



Schofield Elementary School

August 2011

Dear Schofield Families,

Welcome to the 2011-12 school year at Schofield! As summer winds down it's time to start planning for the return to school. It's my hope that you have created many wonderful family memories. I am sending this letter as it contains information that I hope will be helpful to you and your family as active members of our school community. For the past few years, the Schofield School Improvement Plan has included the goal of improving and enhancing home – school communications. As your new Principal, I plan to continue working closely with the leadership of our Schofield PTO to accomplish this goal.

For the fourth year, the “summer mailing” has been reduced to this letter. Many documents that in previous years had been mailed home during the summer will arrive home on the first day of school in your child's V.I.P. envelope. While many of these documents will need to be completed by families and returned to the school the following day, it is not necessary that they be mailed during the summer. In this letter, you will find web links to several documents. Some of these documents contain critically important information that all of you, especially those who are new to our community, should know before the first day of school. Links to documents that will need to be completed and returned to the school in the V.I.P. envelope that their child will bring home with them on the first day of school are also included. Links to these documents can also be found on the Schofield PTO website at <http://www.schofieldpto.org>.

During the week of August 22, all parents will receive a document via email that will include **Opening Day Reminders**.

IMPORTANT DATES:

Tuesday, August 30th Kindergarten Visitation [K Classrooms 1:30 PM-2:00 PM]

Welcome Mr. Martinez [Playground area 2:00 PM-2:30 PM]

Wednesday, August 31st Opening Day! [Noon Dismissal. No lunch.]

Wednesday, August 31st Room Parent Meeting at 8:45 AM in the Library

Friday, September 2nd Flag Raising at 8:45 AM [Community invited.]

Wednesday, September 7th PTO Meeting at 8:35 AM [Schofield Library]

Monday, September 12th Schofield Back To School Family Picnic [5 PM – 7 PM]

Wednesday, September 14th K-5 Back To School Night

On behalf of the entire staff at Schofield, I would like to welcome all families to the new 2011-12 school year, especially families that are new to the Schofield community. We look forward to working together with you for the benefit of your children. Please feel free to contact me at any time with any questions or concerns that you may have.

Sincerely,

Gerardo J. Martinez, Principal

V.I.P. ENVELOPES: Important and/or time-sensitive information will be sent home in plastic V.I.P. envelopes. Funded by our PTO, these V.I.P. envelopes have greatly enhanced the efficiency and effectiveness of home - school communications.

Student Data and Emergency Contact Information

Prior to this year, parents received hard copies of demographic and emergency contact information that we have on file in V.I.P. envelopes on the first day of school. Parents were asked to review and update this information, and then return the forms to the school. This year, parents will enter demographic and emergency contact information directly online. A letter to parents from Superintendent Bella Wong dated August 8, 2011 provided information about this process. The letter includes individualized usernames and passwords. The window for parents to enter this data is from August 8, 2011 to September 30, 2011.

Please enter data for your child as early in this window as possible.

The following are links to important information that parents should have before Opening Day:

Arrival and Dismissal Procedures

<http://schofieldpto.org/Documents/AD%20Procedures%20011711.pdf>

Back To School Night Flyer

<http://schofieldpto.org/Documents/BTSN%2011%20Flyer.pdf>

Schofield Directory-Handbook [Excerpts]

<http://schofieldpto.org/Documents/Handbook%20Excerpts%20081210.pdf>

Schofield PTO Information

<http://schofieldpto.org/Documents/PTO%20membership%20form2008.pdf>

The following are links to documents parents will need to complete and return to the school. These documents will be sent home in V.I.P. folders on the first day of school, and are included here for parents to download and complete at their convenience.

CORI Forms

<http://schofieldpto.org/Documents/CORI%20form.pdf>

All adults, including parents, who wish to volunteer in any capacity [including volunteering in your child's classroom] must complete a CORI form. Parents who do not have a current CORI form on file will be notified during the first weeks of school. CORI forms should be returned to the school and will be sent directly to Assistant Superintendent Salvatore Petralia at the WPS central office.

Media Permission Forms

<http://schofieldpto.org/Documents/WPS%20Media%20Permission.pdf>

Since WPS Media Permission Forms need to be signed and dated, ALL parents need to complete a Media Permission Form for 2011 – 2012 school year, even if they have completed a form in past years.