



1191 County Road II • Neenah, WI 54956 • Tel (920) 751-6975 • Fax (920) 751-6911

Diane Luft, Principal

August 2023

Dear Spring Road Families:

On behalf of the entire Spring Road staff, I would like to welcome you to the 2023-2024 school year at Spring Road Elementary School. We look forward to working with you and your child/ren to make this a successful, fulfilling, and enjoyable year!

Please join me in welcoming our new staff members to Spring Road this school year:

- Nick Osowski- Intellectual Disabilities Teacher
- Becky Allen- Music Teacher
- Kate Dietzen- English Learners Teacher
- Monica Fergus-4th Grade Job Share Teacher with Mrs. Lamers.
- Patricia Weisensel- Reading interventionist

Please read carefully through the following information contained in this letter and contact me with any questions at 751-6975, ext. 20101 or email: dluft@neenah.k12.wi.us

KINDERGARTEN STAGGERED START:

A staggered start for ONLY Spring Road KINDERGARTEN Students.

Students with last name A-L	Students with last name M-Z
**Sept. 5 = 1st day of school	Sept. 5 = NO SCHOOL
Sept. 6 = NO SCHOOL	**Sept. 6 = 1st day of school

****September 7 = ALL Kindergarten and 1st-4th grade students report to Spring Road****

MEET AND GREET:

Wednesday, August 30th is our Meet and Greet from 4:30–6:00 pm. Families are encouraged to come to school to meet their child(ren)'s teachers and to drop off their school supplies. Also, during this time, if families have not paid school fees, they will be able to do this in our office.

SCHOOL FEES:

This year's school fee is \$40.00 per student. This can be paid online or checks can be made out to **Neenah Joint School District or NJSD** and paid during our Meet and Greet. The fee is used to cover student costs of copying, paper, and other materials. **Students qualifying for reduced lunch may pay a reduced school fee of \$16.00. FORMS FOR FREE/REDUCED LUNCH CAN BE OBTAINED IN THE SCHOOL OFFICE.** If additional assistance is needed, please contact Mrs. Luft.

CLASS LISTS:

Teacher assignments will be posted in our hallway by the office on **Wednesday, Aug. 30th** during the Meet and Greet. Parents will also be able to find their child's teacher/class assignment before the first day of school by logging into Infinite Campus after noon on **Aug. 30th**. Please refer to the school's website for supply list information and a calendar of events for the school year. Also, ensure your child knows their teacher's name when they come on their first day.

A great deal of time and effort is put into developing the best possible class list as we balance special needs, learning styles, behaviors, etc. Once your child's class assignment has been communicated, requests to change will not be fulfilled. Many factors go into making the final "balanced" class lists.

LUNCH and BREAKFAST PROGRAM:

The cost for these PAID programs is as follows:

- Breakfast is \$2.00 per student (Reduced fee is \$0.80)
- Lunch is \$3.00 per student (Reduced fee is \$1.20) The purchase of lunch includes milk.
- Milk is \$0.40.

Each student has a lunch account identified by their student ID number. Families may make deposits to student accounts by credit card online or by depositing checks or cash in the box in our office. (Checks should be made out to Neenah Joint School District or NJSD). Please find lunch information on the District webpage. If you plan to join your child for lunch, please call the office prior to 8:30 if you'd like to order a school lunch. **All lunches are prepared off-site and must be ordered by 8:30 AM each day.** Students expecting to be tardy or adults wishing to join a child at school and eat school lunch must call the school by 8:30 AM to order lunch. If financial hardship exists, **please complete an application for free or reduced lunch prices and return it to the school as soon as possible.** This form must be completed each year. These forms were mailed to households earlier in the summer. Additional forms are available in the school office or online.

Families qualifying for free or reduced lunch prices may also qualify for a reduction in or waiver of school fees.

POSITIONS AVAILABLE:

We are seeking responsible adults to hire as playground and cafeteria monitors. The hours would be 11:00–1:00 Monday–Friday. If you are available to help out every day or even just a few days a week, please contact Mrs. Luft. dluft@neenah.k12.wi.us

SCHOOL HOURS:

Monday – Friday 8:05 AM – 3:00 PM

ARRIVAL TIME: 8:00 – 8:05 AM (7:50 for students eating breakfast)

There will be limited supervision before school starting at 7:50 AM. If your child(ren) will be eating breakfast at school, they will be allowed into the cafeteria at 7:50 AM. We highly encourage students eating breakfast to arrive at 7:50, so they have enough time to eat their breakfast. Students **not** eating breakfast can enter the building at **8:00 AM**. All students should plan to arrive no later than **8:05 AM** in order to be in their seats and ready to begin learning at 8:15 AM. For the safety and security of all, outside doors are locked. Students will enter the building using the main office door. If a student arrives after 8:15, a parent needs to accompany the student into the office and sign the child in.

***DISMISSAL TIME: 3:00 PM* (time changed from 3:05– 3:00 PM)**

Students are dismissed when the bell rings at 3:00. Students should proceed directly home at dismissal time. Students wishing to use the playground must first go home to check in and then return to the playground with adult permission. Students are not allowed to wait on the playground for their guardians to pick them up. They must stay near the front of the building when waiting for rides/adults. **If you and your child have a meeting place after school, please make sure you arrive on time to pick up your child. Also please make sure that your child knows to come to the office if they feel they have been waiting a long time.** At 3:15, the supervisor will bring all students, who have not been picked up, into the building. At this time, phone calls will be made to make sure that someone is on their way to pick up the child. The front doors will remain locked during dismissal. If a parent needs to enter the building, he/she should buzz the office and Mrs. Wied will let you in. All visitors must sign in to the office.

TRAFFIC and PARKING:

Please review the parking lot rules that are attached to this letter.

BUSSING INFORMATION:

For students eligible for bussing, Kobussen will be sending information to you in mid to late August. For any questions or additional information, please contact Kobussen Buses Ltd at 920-722-8572 or email kobussen@neenah.k12.wi.us. Parents can also contact the District's Transportation Office at 751-6800. Further information is available on the District's website (www.neenah.k12.wi.us) Please review the Pupil Transportation Handbook (attached to this email). Please note the Discipline Procedures:

- 1st OFFENSE (All Students): The school official will inform the parent or guardian of the offense and discuss what disciplinary measures are needed to correct the situation.
- 2nd OFFENSE (Grades K-5): If a second offense occurs within 30 days of the first offense, the school official shall inform the parents of the offense, and the student will be **denied transportation for one week.**
- 3rd OFFENSE (Grades K-5): If a third offense occurs within 30 days month following the issuance of misconduct reports for a second offense, the school official will inform the parents, the Supervisor of Transportation, and the bus contractor of the offense. The student will be **denied transportation for 30 days.** If 30 days have elapsed since the issuance of any misconduct reports, this will be treated as a first offense

PROFESSIONAL LEARNING DAYS:

During the 2023-2024 school year, all 4K-12 students will be off of school one day per month (with the exception of October, March, and May) in order for staff to attend Professional Learning Days. These days are designed to provide time for our staff to participate in curriculum development - systematic professional collaboration for planning, learning, and implementing curriculum and curriculum-related activities for meeting all students' learning needs.

The Professional Learning Days for the 2023-2024 school year will be:

Friday, September 29th
Friday, November 3rd
Friday, December 22nd
Friday, January 26th
Monday, February 19th
Monday, April 22nd

ABSENCES:

Please call the school office at 751-6975, ext. 20100, **before 8:30 AM** when your child is absent. Calls may be made during the night with information left on our voicemail system. Make-up work will be provided upon your child's return to school. Absences for illness, medical appointments, and family emergencies will be excused. Absences for family trips are discouraged. Students absent

with a fever must be fever free without fever-reducing medication for 24 hours before returning to school. **Covid 19 safety precautions and guidelines can be found on the NJSD website.**
<https://www.neenah.k12.wi.us/families/coronavirus-covid-19.cfm>

EXCUSED ABSENCES:

Children can be excused by their parents/guardians, for any reason, up to **10 times a year**. Students are required to make up any work missed during the absence [118.15(3)(c)]. Excused absences include but are not limited to the following:

- Student illness.
- Appointments that cannot be scheduled outside of the school day, including all health-related appointments.
- A court appearance or other legal procedure that requires the student's presence.
- A death in the immediate family or funerals for relatives or close friends.
- Religious instruction or holidays.
- Attendance at special events of educational value such as college visits, etc.

ATTENDANCE POLICY:

After a student reaches 10 absences, it is the responsibility of the parent to provide documentation to the office as to why the student was unable to attend school. You can find the Medical Absence Verification form at:

http://www.neenah.k12.wi.us/cms_files/resources/MedicalAbsenceVerification.pdf.

This form MUST be completed by your physician so you will want to take this form with you.

UNEXCUSED ABSENCES:

An unexcused absence occurs when a student is absent from school, **for part or all of a day**, without notification of an acceptable excuse to the office personnel. In the Neenah Joint School District, **"part of a day" at the elementary level is defined as 10 or more minutes of instructional time per school day.** A habitual truant is a student who has **five or more unexcused absences per semester**. A letter will be sent to parents when their child reaches 5 unexcused absences and truancy procedures will be followed.

SCHOOL SUPPLIES, GYM SHOES & HEADPHONES:

A list of school supplies requested for students in each grade level is available on our school website or from the school office. Please note, that all students must have a pair of gym shoes to be worn for Physical Education class. Also, for sanitary reasons, each child has their own personal headphones set to use for technology. **A set of headphones can be purchased from the school library for \$4.** These will be labeled and kept at school .

DISTRICT HEALTH & WELLNESS POLICY:

In an effort to encourage and teach good nutritional choices, the NJSD has adopted a Wellness Policy. **We no longer permit the serving of candy, soda, or other artificially sweetened drinks, or any foods high in sugar and/or fat and low in nutritional value to a group of students during the instructional day, such as birthday snacks.** Please be thoughtful of this policy when choosing treats to send to school. The school encourages students and their families to consider donating a classroom item in place of a food item when celebrating birthdays. **If a family would like to send a birthday treat for the class to school there must be one for each student, allergy alternatives must be considered and the item must be individually packaged and meet District healthy snack guidelines.** Any food items sent to school that do not meet the district's healthy snack guidelines will not be distributed to classmates.

While students and families are encouraged to follow healthy nutritional guidelines for individual student snacks and individual student sack lunches, we will not monitor the contents of these.

IMMUNIZATIONS:

Effective September 1, 2008, the Wisconsin Student Immunization Law (HFS 144) was changed to include a second dose of varicella (chickenpox) for students entering Kindergarten, 6, 9, or 12 grades; and a single dose of Tdap for students entering grades 6, 9, or 12. These changes are in addition to current immunization requirements. Questions concerning immunizations should be directed to Spring Road's Health Nurse, Emilie Nechodom.

MEDICATION AT SCHOOL:

All prescription or nonprescription medication to be administered at school must be dispensed at the school office and should not be in the possession of students at school. Parents must complete a medication consent form in the school office. A form signed by the physician is also necessary for prescription medications. These are available in the school office or from local physicians. All medications must be in the original container with printed dosage directions. **If your child has medication forms on file in the office from last year, please stop by the office to complete an updated parent consent form, as last year's forms are no longer applicable.** Please plan to complete this before school begins.

DAILY CLOTHING & WEATHER:

Students should dress in comfortable shoes. Students will play outdoors daily, weather permitting, and will attend physical education classes twice per week. Our weather changes quickly in Wisconsin so it is wise for students to be prepared with jackets or sweaters. Boots and snow pants are a necessity every day during the winter months. To avoid loss, **please label your child's outerwear.**

ALL SCHOOL SAFETY PRACTICES:

All school doors are locked during the school day. Parents, tardy students, and visitors are welcome at all times, but must always enter through the main door. Ring the buzzer and stop in the school office first to be checked in. If it is your first time coming into the building during school hours, you will need a government-issued picture ID (for example, a driver's license) so we can enter you into our Raptor system. If it is necessary to pick up a student for an appointment before dismissal time, an adult must first come to the office and the child will be called from the classroom to the office. Please allow plenty of time so you can come into the office to sign out your child. Your child will remain in class and continue learning until you come to the office. To avoid interruption of classroom instruction, delivery of all items for students should be made to the office.

CELL PHONES AT SCHOOL:

Students are discouraged from bringing a cell phone to school. If your child must carry a cell phone to school, please contact the principal in advance. **Cell phones must remain off and in backpacks during school hours.** The school cannot accept responsibility for lost or stolen devices.

FURTHER INFORMATION:

For further information, please find the District's Elementary School Handbook for the 2023-2024 school year on the District website. Please read the handbook carefully to note other policies and procedures. Please know that if you ever have questions or concerns, my door is open. I hope that you will feel comfortable approaching me with what is on your mind. Also, watch for frequent updates through our school newsletter to keep you informed about our school and special events.

We look forward to working with the Spring Road Elementary families. Together we can ensure a positive and successful learning experience for all students. The Spring Road staff looks forward to seeing you and your children on:

- Wednesday, August 30th – Open House 4:30–6:00 pm
- Tuesday, Sept. 5th – First Day of School – 8:05 AM*

Sincerely,

Diane Luft, Principal

dluft@neenah.k12.wi.us

920-751-6975 x 20101

***Kindergarten students follow the staggered start schedule on the 1st page of this letter.**