

First Time Skyward Users

To access Skyward, go to the Germantown School District Website ([www.germantownschoools.org](http://www.germantownschoools.org)) and select the “Parent” tab on the top. You will find a link titled “SKYWARD FAMILY and STUDENT ACCESS”. The “Parent Tab” is also the location for the Revtrak on-line payment link.

May 2018

Greetings Rockfield Families!

We’ve had a wonderful school year! Even though we are just finishing, we are already planning for next fall. As in the past, we will be using Skyward’s Online Verification Process. The window to login and complete this process will begin August 6. An email will be sent out in early August with reminder information.

To complete the process, you will need your Skyward login and password. If you have misplaced the information, click on the “Forgot your Login/Password” for assistance.

**PLEASE READ CAREFULLY**

**Elementary On-Line Verification:** Skyward will guide you through multiple steps to complete the process. As in the past, this process is required each school year. As stated above further information will follow with the dates to complete this important process.

**Picture Day:** Students will have their picture taken during our PTA Open House on Thursday, September 6. Payment envelopes are included here. Please bring your payment envelope with you to Open House. A picture make-up day will also be scheduled during the school day for students not attending Open House or wishing to have their picture re-taken.

**Elementary Fees (Including On-Line Payment):** You can pay online for your School Registration Fee. Revtrak is our current online payment vendor. There is a fee for this service. A tutorial on how to set up your account is: <https://www.revtrak.com/gc-with-skyward/>. If you do not wish to pay online, please send the fee to school in an envelope marked with your child’s name. School fees for students in Kindergarten – Grade 5 are \$55.00. School fees for Early Childhood are \$35.00.

**Elementary Student Handbook:** The Handbook is available via the link noted within the “On-Line Verification”. If you wish, please feel free to print your own copy. You may also request a copy from your school office. Students and their parents must review the Handbook and confirm doing so as part of one of the “Steps” for the “On-Line Verification” process. The Handbook should answer many of your questions regarding procedures. This Handbook is updated yearly. (The 18-19 version will be posted later this summer.) The handbook is also available on the Germantown School District website: [www.germantownschoools.org/parents](http://www.germantownschoools.org/parents)

**Office Hours:** The Rockfield School office will be open on all school days from 7:40 a.m. to 4:10 p.m. Please call if you have any questions or concerns (262-628-7622), or (262-628-1181).

**Pupil Absences:** You must inform us when your child is going to be tardy or absent from school. We have voice mail so that absences can be called in at any time that is convenient for you. If you wish to report an absence directly to the secretary, please call the school office from 7:45 - 8:30 a.m. The office can be reached by dialing 262-628-7622 or 262-628-1181. Please be sure to review the Attendance section of the Student Handbook.

**Bicycles at School:** Students are not encouraged to ride bicycles to school. Vehicular traffic and the nature of the roads leading to the school may pose safety hazards. A signed permission slip is required for any student who does ride a bike to school.

**Busing Information:** Bus route information will be sent out by Riteway Bus Company. If you do not receive this information, or have any questions, please contact Riteway at (262) 677-3282 or (414) 344-7757. Also, please be patient with the bus company as it generally takes a little time for routes to be established. **Again this year:** students will receive assigned seats the first week of school.

**Elementary Parent/Teacher Conferences:** Parents are asked to attend two conferences for their child(ren) this year. Once in the fall and again in the spring. Fall conference dates are Wednesday, October 24 & Thursday, October 25. In September, an email will be sent regarding sign-up via Skyward for fall conferences. Spring conference dates will be Wednesday, April 17 & Thurs, April 18.

### **Hot Lunch:**

- Our excellent Hot Lunch program begins the first day of school. If you have any questions about the Hot Lunch program, please call our Food Service Department at 253-3419. **Elementary lunch prices as of May 22, 2017 are:**
- Individual Lunch                 \$2.45
- Individual Milk                     .35
- Food Service personal will be available at our PTA Open House on Thursday, September 6, to accept payment and answer questions. Free/reduced applications will be available at Open House.
- You can also use Revtrak to make Food Service payments online throughout the year.

**Class Lists:** Class lists will be posted at the Open House on Thursday, September 6.

**PTA:** Please consider joining Rockfield's PTA. Meetings are tentatively the second Tuesday of each month in the Rockfield Library. The first meeting is tentatively scheduled for September 11, 2018 at 7:00. Membership information will be available at Open House and also will be sent home in the back to school packet available at Open House.

**2018-2019 Calendar:** The 2018-2019 School Calendar is available on the Rockfield Website. (Click on Calendars.)

**PLEASE NOTE:** The first day of school is **Monday, September 10.**

**Emergency Information:** When you complete the verification process, please make sure emergency contacts are current and up to date. We always call parents first, so please reserve the "emergency contact" section for individuals we can contact in the event we cannot reach you.

**School Visits:** Parents are welcome at school at any time. However, when you enter the building, you must stop in the office to sign in. Please feel free to call at any time.

**Special Transportation Request :** \* If your child(ren) will be picked up or dropped off at one of the approved daycare sites, or a location that is different than your home address, you **must** fill out a **Special Transportation Request** form. The form is available on the website. After filling out the form, either mail it or drop it off in the school office, or fax it to us at (262) 628-8120. The bus company will not be able to transport a child to one of these sites, or a location other than your home address, until the form has been completed and approved. Please be sure to read the rules / requirements regarding special transportation to be sure that your request can be approved. One of the most crucial requirements is that the pick-up and drop-off locations must be the same each day of the week.

**Please note that School Board policy has recently been adopted which allows the bus company 10 working days to process any Special Transportation Request. Given the time of this mailing and the start of school, realistically, the bus company will accept these forms until Wednesday, August 22 with the expectation that they can be accommodated on the first day of school. Requests that are not received on or before Wednesday, August 22 may not be honored for the first day of school. The form can be found using this link: [http://www.germantownschoools.org/cms\\_files/resources/SpecialTransportationRequestForm.pdf](http://www.germantownschoools.org/cms_files/resources/SpecialTransportationRequestForm.pdf) Please review the guidelines as well:**

[http://www.germantownschoools.org/cms\\_files/resources/SpecialTransportationRulesRegulations.pdf](http://www.germantownschoools.org/cms_files/resources/SpecialTransportationRulesRegulations.pdf)

**Parent Pick-Up:** If you are picking up your child after school, a note, email or phone call must come from a parent. If we have not received communication from a parent, the student will be sent home on the bus. If the pick up is every day or consistent day(s) of the week, one note can be sent at the start of the year and we will keep that note on file. In that case, it is not necessary to send a note each day.

We hope that the information that has been included in this mailing is helpful to you. Should you ever have any questions concerning procedures, please feel free to contact the school office.

We look forward to a school year of empowering and inspiring every student to success.

Sincerely,

Dana Croatt  
Principal  
Rockfield School