



Important Back to School Information

August 2011

Dear Families,

Greetings to all new and returning Arena Elementary students and families! We are so happy to be starting another year at Arena Elementary, and we look forward to watching you learn and grow during the 2011-2012 school year.

As we begin another school year, we want to be sure everyone is clear on routines and procedures so that the year runs smoothly and students feel welcome and secure in their actions. With that in mind, please read the following:

Office Entrance: Parents/Guardians and other visitors will need to use the last door closest to the highway (the door has a schoolhouse painted on it) to enter the building, as all other doors will be locked during the school day. When students arrive to school in the morning, they need to immediately go around back to the playground. Supervision begins at 7:45 a.m. on the playground (there is no supervision before 7:45 a.m.).

Walkers should not come to school before 7:45 a.m. If your child arrives tardy or leaves the building (for a doctor's appointment, etc.) and returns to finish the day, he/she will need to sign in at the office and will be given a pass to enter the classroom. This procedure will assist us with accurate attendance. ***We ask parents/guardians who come into the school to pick up their child(ren) to wait near the office. It is very distracting for the teachers and students to have parents/guardians waiting outside the classrooms. Your child(ren) will be called to the office if you need to talk to him/her/them.***

Phone calls: If you need to speak to your child, please leave a message with Mrs. Harrington, School Secretary. She will see that your child gets the message before the end of the day.

Visitors: Parents/Guardians, if you would like to visit your child's classroom, please call at least one day in advance to schedule a day and time with your child's teacher. All visitors must obtain a visitor's pass at the office. Only children enrolled at Arena Elementary are allowed at school unless they are accompanied by a parent/guardian.

Volunteers/Field Trips: Any adult who will be volunteering and/or going on a field trip must complete a district disclosure statement. A background check will be run on any adult volunteer in the school district. If you completed a form last year, you don't need to again this school year. However, if the need arises, a background check may be preformed again. Disclosure statements will be sent home with students of new families and Kindergarten families. Forms are also available in the school office.

Bus Notes: Parents/Guardians must notify the school in writing when their child(ren) will be changing from their normal bus route. This would include those times when a child is riding to a friend's home, or is being picked up at school by someone other than a parent or guardian. Notes will be sent to the office for signature and returned to the student to give to the bus driver. Each child's permission slip will be photocopied and kept in the office. **Students are not allowed to call home to ask parents/guardians if they may go to a friend's home: These arrangements must be made prior to school hours.** Students may not use the phone to call home and ask parents/guardians to come and get them (because they don't want to walk or ride the bus home, etc.) unless an emergency arises.

Monthly Book Club Reminder: When purchasing books through the monthly book clubs, make checks or money orders payable to the specific book club(s), **not** to Arena Elementary. These are the only acceptable methods of payment; **CASH IS NOT ACCEPTED.** If your child is ordering from two or more book clubs, you will need to write out a separate check for each book club. If two or more children in your family bring home book orders, you must send different checks for each grade.

Positive School Climate Program

We will be continuing our Positive School Climate Program. Below you will find the goals that will offer you an introduction to the program. This program involves teaching expected behaviors to students, providing positive reinforcement to those who follow the behaviors, and holding those accountable who make alternative choices. Your child may use the term "REFOCUS." When a child has chosen not to follow one of the expected behaviors, we will ask him/her to refocus and tell us what might have been a better choice. By doing so, we are helping children to become responsible citizens while promoting independent thinking skills. These behaviors will be taught to each student so they will know exactly what is expected of them. When a child is in REFOCUS, he/she will be seated in a quiet area (either in his/her classroom, another classroom, or the office), and asked to think about his/her behavior, and to come up with a positive alternative. He/she might do this orally, or on a written REFOCUS form.

The goals of this program are:

1. To provide a safe and orderly environment for learning
2. To help students cooperate with others
3. To help students manage themselves
4. To help students learn to respect rights and property of others

Should you have any questions regarding this new program, please feel free to contact your child's teacher or Heather Terrill Stotts, Principal.

In Need of School Supplies?

If your child is in need of school supplies, please be sure to call and speak to Mrs. Harrington or have your child talk to his/her teacher.



Daily School Start/End Times for Arena - Grades K-5

Breakfast:	7:45 a.m.
School Starts:	8:00 a.m.
School Ends:	3:20 p.m.
Dismissal of Walkers:	3:20 p.m.
Early Bus Departure:	3:20 p.m.
Regular Bus Departure:	3:40 p.m.

If your child(ren) will be on the early bus run, you should already have received a letter regarding this; please contact the school if you need more explanation. If you have any questions, please call Lamers Bus Lines at 588-2222.

Two-Hour Delayed Start Information

The River Valley School District as well as St. John's and St. Luke's will continue the delayed start program on six Wednesdays during the school year. Students will arrive at school two hours later than usual for the purpose of staff training and development activities before students arrive. Therefore, morning bus pick-up will also be delayed by two hours. **No breakfast will be served on delayed start days.**

Non-Custodial Parent Information and Second Mailings

Non-custodial parents receive *only* report cards during the 2011-2012 school year. Non-custodial parents who wish to receive Friday newsletters and other school-related information must provide cash for postage (suggested amount is \$20.00). Mrs. Harrington will be sure correct postage is added to the weekly mailings, which are usually sent on Fridays.

When school begins, the non-custodial parent must call the school to request second mailings to be sent.

Appropriate Dress

Students regularly participate in activities outside at recess and during Physical Education classes. Please make sure your child is dressed appropriately for the weather. Tennis shoes are required for P.E. days, which are Mondays, Wednesdays, and Thursdays.



Milk Caps/Boxtops/Campbell Soup Labels

Save your milk caps from the following milk companies: *Morning Glory, Nature's Touch, Kemps, and Prairie Farms*. General Mills Boxtops and Campbell Soup labels are wanted as well. Milk caps and Boxtops will be sent to the companies at the end of the year for cash redemption. Campbell Soup UPC labels are mailed to the company and banked until the teaching staff picks out merchandise from the Campbell Soup catalog. Included in your back-to-school packet is a list of the participating products and a 1-point and 5-point product UPC Collection sheet. We are asking families to cut the Campbell's UPC labels and glue them to the correct collection sheets. Once a sheet is full, please send it to school and another will be sent home. Thanks for your support.

Dress Code

The River Valley elementary schools promote and expect that all students be dressed appropriately for school. Student dress and grooming should not affect the health or safety of students, prevent students from doing their work because of blocked vision or restricted movement, or disrupt the learning process within the school.

Clothing with alcohol/tobacco advertisements, sexual innuendoes, and/or other undesirable ads/slogans will not be allowed.

All clothing should appropriately cover the student's undergarments and midriff area.



Attendance Policy



Regular and punctual attendance is necessary to assure student success. Parents must call the school office before 9:00 am if their child will be absent or tardy from school. If your child has a planned absence (i.e. doctor's appointment), a note or a call ahead of time would be appreciated. If you have not notified the school by 9:00 am that your child is absent, we will call you. This may mean calling you at your workplace if there is no answer at home.

Students arriving to school after the day starts and prior to 10:00 am will be recorded as tardy.
Students arriving to school later than 10:00 am will be recorded as having a ½ day absence.
Students who arrive after 1:00 pm are counted as a full day absence. Students missing up to 2 hours of school throughout any portion of the school day will be recorded as tardy (i.e. arriving late/leaving and coming back/picked up early).

Please provide a note from the health care provider when your son/daughter has missed school due to a medical appointment (doctor, dentist, chiropractor, etc.). Other absences will be documented as personal or illness related. If you have questions regarding this matter, please contact Heather Terrill Stotts, Principal, at 753-2361.

Wisconsin State law requires all children 6 to 18 years of age to attend school. The maximum number of days allowed absent is 10 for the entire year. When a student reaches five absences, a notification letter will be sent to the child's parent or guardian reminding them of the state law and policy. If there are circumstances preventing your child(ren) from attending, please contact your child(ren)'s teacher(s) so appropriate arrangements may be made to assist your child(ren) in keeping up with his/her class work.

BIRTHDAY PARTIES

If you are having a party for your child, please do not send invitations to school unless you are inviting all the girls or all the boys. Children get their feelings hurt if they are not invited to a party that others are going to. This is a school-wide policy that applies to all the grades at Arena Elementary. Thank you for your consideration in this matter.



Brat Fry

Our annual brat fry will take place at the BP Gas Station in Arena on Saturday, October 15. Look for more information on this event in the near future. Money raised from this event directly benefits all children at Arena Elementary as it is utilized for school-wide events.

Two-Hour Delayed Start Dates

2011-2012 School Year

Delayed Start, Friday, September 30 (Homecoming)

Delayed Start, Wednesday, October 5

Delayed Start, Wednesday, December 7

Delayed Start, Wednesday, February 1

Delayed Start, Wednesday, March 7

No Delayed Start in April (Spring Break April 2-6)

Delayed Start, Wednesday, May 2

Arena Elementary School Staff Members

Dr. Heather Terrill Stotts, Principal
Mrs. Jean Alt, Kindergarten/Grade 1 (Administrative Building Coordinator)
Mrs. Karen Wilkinson, Kindergarten/Grade 1
Mrs. Gina Eastlick, Grades 1/2
Mrs. Joyce Portz, Grade 2
Mrs. Wanda Kratochwill, Grade 3
Mrs. Tera Hollfelder, Grade 4
Mr. Tim Eastlick, Grade 5
Ms. Deanne Swenson, Title 1 Services
Ms. Ramona Villarreal, Physical Education
Mrs. Kasey Maxwell, Art
Mrs. Alyssa Brewer, Music
Mrs. Lori Hoffman, Keyboard Instructor
Ms. Nicole Bailey, Occupational Therapist
Mrs. Lynn Umhoefer, Speech/Language Clinician
Ms. Stacy Hauden, Guidance Counselor
Ms. Lynn Breunig, Social Worker
Mrs. Marcia Creasey, Nurse
Mrs. Kelly Deterding, Nurse
Mrs. Joannie Harrington, Secretary
Mrs. Debbie Stafford, LMC Teacher Assistant
Mrs. Dawn Goers, Learning Disabilities/Classroom Assistant
Mrs. Angie Spurley, Cook and Night Custodian
Mrs. Deb Coppernoll, Cook's Assistant
Mr. Charles White, Custodian

