

# Attention - Please READ

August, 2009

Dear Students and Parents/Guardians,

Greetings to all new and returning Arena Elementary students and parents/guardians! We are so happy to see you at Arena Elementary, and we look forward to watching you learn and grow during the 2009-2010 school year!

## REMINDERS TO FOLLOW:

- **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(ren), please leave a message with Mrs. Harrington. She will see that your child(ren) get the message before the end of the day.
- **Visitors:** Visiting children are not allowed at school unless accompanied by a parent/guardian. Parents/Guardians, if you would like to visit your child(ren)'s classroom, please call at least one day in advance to schedule a day and time with your child(ren)'s teacher. All visitors must obtain a visitor's pass at the 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. **No student(s) may call home and ask parents/guardians if he/she/they may go to a friend's home. This must be done 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; **NO CASH WILL BE 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. For those new to Arena Elementary, please find below an introduction to the program; another letter will come at the end of the week explaining it in more detail. This program involves teaching expected behaviors to students, rewarding those who follow the behaviors, and holding those accountable who misbehave. 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 way to act. By doing so, we are helping them to become responsible citizens and 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 inappropriate 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(ren)'s teacher(s). Also, be looking for more information on the program this week.



## In Need of School Supplies?

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

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

Arena's day begins at **8:05 a.m.** and ends at **3:20 p.m.** Walkers will be dismissed at 3:20 p.m. The early bus run will depart at 3:20 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. All other busses will depart at approximately 3:40 p.m. If you have any questions, please call Lamers Bus Lines. at 588-2222. **\*\*Note: Because school begins at 8:05 a.m., students eating breakfast at school must arrive by 7:45 a.m.\*\***

### **Two-Hour Delayed Start Information**

Our K-12 district (including St. John's and St. Luke's) will continue the delayed start program on six days 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. **Remember, no breakfast will be served on delayed start days.**

### **Non-Custodial Parent Information and Second Mailings**

Generally, non-custodial parents will receive *only* report cards during the 2009-2010 school year. Non-custodial parents who wish to receive Friday newsletters and other school-related information, must provide their child(ren)'s school(s) with self-addressed, stamped envelopes when school begins in September. You will need at least 36 self-stamped, business-sized (#10) envelopes if you request weekly news 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.

### **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.

- 1) *Clothing with alcohol/tobacco advertisements, sexual innuendoes, and/or other undesirable ads/slogans will not be allowed.*
- 2) *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(ren) will be absent or tardy from school. If your child(ren) has a planned absence (i.e. doctor's appointment), a note or a call ahead of time would be appreciated. If the school has not been notified by 9:00 am that your child(ren) is/are absent, we will attempt to call you. This may mean calling you at your workplace if there is no answer at home.

**Students arriving to school 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 arriving after 1:00 pm will be 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).**

Due to the change of our software system in the school district, there will be some minor changes in the way we record student absences this year. We ask that you provide a note from the health care provider when your son/daughter has missed school due to an appointment (doctor, dentist, chiropractor, etc.). Other absences will be documented as personal or illness related. If you have questions regarding this matter, please contact Mr. Radtke at 753-2361.

State law requires all children 6 to 18 years of age to attend school. 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.



### Clothing Drive

### WINTER WEAR FOR FOLKS

Iowa County is organizing the Winter Wear clothing drive. You can help by donating new or gently used coats, jackets, blankets, snow pants, sweaters, mittens, hats, scarves or boots for people of all ages and sizes. Donations can be dropped off at any of the River Valley Elementary Schools from 8:00 a.m. to 3:30 p.m. Monday through Friday, during the month of September.

All River Valley families are eligible to go to the distribution center to select needed clothing items and are not required to reside in Iowa County to participate. Winter Wear for Folks is located at Grace Lutheran Church, 1105 North Bequette Street, Dodgeville (next to McDonald's). Winter Wear is open year-round on the 3<sup>rd</sup> Monday of the month from 9:00 am to 3:00 pm and the 4<sup>th</sup> Monday from 2:00 pm to 6:00 pm. Please enter through the Fellowship Hall entrance.

### 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 17. More information on this event will be sent home soon.

### Staff Members

- Mr. James Radtke, Principal
- Mrs. Jean Alt, Kindergarten/Grade 1 and Administrative Building Coordinator
- Mrs. Karen Wilkinson, Kindergarten/Grade 1
- Mrs. Sharon Jeardeau, Kindergarten
- Mrs. Gina Eastlick, Grade 1
- 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
- Mr. Roger Sheard, Learning Disabilities Teacher
- Mr. Tim Coyle, Physical Education
- Mrs. Jacky Graves, Art
- Mrs. Alyssa Brewer, Music
- Mrs. Lori Hoffman, Keyboard Instructor
- Mrs. Joyce Christen, Occupational Therapist
- Mrs. Lynn Umhoefer, Speech/Language Clinician
- Mrs. Colleen McQuade, Guidance Counselor
- Ms. Lynn Breunig, Social Worker
- Mrs. Marcia Creasey, 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

### *Two-Hour Delayed Start Dates For the 2009-2010 School Year*

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- Delayed Start, Friday, September 25 (Homecoming)**
- Delayed Start, Wednesday, October 7**
- Delayed Start, Wednesday, December 2**
- Delayed Start, Wednesday, February 3**
- Delayed Start, Wednesday, March 3**
- Delayed Start, Wednesday, May 5**