

Neenah Joint School District

925 Tullar Road • Neenah, WI 54956 • Tel: (920) 751-6985 • (920) 751-6913

**Diane Galow Hertel**, *Principal*

August, 2018

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 faces that we welcome to Tullar on our staff this school year. Please join me in welcoming the following new staff to Tullar for 2018-19:

**Mrs. Buss:** Mrs. Buss will be our School Health Aide for 2018-19. We are excited to again have a health aide, and we welcome Mrs. Buss! She has been at Washington School of Early Learning, and is transferring to Tullar. Welcome, Mrs. Buss!

**Mrs. Leiton:** Mrs. Leiton has been an integral part of our cross categorical support team, and this year she will be moving positions from September through November. She will fill Mrs. Boyle's role, as Mrs. Boyle recently had a baby girl. When she returns in November, Mrs. Leiton will shift back to her support role. Students with cross categorical needs will not notice any change to programming, which we are very excited about!

**Ms. Kettner:** You may know that Mrs. Beno (grade four) had a healthy, happy little boy in June, and she will be home until November with him. We welcome Ms. Kettner to our team! She has held multiple positions around our district, most recently teaching summer academy at Coolidge Elementary. Welcome Ms. Kettner!

**Mrs. Benner:** Mrs. Benner will fill Mrs. Leiton's support role until Mrs. Boyle returns from maternity leave. Mrs. Benner has subbed in a variety of capacities, and we are very excited to welcome her to our cross categorical program!

**Ms. Spaulding:** Mrs. Paiser-Wilson, instrumental music teacher for grade five, has taken a leave of absence. Ms. Spaulding will be working at Tullar (and four other schools) this year teaching instrumental music to grade five students participating in this program. Welcome, Ms. Spaulding!

**Mrs. Ruthven:** Mrs. McMahon moved to the middle schools this year, creating a vacancy in her position in the library. Mrs. Ruthven was an amazing teacher at Roosevelt Elementary School, and retired two years ago. We are VERY excited she has accepted this position in our library! Mrs. Feavel will continue in her role in our library as well, they will make an amazing team!

**Mr. Rabas:** Mrs. Lulloff will continue to teach physical education at Tullar, but will receive help two days per week from Mr. Rabas. Mr. Rabas is stationed at Clayton Elementary, but will assist to teach several classes when Mrs. Lulloff helps with NJSD swimming classes as she is an amazing aquatics teacher. You may recognize his name as he is also the NJSD Varsity Boys Basketball Coach! Welcome, Mr. Rabas!

**Reminder: First Day of School is Tuesday, September 4, 2018**  
**Teachers will meet students outside to bring them into their new classroom**  
**from outside at 8:05 am!**

**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 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, to call your child in absent/tardy before 8:00 am. 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. 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. 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 NJSD 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 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 press 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 29, 2018 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 2017-18 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 into 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, 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](mailto:campus@neenah.k12.wi.us) if you cannot remember your login information. If you need to register in person, Mrs. Hintz will be available during our Open House on August 29 from 4-5:30 pm. However, lines may be long, so please attempt to register online before Open House. Computers will be available at Open House if you do need to register, as paper registrations are no longer accepted in the NJSD.

Fees are \$40 per student (checks should be made payable to NJSD). You may pay your fees online with no extra cost until the night of open house. If you have any questions, please call the Tullar office.

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](http://www.neenah.k12.wi.us).

Parents may eat lunch with students on any day. If parents are also eating hot lunch, please contact 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 NJSD). 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/from 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 2018-19 school year. Please bring a check for school fees to the Open House on Wednesday, August 29 from 4-5:30 pm, or you can pay online (see item #6 above).

Again, please make **separate checks** for the lunch/milk program and school fees. Checks for student school fees 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 your 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 a student has an Apple Watch or a similar device, texting and call features must be turned off/ disabled during the school day. If the watch/device becomes an issue, the student will not be allowed to wear the watch at school.
- If any device is lost/stolen during the school day, Tullar Elementary School accepts no responsibility.

Again, these items are strongly discouraged at Tullar Elementary School. 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. All forms are available on the NJSD website under medical services.

## **12. Dress at Tullar:**

How students dress and groom themselves has an important effect upon their attitude toward themselves and school. 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 an additional dose (total of two) 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 and our PTO Fundraiser)**

Tullar is fortunate to have an exceptional PTO, made up of friends of Tullar, parents, and staff. Our first PTO meeting will be held on Monday, September 17, 2018 at 6:30 pm in the Tullar library. At this meeting, dates for future meetings will be determined.

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 29, 2018 between 4:00-5:30 pm. Students can meet their teachers, visit their classroom and bring in their school supplies. Parents can also complete online registration forms, pay school fees, drop off medications, and pay for hot lunches. Please note this is an Open House format, so drop in anytime from 4:00-5:30 pm. Our staff looks forward to meeting new families and welcoming back our returning families at this wonderful event!

If your family cannot make the Open House, do not stress! Your child may simply bring their supplies on the first day of school.

## **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 and ice milk), 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 district policy and helping our Tigers to being a healthy treat!

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

#### **UPCOMING IMPORTANT DATES:**

Wed, August 29: Class lists posted at 12:00 pm on main doors

Wed, August 29: Tullar Open House, 4-5:30 pm, meet your teacher and see your room!

Drop in format (come anytime during that window). Families who have not registered will need to do so at this time via computers set up at our school. Fees and lunch money will also be collected at this Open House.

Tues, September 4: School starts! Our bell will ring at 8:05 am, teachers will meet students outside and walk their classes indoors.

Fri, September 7: Fall picture day, 8:15-9:30 am, Tullar gym

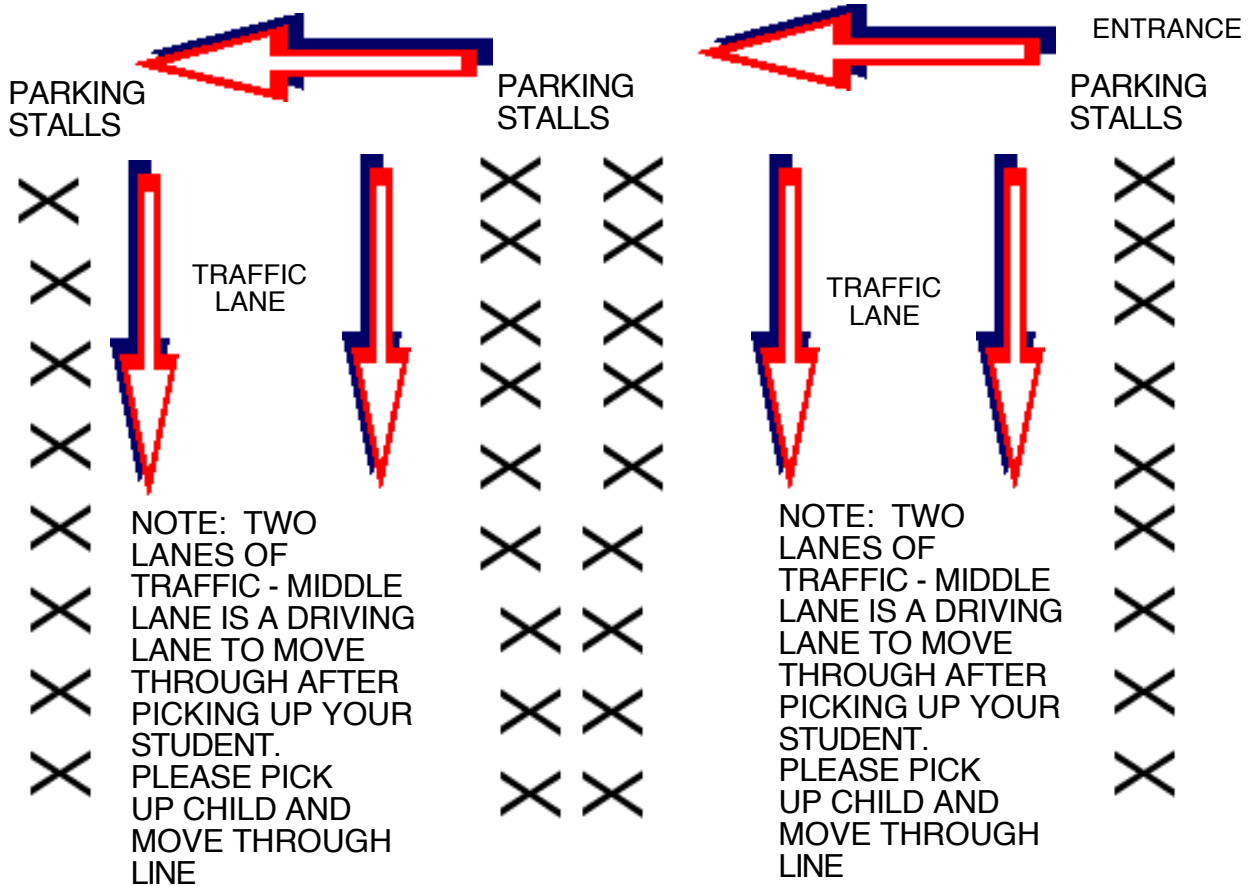
Mon, September 17: First PTO meeting in our library, 6:30 pm. Future meeting dates/times are established at this important meeting. All families are welcome!

If you have any questions or concerns about this letter, registration, or anything connected to Tullar School, please contact me at (920) 751-6985 ext. 23101. Please remember that families who do not register online will need to register via computer 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.