

BACK TO SCHOOL NEWLETTER

2024 -2025

RIVER VALLEY ELEMMENTARY

PRINCIPAL: MRS. CARLA PETERSON

FIRST DAY OF SCHOOL AT RVE IS TUESDAY, SEPT. 3RD

CALLING SCHOOL

Our district now has an automated phone system in which you need to dial an extension to connect with your intended person.

If needing to speak to or leave a message for the office:

- 608.588.2559
- Press 1 to leave a voicemail (it is referred to as the "Attendance Line" in the voice prompt, but be assured you can leave other messages there, too.)
- Press 0 if you'd like to speak to someone directly.

SOME KEY TIMES TO BE MINDFUL OF

- 7:45 is the soonest students should be arriving to RVE
- 7:45 is when breakfast starts
- 8:00 should be your latest target time to have your child to school. (arrivals after 8:05 are considered tardy)
- 3:05 is when dismissal begins

Tuesday, September 27

Open House
4:00pm - 6:00pm

Student Pictures
3:30pm - 6:00pm

- MEET YOUR TEACHERS
- BRING IN SUPPLIES
- HAVE YOUR CHILD'S PICTURE TAKEN
- BRING IN MEDICATION (IF APPLICABLE)
- CONFIRM YOUR CHILD'S DISMISSAL ROUTINE

RIVER VALLEY IS YOUR DISTRICT..... STAY INFORMED



WWW.RVSCHOOLS.ORG



- RIVER VALLEY SCHOOL DISTRICT
- RIVER VALLEY ELEMENTARY SCHOOL



SEARCH: RIVER VALLEY SCHOOL DISTRICT - HOME OF THE BLACKHAWKS

YOUR CHILD SHOULD ALWAYS HAVE AN
EXTRA CHANGE OF CLOTHES IN THEIR
BACKPACK.....JUST IN CASE.

REPORTING AN ABSENCE OR TARDY

If your child is going to be absent (or late) on any given day, please notify us by no later than 8:30. Call 608.588.2559 and press 1 to leave your message with details. If absence is due to sickness, please leave detailed message with all symptoms your child is exhibiting. If absence is more for personal reasons (not illness related), you can simply state your child is taking a personal day.

You can also send a message by email, if you prefer, to Sarah at sschaller@rvschools.org. If by 8:30 you have not yet contacted us, we will make attempt to reach you (either by phone call or email). Unreported absences will be documented as 'unexcused'.

Each student is allowed up to 10 personal days over the course of the school year and 5 illness-related days per semester.

PERSONAL ITEMS SHOULD NOT BE BROUGHT TO SCHOOL

Please remember that students should not bring any of their toys/personal items from home to school. (this includes items such as backpack 'bling', stuffed animals, action figurines, Pokemon cards, etc.). We will not be responsible for the loss or damage of any personal items that might be brought.

PHONES / SMARTWATCHES

Students who bring cell phones to school are responsible for keeping their phones turned off and out of sight during the day. Text messaging and cellular camera photography is also prohibited during the school day.

A completed background check is required for any adult who is wishing to volunteer at school or chaperone field trips.

(these need to be updated every 5 years)

https://www.rvschools.org/cms_files/resources/861%20exhibit3.pdf

CHECK YOUR EMAIL OFTEN!

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.

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

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

CHECK YOUR SKYWARD FAMILY ACCESS ACCOUNT PERIODICALLY

Not only can you view messages that are sent out by either the RVE's office (or by the District), you can view food service information, attendance, immunization records, and grades. It is strongly encouraged to make it a habit to occasionally sign in and see what messages may be in there for you, and also to double check that your child turned in that lunch check!

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

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: choosing to pick your child up on 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.

CHANGES TO YOUR CHILD'S DISMISSAL

If you do need to make a change to your child's dismissal on any given day, we ask that you notify us by no later than 2:00pm. Call 608.588.2559 (press 0 to speak to us directly) or send an email to Sarah at sschaller@rvschools.org OR Michelle at morcutt@rvschools.org. If sending an email, watch for a confirmation.

MENU / FOOD SERVICE

Go to our district's Food Services site (https://www.rvschools.org/district/food_serv.cfm) to view:

- Menus
- Prices
- Free/Reduced Eligibility and Application

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

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.

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 (strongly discouraged); send in a sealed envelope labeled clearly that it is for Food Service and be sure to include your child's full 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)

Last Step: Log into your Skyward Family Access account to see that payment has been processed. Online payments are close to automatic. If sending payment in to school, allow at least 2 days for processing as these are sent over to district office via interoffice mail to be deposited.

Lamers Bus Company
Phone: 608.588.2222 ext: 2

We work very closely with Lamers to ensure your child is going to their correct destination after school. If you have any updates to your child's schedule, be sure to notify both school and Lamers.

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

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", a "BUSSE", or a "PICKER-UPPER ON FOOT". 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 "BUSSE". 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.
- 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.

PRINCIPAL: CARLA PETERSON
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