

# BACK TO SCHOOL NEWSLETTER

2023-2024

## RIVER VALLEY ELEMENTARY

### FIRST DAY OF SCHOOL AUGUST 22

It is with excitement that we welcome the students and families of River Valley Elementary School community to the 2023-24 school year.

RVSD staff have worked throughout the summer to prepare for another exceptional educational experience for each child - all we need now is our students!



### AUGUST 17

Open House  
4pm - 6pm

Jostens / Student Pictures  
3pm - 7pm

- Meet your teachers
- Bring in supplies
- Confirm your child's dismissal routine
- Bring in medication (if applicable)
- Have your child's picture taken (only those that attend RVE)

## A Note From Mrs. Peterson

WELCOME BACK!

It was a short summer, but we are excited to see the students' faces and jump right into learning! RVE's Open House is just a few days away! This is a chance to bring your supplies in, meet your teacher, and get your school picture taken.

In both buildings we will continue to use a Responsive Classroom Approach. This emphasizes teaching children to take care of themselves, each other, and the school environment so all children can learn at their best. Our Blackhawk Code ties right into this. Through the six rules of the Blackhawk Code we create a respectful, safe, and productive school-wide learning community.

In our community:

1. We treat adults with kindness and respect.
2. We treat students with kindness and respect.
3. We show good work habits.
4. We always use our manners.
5. We own our choices and behaviors.
6. We do what is right.

At RV Schools, we recognize that regular school attendance plays a key role in academic and social success for students. School attendance is required by law. Parents/guardians of children between the ages of six and eighteen years-of-age are responsible for sending their children to school every day and on time. When students attend class regularly, opportunities for successful learning increase; consequently, the importance of regular on-time attendance cannot be overemphasized. You can help your children build this habit so that they learn right away that going to school on time, every day, is important by implementing the following routines at home:

- Set a regular bedtime and morning routine.
- Plan ahead the night before: such as identifying and pre-prepping breakfast, have your child choose their clothes and shoes the night before, and pack their backpacks with completed homework and snacks/water.
- Don't let your child stay home unless they are truly exhibiting symptoms of illness.
- If your child does not want to go to school, work to determine why and work with your school and child to address concerns.
- Develop back-up plans for getting to school if something comes up, including calling on a family member, a neighbor, or another trusted adult.
- Try to schedule medical appointments before or after school hours.
- Plan family trips and vacations during school breaks and holidays, not during instructional school days.
- Parents/Guardians are responsible for your student's school attendance.

My door is always open. Please stop by to see the great things that are happening at River Valley Elementary!

*Carla Peterson*

So much more  
information to be found  
on our district website

[www.rvschools.org](http://www.rvschools.org)

# RIVER VALLEY IS YOUR DISTRICT. STAY INFORMED - KEEP IN THE LOOP

WEBSITE: [www.rvschools.org](http://www.rvschools.org)

FACEBOOK:

<https://www.facebook.com/rivervalleyschooldistrictwisconsin>  
<https://www.facebook.com/RiverValleyElementarySchool/>

YOUTUBE:

<https://www.youtube.com/channel/UCUCAKU8zpZQjHj2vP37BNMg/video>  
OR SEARCH IT UNDER: River Valley School District - Home of the Blackhawks



A big welcome- new to River Valley Schools:

- Zoey Alt - Special Education assistant at RVE
- Suzi Bindl - Special Education assistant at RVE
- Sandy DuCharme - 4K assistant at ELC
- Cecelia Feiner - Special Education assistant at RVE
- Alayna Goebel - Special Education assistant at ELC
- Jarica Heiser-Special Education teacher at RVE
- Amy Lee - Special Education assistant at RVE

And congrats to some faces that are familiar to us at RV,  
but are taking on a new role:

- Marissa Anderson - Second grade teacher at RVE
- Rhonda Licht - Third grade teacher at RVE
- Kristen Strobush - Special Education assistant at RVE

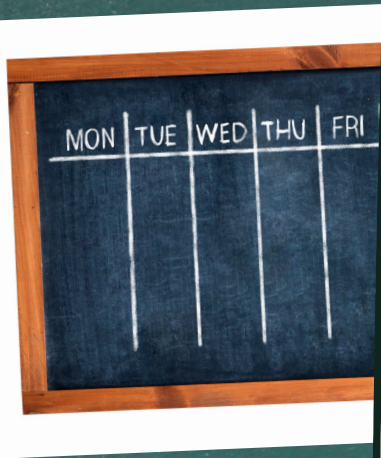




## Tip to Consider as we start the year

As the first days of school are in action, it is important for students to learn their usual routine. Please consider allowing your child to follow their usual dismissal routine for a good couple of days before making any changes to this.

Example: picking your child up the first day of school as a special treat instead of taking the bus as they would usually do. Those first couple of days are important to learn where they need to line up, what bus to board, allowing the driver the time to learn who your child is and their typical drop off location. Maybe wait a couple days for that "special" pick up day. Equally as important is the morning routine the first few days. The drivers are learning their routes, too, so being consistent at the start of the year is helpful to all.



## REPORTING AN ABSENCE

Please report your child's absence (or tardiness) prior to 8:30 a.m. Call us at 588-2559. If calling before or after hours, please know you can leave a message on the answering machine. You can also send an e-mail to Sarah if you prefer: [sschaller@rvschools.org](mailto:sschaller@rvschools.org)

If absence is due to sickness, please provide all symptoms your child is exhibiting. If absence is for a personal day, simply state your child is taking a personal day.

Unreported absences or absences that exceed policy are counted as "unexcused" and count towards truancy.

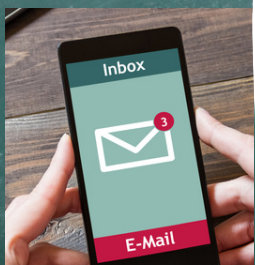
## FYI

Per policy, each student is allowed up to 10 PERSONAL days over the course of the school year and is allowed 5 ILLNESS days per semester.

Any absence that accompanies a doctor's note OR excused by school nurse are documented as "medically excused" and are not counted towards these days (always good practice to get an excuse from the provider if absence is due to an appointment.)

## CHECK YOUR EMAIL

E-mail is our primary form of communication and we rely on it heavily to get information to you. Our system allows for only one e-mail option per person, so if you have multiple accounts (ex: separate work and personal accounts), provide whichever one that you access most regularly.



## MEDICATION AT SCHOOL

If it is necessary for your child to have ANY medication at school (prescription or over-the-counter/non-prescription) you **MUST** contact the school nurse in advance. Do not send any medication to school without prior communication and completion of necessary paperwork.

If you have any questions regarding medication at school, please contact: Heather Olson, CMA at [holson@rvschools.org](mailto:holson@rvschools.org) (608.588.2559) or Britt Belche, RN BSN at [bbelche@rvschools.org](mailto:bbelche@rvschools.org) (608.588.2556)

## SKYWARD FAMILY ACCESS

This is another place to view messages that are sent out by either the office or by your child's teacher, you can also view food service information, attendance, immunization records, and grades. It is strongly encouraged to make it a habit to periodically sign in and see what messages may be in there for you, and also to make sure your child turned in that lunch account check!

Need login information or forgot your password? -- Call Sarah at 608-588-2559.

## BACKGROUND CHECKS

A completed background check is required for any adult who plans on volunteering at school or chaperoning a field trip.

These need to be updated every 5 (five) years for continued involvement.  
[https://www.rvschools.org/cms\\_files/resources/861%20exhibit3.pdf](https://www.rvschools.org/cms_files/resources/861%20exhibit3.pdf)

## PERSONAL ITEMS/TOYS SHOULD NOT BE BROUGHT TO SCHOOL OR ON THE BUS

Please remember that students should not bring toys or other personal items to school OR on the bus. This includes Pokemon cards, dolls, plastic figurines/action figures, footballs, baseball gloves, bats, trading cards, games, and fidget spinners, etc.



## CELL PHONES

If you are allowing your child to carry a cell phone to school, it must be kept in their backpack and turned off the entire school day. Please talk to your child about this expectation.

## 'JUST IN CASE' clothes

PLEASE ensure that your child always has a complete change of clothing (appropriate for the season) in their backpack -- ALL grade levels.

There are so many reasons in a student's day that a change of clothes could unexpectedly be needed -- none of them are planned, so it's good to be prepared, "Just In Case!"

## CONSISTENT SCHEDULES

Again, we cannot stress the importance of keeping your child's schedule consistent, but if your child's schedule does need to change on any given day, please notify us as early in the day as possible - prior to 2:00pm please. One change by you means updating several different lists on our end. Dismissal sheets are delivered to classrooms by 2:30 each day, which is why we appreciate the call before 2:00pm to allow time to update before delivery.

You can notify us by sending a note, calling, or sending an e-mail to either Sarah and/or Michelle in the office. ([sschaller@rvschools.org](mailto:sschaller@rvschools.org) or [morcutt@rvschools.org](mailto:morcutt@rvschools.org)). If sending an e-mail, please watch for a confirmation of receipt.



## LAMERS / BUS SERVICES

Lamers

ph: 608.588.2222 ext: 2

email: [24groupsb@golamers.com](mailto:24groupsb@golamers.com)

We work very closely with Lamers to ensure your child is going to his/her correct destination after school. If you have any updates, be sure to notify BOTH school and Lamers.


View Bus Handbook here:

<https://www.rvschools.org/district/busservices.cfm>

### HELPFUL TIPS:

- If your child is picked up directly from your home (not from a group stop) and doesn't need to be picked up on any given day, please give a courtesy call to Lamers (or directly to your driver) so that they know they do not need to stop on that day/s.
- Go over bus rules with your child so that they are clear with expectations of their behavior. (staying seated, keeping hands to themselves, no eating, no loud talking/yelling, no toys/personal items out, etc)
- Students are able to ride only the bus/es tied to their designated route/s (which means students will not be able to ride a bus not originally assigned to them—you will need to make different accommodations). If your child's schedule sends them to separate addresses on different days (such as home & daycare, or split between mom & dad's, for example) We request you complete a calendar for us to follow.

## TIMES TO BE AWARE OF

- 
- ★ 7:45 is the SOONEST students should be arriving to RVE.
  - ★ 7:45 is also the time breakfast begins to be served.
  - ★ 8:00 should be your latest target time to have your child to our school by each day
  - ★ 8:05 is the time students are to be IN their classrooms.
  - ★ Between 11:15 and 12:00 - is when students will start their lunch breaks. If dropping your child's cold lunch off, be sure to have it here by 11:00 so it is here prior.
  - ★ 2:00 is the latest we ask you notify us of any change to your child's dismissal.
  - ★ 3:02 is the time our dismissal begins. If you are picking your child up on foot or in a vehicle, please make every effort to arrive on time

## FOOD SERVICE PRICES

### Meal Prices for 2022-2023 School Year

- Breakfast (all grades). \$2.00 / full \$0.30 / reduced
  - Milk (all grades) \$0.50 / full \$0.40 / reduced
- Lunch (Grades 4K - 4th ) \$3.00 / full \$0.40 / reduced
  - Lunch (Grades 5-8) \$3.25 / full \$0.40 / reduced
  - Lunch (Grades 9-12) \$3.50 / full \$0.40 / reduced

Menus can be found online at: [https://www.rvschools.org/district/food\\_serv.cfm](https://www.rvschools.org/district/food_serv.cfm)

You can complete a Free/Reduced application at any point in the school year electronically in your Skyward Family Access account, by picking up a form from any building in the district, or printing off a form from our website:  
[https://www.rvschools.org/district/food\\_serv.cfm](https://www.rvschools.org/district/food_serv.cfm)

## RIVER VALLEY'S NURSING TEAM



Heather Olson, CMA : [holson@rvschools.org](mailto:holson@rvschools.org) (office at RVE)  
Brittiney Belche, RN BSN: [bbelche@rvschools.org](mailto:bbelche@rvschools.org) (offices at MS & ELC)  
Jennifer Smith, RN BSN: [jsmith@rvschools.org](mailto:jsmith@rvschools.org) (office at HS)

## WHAT DOES THE END-OF-THE-DAY DISMISSAL LOOK LIKE HERE AT RIVER VALLEY ELEMENTARY?

Students are considered to be one of four things when referring to their end of the day dismissal. They are either a "WALKER", a "PICKER-UPPER on Foot", a "BUSSER", or simply a "PICKER-UPPER". These terms, as simple as they sound, have an important meaning to us as this is how we refer to the method in how a student is dismissed. We learn from you what your child's usual dismissal process will be and we then place your child on a specified list. There are staff members assigned to be responsible for specified line-ups. At the end of the day, line-leaders are provided a list of students that should be in their line and use it as a check-off. Staff will be sure all students are accounted for prior to dismissing them. A change in your child's schedule means that extra care is taken to ensure your child is moved off one list and then added to the one correct for that day. End of the day notes and dismissal sheets are delivered to classrooms around 2:30pm each day, so we ask that if you do have a change to your child's schedule, to please try and communicate this change to us prior to 2:00pm each day to allow time to make the update.

- If your child is a "**WALKER**": Meaning they are walking to a destination in Spring Green, he/she will report to their dismissal line location each day prior to departing the building. If your child is walking alone off school property (Walker), they are supervised by school staff up the sidewalk until they reach the first crossing guard by the bike rack at the Middle School. Please take time prior to the school year starting to walk the route with your child and talk about all safety measures they should be taking along the way. This is also a good way to find out how long the walk is to ensure they are arriving at school on time.
- If your child is a "**PICKER-UPPER on FOOT**". Meaning you are arriving on foot to walk with your child, we ask for you to wait by the bike rack for your child. (do not stand/wait inside the school or in the area immediately in front of the building).
- If your child is a "**BUSSER**". Meaning your child will board a bus. We work directly and closely with Lamers to ensure that your child is placed on the correct bus depending on their destination. If your child is being bussed to a centralized drop-off point within your community instead of directly to your home, be sure to have a lot of conversation with your child to ensure she/he knows what they are to do once they arrive at that location. Are they to walk directly home? Are you planning on always being there to meet them? Where should they go in the event of early release? Consider all situations (planned/unplanned) during these discussions.
- If your child is a "**PICKER-UPPERS in a CAR**": Meaning you will pick your child up each day at RVE in your vehicle. If you are picking your child up in a vehicle, you will remain in your car and staff will assist your child(ren) into your car.

Whew! Sounds like a lot, doesn't it?! It IS a lot - however, once we get over the first initial days where everyone is learning where they are supposed to be and where to line up for dismissal, it really does run quite smoothly and quickly. An immense amount of care and time is taken daily by Mrs. Orcutt in the office to make sure your child is on the right "list". Expect and anticipate that dismissal will take extra time for the first few days; but once everyone learns their routine, it will go much quicker.



# HOW TO PUT MONEY INTO YOUR CHILD/REN'S FOOD SERVICE ACCOUNT

## HOW TO PUT MONEY INTO YOUR CHILD(ren)'S FOOD SERVICE ACCOUNT

You can send money to school with your child, mail it in, or pay online by setting up your account in Skyward Family Access. You have one family account, each child has their own individualized ID to monitor purchases.

### Sending to school?

- Payment by check is preferred if using this method
- **Make check payable to RV FOOD SERVICE -----Write your child's name in the memo line**
- If sending cash; send in a sealed envelope labeled clearly that it is for Food Service and be sure to include your child's name so that it can be correctly credited to your child's account.

### Mailing it in? Send to:

- Attn: Food Service, River Valley District Office 660 W Daley St., Spring Green WI 53588 (following the same guidelines as above to ensure correct account deposit)

### Online? You need to create an account first.

- Log in to your Skyward Family Access Account
- Click on the Food Service tab
- Select "Make a Payment" that appears to the right of your child's name
- This will take you to a 3rd party website; eFunds for school. From there you will need to create an account. Instructions are on the site.
- Note: it will ask for an ID number. To find this number, you can click on the "Student Info" tab, then to the right, center of the screen, you will see written in blue View "Student Name's" Family. It is there, you will see your information and in the far right column shows a Family ID #. Enter your family ID number. If that number does not work, reference your child's "Other ID" number as shown in the Student Info tab.

**LAST STEP** - Log in to your Family Access Account to see that the payment has been processed.

**Remember: Free & Reduced applications are available throughout the school year and can be completed at any time.**

#### PAYMENT BY CHECK:

1. Payable to RV FOOD SERVICE
2. Write your CHILD'S NAME in the memo line

0 1 0 7

DATE: \_\_\_\_\_

PAY TO THE ORDER OF RV Food Service \$ 25.00 DOLLARS

FOR Toby Smith's lunch acct

⑆ 2889626545698434⑆ 3266

#### PAYMENT BY CASH

1. Have the envelope clearly labeled to "FOOD SERVICE"
2. DO NOT FORGET to write your child's full name on the envelope
3. Be sure the envelope is sealed.

Attn: Food Service  
\$25.00 cash for  
Toby Smith's lunch  
account

Check your account on a regular basis to be aware of balance and purchases. If you have any concerns on purchases, please first ask your child regarding and then call the office if purchase is still in question.

Payments: if made online, it will show in your account immediately. If sending check to school with your child, please give a day or two for it to appear in your account as we send it over to the District-Office for processing. If after a couple of days the payment is still not showing, please first ask your child if they turned payment in (maybe it's still in their backpack?). If they state they turned it in, please call right away so we find out the delay in entry.

# MORNING ARRIVAL

- If your child walks/rides their bike to school: please practice the route to get a feel for how long it takes for them to get to school. Plan their departure from home so that they are not arriving to school before 7:45, but no later than 8:00. If eating breakfast, they should arrive with enough time to eat before having to be in class before 8:05 to avoid being marked tardy.
- If dropping your child off in a vehicle: Arrivals sooner than 7:45 will need to wait until designated time before your child can depart from your vehicle. If you are one of the first vehicles in the line-up, do not begin departure until given the go-ahead from staff member. If eating breakfast at school, plan the drop-off with enough time for them to eat before having to be in class before 8:05 to avoid being marked tardy.
- Front doors are security locked at 8:05 each day. Students arriving after this time will be let into the building by office staff. (parents do not need to walk their child in when arriving late)

## Snacks / Sack Lunches

We encourage you to please send healthy food choices with your child each day, whether for snack-break or in their sack lunch.

- Talk to your children about what they would like to have in their lunchbox. Discuss healthier food and drink choices and decide what they will bring for snack each day or what will be in the lunchbox.

\*\*if your child brings a sack lunch but takes a school milk, you will be charged full price for the milk no matter your status (free or reduced)

- Write a shopping list together. Take your children shopping with you and let them choose foods and drinks from the shopping list.
- Encourage your children help prepare and participate in packing their lunchboxes.
- Microwaves are not available to heat up food for students at the elementary level.

