

925 Tullar Road • Neenah, WI 54956 • Tel: (920) 751-6985 • (920) 751-6913
Diane Galow Hertel, *Principal*

August, 2017

Dear Tullar Families:

On behalf of our entire staff, I would like to welcome you to another new year at Tullar Elementary School. We look forward to working with you and your child to make this a tremendous year for your family and our staff. Tullar Elementary School is an amazing place with amazing students, staff and family involvement!

We are excited about the new staff faces that we welcome to Tullar this school year. Please join me in welcoming the following new staff to Tullar for 2017-18:

Mrs. Dawn Brenner, Grade Five: Mrs. Brenner joins our Tullar teaching team with grade five/six experience in the Howard-Suamico district, and Independent School experience. She brings to us a wealth of technology-savviness, and we welcome her to round out our grade five team with Mr. Mickelson and Mrs. Buege! If you are wondering where Mrs. Gardner is, please keep reading.....

Mrs. Karin Chaney, Educational Assistant: With the retirement of Mrs. Birling, we welcome Mrs. Chaney to the Tullar team! Mrs. Chaney has been a favorite teacher in the NJSD at Spring Road Elementary School for many years, and was excited when this opportunity presented itself. We are very lucky to have her talents!

Mrs. Chris Gardner, Educational Assistant: Many of you may be thinking this is a typo, however, it is not! Mrs. Gardner (former Tullar grade five teacher) decided to move to an educational assistant position from her past role, similar to Mrs. Chaney. We are thrilled that she will still be a part of our Tiger team, and are excited for her to continue to work with students in her new role! She will take the place of Mr. Briney, who was with us last school year.

Mrs. Becky Godfroy, Kindergarten Teacher: As many of you know, Mrs. Schuh decided to temporarily hang up her teaching career to stay home with her new baby (due any day!). Mrs. Godfroy comes to us with a wealth of kindergarten experience in the Markesan District. Mrs. Godfroy is excited to begin her NJSD career at our amazing school, please join me in welcoming her!

Mrs. Katie Hintz, Administrative Assistant: Mrs. Novak decided to retire at the end of the 2016-17 school year, so we welcome Mrs. Hintz! Mrs. Hintz comes to us with some exceptional administrative assistant experience around the Neenah area. Her smiling face will be a welcome addition to our office area!

Mrs. Tina Janichek, Speech Pathologist: Due to the retirement of Mrs. Davis, Mrs. Janichek came to Tullar after multiple years in this same position at Clayton Elementary in Neenah. She has served as a past Tullar PTO President, as her children attend Tullar. Welcome to Tullar in your new capacity, Mrs. Janichek!

Mrs. Sarah Tennie, School Counselor: Mrs. Wegner decided to move with her family to teach internationally, and we are excited to announce the addition of Mrs. Tennie to our team! Mrs. Tennie worked with Mrs. Wegner as an intern several years ago, so she is a familiar face to some of our students, staff and families. Welcome back to Tullar, Mrs. Tennie!

Mr. Nick Westphal, School Psychologist: Mrs. Kruzicki accepted a position closer to her home, so we are excited to welcome Mr. Westphal to the Tiger team! Mr. Westphal comes with great experience in the Green Bay area, and is excited to assist our team to reach new heights in education. Welcome, Mr. Westphal!

Reminder: First Day of School is Friday, September 1, 2017.

Students must be in their seats by 8:15 am.

Teachers will meet students outside to bring them in to their new classroom!

1. The School Day:

8:15-3:05 pm Monday - Friday

Students need to be in their seats by 8:15 am each day, and are released at 3:05 pm Monday-Friday. Due to supervision schedules, children are welcome at Tullar at 7:45 am where they are supervised on the playground. Students can enter the building at 8:05 am when the first bell rings. Students line up outside, and teachers bring students into their classroom. Students should arrive no later than 8:05 am to have time to hang up their coats and get ready for the start of the day. Our school day officially begins at 8:15 am. If weather is inclement (rain or temperatures below zero), students are allowed inside at 7:45 am.

2. Absences/Tardies:

Please call the school office at 751-6985 and dial 2 for our new attendance voicemail extension. Please leave a message before 8:00 am when your child is absent or tardy. If your child will be tardy, please indicate if your child will be eating hot lunch, so they can be included in the lunch count. Please include the lunch choice/color and the teacher's name. When your child is absent, make-up work will be provided upon your child's return to school, or, by request, available for pickup after school, allowing the teacher time to prepare the work. Absences for illness, medical appointments, and families emergencies will be excused. Absences for family trips are discouraged and make-up work may not be available by the teacher prior to the trip. Students absent with a fever or other serious symptoms (i.e. vomiting) must be fever or symptom free for 24 hours, without medication, before returning to school.

Truancy - It is important for students to attend school on a regular basis. As part of the state's attendance requirements, the district and school have procedures in place to address excessive or unexcused absences that could lead to the filing of truancy with Winnebago County. The school will send a letter to parents making them aware of the concern about a child's attendance when a student reaches five absences without a medical excuse (unexcused). The letter will be an attempt to schedule a meeting to try to rectify the situation to improve the student's attendance. If unexcused absences continue after this notification and planning meeting, truancy may be filed with Winnebago County courts.

Please note that this is a NJS School Board Policy, which mirrors the Wisconsin Statute on Truancy. This policy must be followed by Tullar Elementary School.

3. Dropping Children Off/Picking Up:

As the parking area can get quite congested before and after school, please obey the "enter" and "exit" signs for traffic flow. A traffic flow map is attached to this letter. Additionally, if you plan to exit your vehicle, please park in a marked stall. As buses utilize Tullar Road for pick up, please **do not** attempt to drop off or pick your child up on Tullar Road for safety reasons. We have staff assisting with traffic flow both before and after school. Please obey their directions on movement, as they keep our Tullar Tigers safe!

A map of the traffic flow is on the last page of this letter.

4. Building Safety Procedures:

During the school day, Tullar has all of its entrances locked. If coming to school after the start of the day or before the end of the school day, please use the main entrance doors and push the buzzer located next to the doors on the left and be sure to sign in at the main office. Office hours are 7:45 am - 3:45 pm. Please do not wait by your child's classroom at dismissal, as this causes too much noise for our learners at the end of the day and can cause an unsafe environment. Families needing to enter the building to pick up their Tiger must wait at the office until the bell rings.

5. Class Lists:

Class lists will be posted on the main entrance windows on Wednesday, August 30, 2017 at 12:00 pm. Lists will remain posted until the first day of school and will be updated as new enrollments continue to arrive in Neenah on a daily basis. Any suggestions for a teacher assignment for your child will no longer be considered, as the deadline for this was the close of the 2016-17 school year.

A great deal of time and effort is put into making the best possible class list as we balance special needs, gender, learning styles, behaviors, etc. Once your child's class assignment has been communicated and posted it is not appropriate to request a change due to all the determining factors that go into making the final "balanced" class lists. I strongly discourage parents from talking negatively about a teacher and/or contributing to rumors/gossip about our fine teaching staff at Tullar. In addition to being passionate about working with children, each teacher at Tullar possesses a strong set of teaching skills, educational philosophies and expert training that is put in to practice each day. Every child's experience with a particular teacher is unique due to the different needs of students and families, so please work with us to help make your child's experience a positive and successful one by being supportive of ALL Tullar staff at home and in the community.

6. Forms:

As we have shifted to online registration this year, please be sure to take advantage of this online service. If you cannot get in to Infinite Campus, please email campus@neenah.k12.wi.us if you cannot remember your login information.

Please note: There will not be an all-school registration day due to our move to online registration! If you need to register in person, Mrs. Hintz will be available during our Open House on August 30 from 4-6 pm. However, lines may be long, so please attempt to register online before Open House.

Fees are \$40 per student (checks should be made payable to Tullar School).

Overdue fines - if you received a letter for overdue fines, please pay fines at registration.

7. Hot Lunch Program:

Hot lunch begins the first day of the school. Chartwells is the provider for the hot lunch program. You may send a check to school made payable to: NJSD, or you may pay online on our district website at www.neenah.k12.wi.us.

Parents may eat lunch with students on any day. If parents are also eating hot lunch, please contacting your child's teacher in advance, or contact our office by 8:00 am so that a lunch can be ordered for you. When eating hot lunch, your lunch cost will be charged against your child's hot lunch balance. Parents bringing a cold lunch to school simply need to sign in at the office and wear a visitor badge.

Please remember to make **separate checks** for lunch/milk (payable to NJSD) and school fees (payable to Tullar School). You may write one check for more than one child.

Please note that free/reduced lunch forms are on the district website at <http://www.neenah.k12.wi.us/district/foodservice.cfm>.

8. Insurance Coverage:

The Neenah Joint School District does not carry insurance to cover accidents that may occur on the way to or at school. Coverage would be through your individual or family insurance plan.

9. School Fees:

The Neenah Board of Education has decided that school fees will remain at \$40 per student for elementary students for the 2017-18 school year. Please pay for school fees online before next week as the fee for using the online system is waived until then. If you are unable to pay online you may bring a check for school fees to the Open House on Wednesday, August 30, between 4:00 - 6:00 pm.

Please make **separate checks** for the lunch/milk program and school fees. Checks for student school fees should be made payable to Tullar School. Checks for hot lunch should be made payable to NJSD. You may write one check for more than one child. **Please be sure to write your child's name on the check.**

10. Cellular Phones/Electronic Devices:

Cellular phones and all electronic devices are strongly discouraged at Tullar Elementary School. If you child must have such a device for after school activities, please follow these guidelines:

- The device must be turned off and in your child's backpack during the school day.
- Your child must not carry the device during the day. If your child chooses to carry their phone / electronic device, it will be placed in the office and will only be released to the parent/guardian.
- If the device is lost/stolen during the school day, Tullar Elementary School accepts no responsibility.

Again, these items are strongly discouraged at Tullar Elementary School. Any important messages for a Tullar student may be given to the office. We promise that all messages will be delivered in a timely manner.

11. Medication:

If your child needs to take any **prescription medication** while at school, please contact the school office as soon as possible. There are forms that must be completed and signed by a physician before we can administer any prescription medication. **Nonprescription medications** may be administered at school if a medication consent form is filled out and signed by the child's parent or guardian. Medication consent forms can be obtained in the Tullar Office. Please do not send medication to school with your child unless this form is filled out, even for simple medication like Tylenol or cough syrup. By district policy, we cannot administer medications without this form.

12. Dress at Tullar:

How students dress and groom themselves has an important effect upon their attitude toward themselves and school. Clothing should be neat, modest and clean. Clothes must be appropriate for school activities, the weather, and the learning environment. Students may not display bare midriffs or wear shirts with spaghetti straps. Undergarments must be worn and not showing. Clothing with offensive slogans or those promoting alcohol, tobacco, drug use, or containing sexual or gang related references will not be allowed. Coats and jackets may not be worn to class. Shoes are required at all times. Hats, bandanas, or any head covering must be removed as students enter the building. The school reserves the right to require students to change clothing if their appearance does not reflect good taste, cleanliness, or is disruptive to the educational process. The above dress code is a part of the NJSD student handbook, which is located on the NJSD website, and is identical for all NJSD elementary schools.

13. Immunizations:

The Wisconsin Department of Health and Social Services requires that all students entering kindergarten, grade 6 and 12 must have two doses of the Measles, Mumps and Rubella (MMR) vaccine. Students entering kindergarten must also have completed or begun the Hepatitis B series.

14. Parent Teacher Organization (PTO)

Tullar is fortunate to have an exceptional PTO, made up of Tullar parents and staff. Our first PTO meeting will be held on **Monday, September 11, 2017 at 6:30 pm** in the Tullar gym. Get involved in your child's school and try out our PTO!

15. "OPEN HOUSE" Night:

All parents and students are invited to attend Tullar Open House Night on Wednesday, August 30, 2017 between 4:00-6:00 pm. Students can meet their teachers, visit their class room and bring in their school supplies. Parents are encouraged to **bring in any prescription medications** that students will need to take at school. Please remember to bring all paperwork and make sure it is signed by the doctor. Parents pay school fees, and pay for hot lunches. Please note this is an Open House format, so drop in anytime from 4:00-6:00 pm. I look forward to meeting new families and welcoming back our returning families at this wonderful event!

16. Celebrations/Parties:

The teacher and the students will plan school parties. The types of food served and the number of school parties will be under the direction of school personnel. By NJSD policy, classes are limited to three parties per year. Please refer to the Neenah Joint School District's board policy that dictates the types of foods that may be served to students.

Healthy snacks include:

- Whole grain items (breads, wraps, pitas, bagels, crackers, muffins, granola bars)
- Fresh fruits or 100% juice
- Low fat dairy products
- Proteins such as peanut butter, cheese, or lean meats
- Salads and raw vegetables with low fat dressings
- Dried fruits such as raisins, banana chips, etc.
- Trail mix (dried fruits and nuts)
- Sugar free gelatin and low fat pudding cups

Dessert-type snacks (cookies, cakes, cupcakes, doughnuts, candy, ice cream), any foods with sugar or forms of sugar as one of the first two ingredients, or foods with more than 30% of their total calories derived from fat (no more than 10% from saturated fat) will not be served per NJSD policy. These items will be sent back home to the sending family. Thank you for understanding this is a NJSD policy and helping our Tigers to bring a healthy treat!

Please consider non-food treats such as stickers, pencils, rulers, erasers, books, bookmarks, etc.

Finally, there are some very important dates to remember coming up very soon. Mark your calendars!

Weds., August 30: Class lists posted at 12:00 pm on main doors

Weds., August 30: Tullar Open House, 4-6:00 pm, meet your teacher and see your room! Drop in format (come anytime during that window). **Note: Families who have not registered will need to do so at this time!**

Fri., September 1: School starts! Our bell will ring at 8:05 am, allowing students into the building.

Mon., September 11: First PTO meeting in our library, 6:30 pm. Future meeting dates/times are established at this important meeting! All families are welcome!

Wed., September 13: PTO Ice Cream Social, 3:30-5:00 pm. Meet Tullar families at this FREE event!

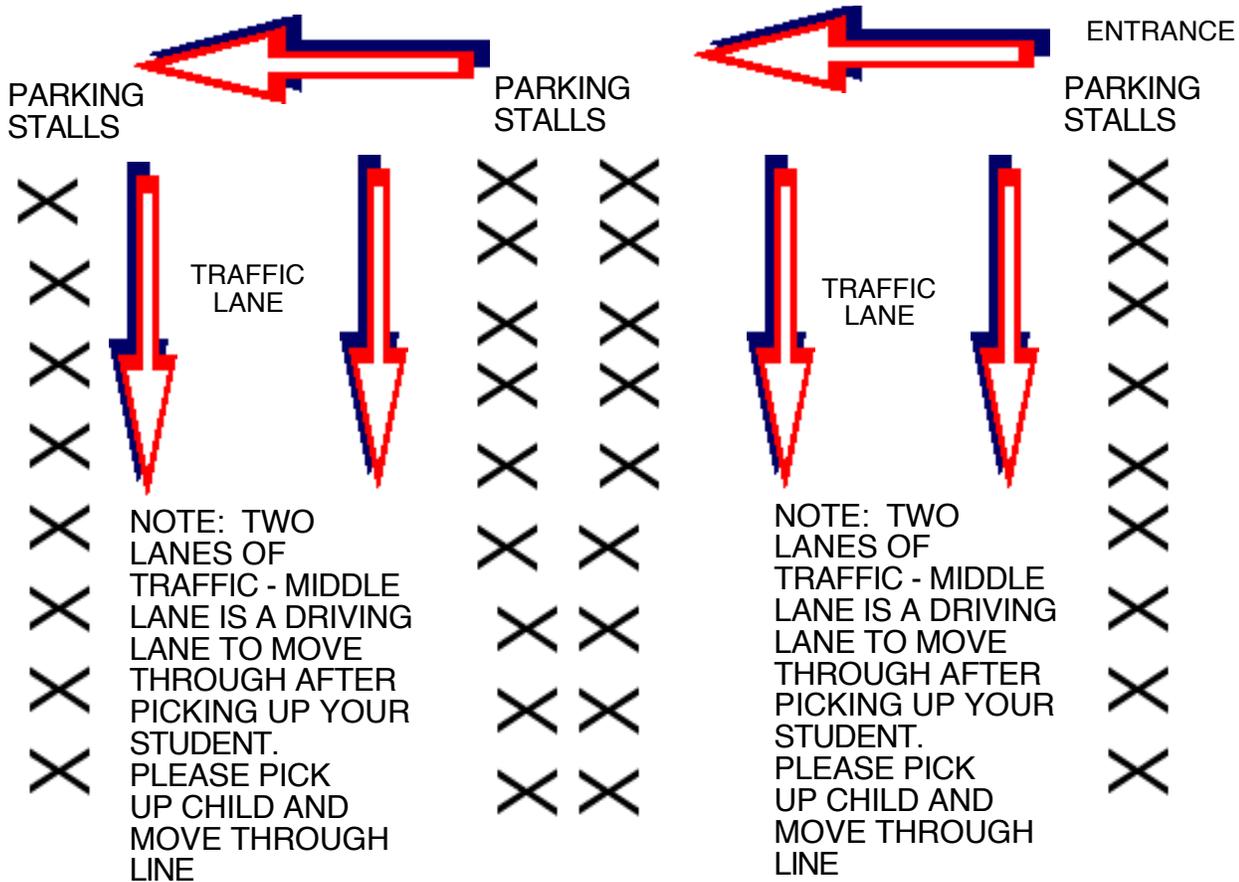
Wed., September 20: Fall picture day, 8:15-9:30 am, Tullar gym

If you have any questions or concerns about this mailing or registration, please contact me at (920) 751-6985 ext. 23101. Please remember that families who do not register online by Friday, August 25 will need to register at Open House. We know lines will be long that night to register, so please register in advance online.

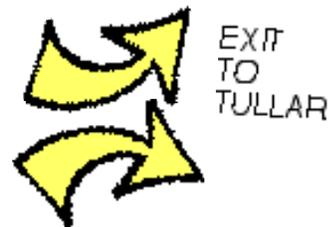
On behalf of the staff at Tullar Elementary School, get ready for a great year!

Sincerely,

Diane Galow
Principal
Tullar Elementary School




**ONE WAY EXIT....FOLLOW
 GUARDS DIRECTIONS!**



PARKING LOT REMINDER - PLEASE DO NOT LEAVE YOUR CAR!!!!

It is the time of year that our lot gets more congested due to the colder weather. Just a reminder not to leave cars unattended, even for a moment, unless in a stall. Also, never leave your car running in a stall in our lot unattended. Even if you are waiting for your children, other parents become agitated when they must wait for an empty car. Additionally, please be patient with our lot situation. Our guards do an awesome job in maintaining student safety, which is our top priority. Please note, too, that we have turn markers on our exit area for right and left turns onto Tullar. Tullar is a TWO lane road heading south (toward the high school), so use both lanes when the buses leave that area.

Please see the above map to remind everyone of our parking lot patterns.