are responsible for students at that time. If you have a challenge that needs immediate attention, please contact JoAnn in the school office and she will get information to those who need it. Staff members at Leonardo da Vinci are also in meetings from 2:45 – 4:30 every Wednesday and most Mondays. If you would like to set up a time to meet with a staff member, please contact the teacher ahead to find a time that works for both schedules. Your cooperation is greatly appreciated.

Vacations During the School Year

If you are taking a vacation and your child will miss school, please make sure to complete a pre-excused absence form. One is included with this packet. If you receive electronic communication, you can also request a quick-fill form that can be e-mailed to save you time. Please submit the form at least two weeks before a planned vacation so that staff members can prepare any necessary work for your child. It is impossible to duplicate the instruction your child is missing during this time, so your help with the missed work will be necessary. Please make sure to read the STUDENT ATTENDANCE AND TRUANCY PROCEDURES (Board Rule 431) located in the district expectation booklet. If your child is only going to be gone one day, you can simply email JoAnn Metzler at jmmetzler@gbaps.org or send a note with your child. You do not need to complete the pre-excused form.

Visiting School

Please make sure to review VISITORS TO THE SCHOOL PROCEDURES School Board Rule 860 located in the district expectations booklet. All visitors must register in the school office and receive a school visitor's badge in order to remain in the school. You are a visitor to Leonardo da Vinci if you are not a member of the Leonardo da Vinci staff.

In order to allow teachers time to establish a comfortable classroom climate where students feel safe taking academic risks, visitors are not allowed in classrooms during the first two weeks of school unless requested by staff. Thank you for your cooperation with this request.

Volunteers

We welcome parent involvement at Leonardo da Vinci School. School staff will initiate volunteer opportunities sharing with parents when there is a need for a volunteer in the classroom. School Board Rule 353-1 notes that a criminal background check needs to be conducted for volunteers that work with students. Background checks are good for two years. Please review VOLUNTEERS IN THE SCHOOLS (Board Rule 353-1) found in the district expectations booklet. All volunteers will be provided with a district Volunteer Booklet and must sign a confidential agreement before volunteering.



Leonardo da Vinci School Handbook Receipt and Acknowledgement Form

I have received the Leonardo da Vinci School Handbook and agree to abide by all of the information contained therein. I further certify that if I have not understood any information in this document, I have sought and received an explanation of the information prior to signing this statement.

Student's Name (Please print first and last name) _____

Student's Signature _____ Date: _____

Parent/Guardian Name(s) (Please print first and last name) _____

Parent/Guardian Signature(s) _____ Date: _____

Please return to the school office by September 9, 2016. (You can send this with your child)



LEONARDO DA VINCI SCHOOL FOR GIFTED LEARNERS

139 SOUTH MONROE AVE
GREEN BAY, WI 54301
TELEPHONE: 920-448-2135

Pre-Excused Absence Form
Please submit 2 weeks in advance for planned vacations.
Send back to school or email jimmetzler@gbaps.org
Thank you!

Student Name: _____

Absence Information

Start Date (first day the student will be gone): _____

Return Date (first day student will return to school): _____

Total Number of school days the student will be gone: _____

Reason: _____

I understand that my child will be responsible for completing all school assignments and activities that take place during his/her absence.

Parent/Guardian Signature

Date

School Office Use Only

Student Name: _____

Number of absences to date: _____

Absence is: Recommended Not Recommended

Principal

Date

Entered in Infinite Campus cc to base teacher cc to parent