

Dear Roosevelt Family,

Welcome to the 2017-2018 school year. The Roosevelt staff and I are looking forward to the arrival of our students on **Friday, September 1st**. The following information will help all of us get off to a smooth start.



Open House:

Wednesday, August 30th is our Open House from 4:00-6:00 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, computers will be available for families that have not completed the online registration. School fees and lunch deposits can be made online or in person. Separate checks or cash are required for fees and for lunch deposits. Our Roosevelt Parent Group will also provide an opportunity for adults to sign up for volunteer opportunities.

SCHOOL FEES:

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

SCHOOL HOURS:

Monday - Friday 8:15 AM - 3:05 PM

ARRIVAL TIME: 7:40 - 8:05 AM

Playground supervision is provided during this time. **Please insure your children do not arrive earlier than 7:40 AM.** Roosevelt students can enter the building at 8:05 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 in the morning prior to school starting. If a student arrives after 8:15, a parent needs to accompany the student into the office and sign the child in. During inclement weather students are invited to gather in the gym from 7:40 - 8:05.

DISMISSAL TIME: 3:05 PM

Students are dismissed when the bell rings at 3:05. 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 parents 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. Akkala will let you in. All visitors must sign-in in the office.

TRAFFIC and PARKING:

Traffic congestion is a problem at Roosevelt. Please plan accordingly when picking up or dropping off your child. Students transported by cars should be dropped off in the roundabout area near the playground. During pick up time, parents need to park their cars and walk to the front of the building to meet their child. Students are not allowed to cross Forest Ave. alone, unless they use the crosswalk and are assisted by the crossing guard. Beginning at the corner of 2nd St. and Forest Ave., parking is available along Forest Ave. on the same side of the street as the school and playground.

There is NO parking on Forest Ave on the opposite side of the school building and playground. Parking is also available on the playground during **dismissal time**. Further parking is available on Third Street. Please exercise extreme caution at drop off and dismissal times as the number of children and vehicles in the area is overwhelming. Please drive slowly. **THE NEENAH POLICE DEPARTMENT WILL PATROL THE STREETS SURROUNDING THE SCHOOL AND ISSUE TICKETS TO DRIVERS IN VIOLATION. PLEASE BE RESPECTFUL OF STUDENT SAFETY AT ALL TIMES.**

PROFESSIONAL LEARNING DAYS:

During the 2017-2018 school year, all 4K-12 students will be off of school one day per month (with the exceptions of October and March) 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 2017-2018 school year will be:

Friday, September 29th
Wednesday, November 22nd
Friday, December 22nd
Monday, January 22nd
Monday, February 26th
Monday, April 2nd
Friday, May 25th

ABSENCES:

Please call the school office at 751-6970, ext. 18100, before 9:00 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.

EXCUSED ABSENCES:

Children can be excused by their parent/guardian, for any reason, up to **10 days 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, all students must have a pair of gym shoes to be worn for wellness class. Also, for sanitary reasons, each child has their own personal headphones set to use in the computer lab. **Students who are new to the school will need to purchase a set of headphones from the school library for \$4.** These will be labeled and kept at school. Headphones are already here at school for those students returning to Roosevelt.

LUNCH PROGRAM:

The cost of a student lunch is \$2.50. The purchase of lunch includes milk. Students bringing lunches from home can purchase milk for \$0.40 per individual carton. 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.

The cost is \$3.80 for an adult meal. **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 a 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.

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 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.** 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.

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. Please avoid short shorts, halter tops, spaghetti strap tops, shirts with offensive messages, and flip flops. Students will play outdoors daily, weather permitting, and will attend wellness 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 winter months. To avoid loss, **please label your child's outerwear.**

POSITIONS AVAILABLE:

We are seeking responsible adults to hire as noontime playground and cafeteria monitors. The hours would be 10:45-12:35 Monday-Friday. If you are available to help out every day or even just a few days a week, please let Mrs. Luft know.

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 sign-in. 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 cell phones 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 2017-2018 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 our school newsletter every Friday to keep you up-to-date.

I look forward to working with the Roosevelt families. Together we can insure a positive and successful learning experience for all students. The Roosevelt staff and I look forward to seeing you and your children on:

- **Wednesday, August 30th -Open House 4:00-6:00 pm**
- **Friday, Sept. 1st - First Day of School - 8:05 AM**

Sincerely,

Mrs. Diane Luft
Principal
Roosevelt Elementary School
(920) 751-6970 ext. 18101