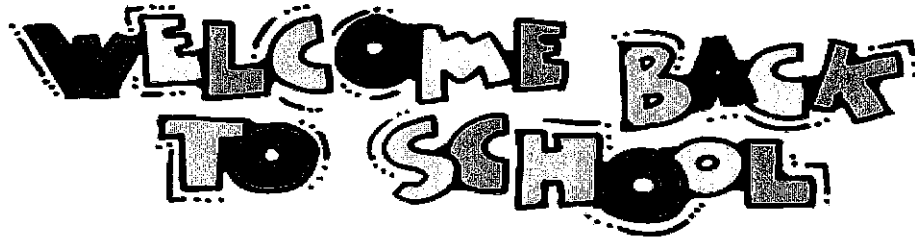


September 2020 Rock Ledge Intermediate School News



Important Dates to Remember

Sept. 1 – First Day of School

Sept. 7 – No School-Labor Day

Sept. 11 – “Go Pack Go” wear your favorite team shirt

Sept. 24 – PTA Virtual Meeting at 6:00 p.m.

Sept. 24 – Hat Day wear your favorite hat

Sept. 30 - **School Picture Day for R.L. Intermediate School**

***New Staff**

RLI is welcoming some new faces to our building this year!!

- Mrs. Letha Young - Grade 3 Teacher
- Ms. Molly Hendries - Grade 4 Teacher
- Ms. Hannah Rawles – Grade 4 Teacher
- Mr. Alex Wipperfurth – Grade 5 Teacher
- Mrs. Carrie Ninham – Grade 5 Teacher
- Mrs. Haley Watterud– Cross Categorical Teacher

Welcome to RL Intermediate! We are excited to have you join the RLI family!

***Our School Day**

Student hours for Rock Ledge Intermediate are from 7:55 a.m. – 2:30 p.m. Students entering our building after 7:55 a.m. must stop at the office to receive an excused tardy slip to take to their homeroom teacher. Entrance after 7:55 a.m. can be through the front door only. Please be prompt and on time for the start of the school day.

***Parent/Guardian Visits to RLI Office**

Rock Ledge Intermediate office personnel are also involved in student instruction. **Please call ahead to make an appointment should you wish to schedule a meeting with our principal or school counselor.** Thank you for your cooperation.

***Kobussen Bus**

If you need to contact Kobussen Bus Lines about transportation questions/requests/concerns, please call [920-221-1029](tel:920-221-1029).

***Rock Ledge Office Phone Calls**

Please remember that our students are here to learn. Disrupting the learning environment affects every student.

Students are to come to the office first thing in the morning with a parent note to change their normal way home.

****We ask that you limit calls to deliver messages to students in the classroom.**

*****A reminder that only bus eligible students are allowed to ride a bus.**

ANY CALLS MUST BE RECEIVED BY 1:30 P.M. TO ENSURE THAT THE MESSAGE CAN BE DELIVERED TO THE STUDENT. PLEASE PLAN AHEAD SO YOUR CHILD KNOWS WHAT HE OR SHE IS DOING AT THE END OF THE DAY.

Thank you for your cooperation in making Rock Ledge a great place for students to learn!

*Reporting Absences

It is a parent responsibility to **notify the school office** of a child's absence. If your child is absent, please call R.L. Intermediate by **9:00 a.m.** the morning of the absence at **833-7380 OPTION 1**, to leave your absence message. If your child is reported absent by the classroom teacher and OUR OFFICE has not heard from you, we will be calling you. You may choose to also call your child's homeroom teacher, however, **do not expect the teacher to call the office for you to report the absence to the attendance secretary. A call from the parent must be received by the office.** The absence line is open to accept your call 24 hours a day for your convenience.

When you call the absence line, you will be asked the following information:

1. Student Name
2. Teacher Name
3. The reason for the absence
4. Indicate if your child has been tested positive for COVID-19, has been in close contact with someone who has, or if your child has any of the following symptoms: cough, diarrhea or vomiting, difficulty breathing, fever, headache, muscle pain, nausea, new loss of taste or smell, or a sore throat.

*Before School Supervision

Please do not drop off your child(ren) before 7:50 a.m. Outdoor Supervision begins at that 7:50 a.m.

*Please remember that student drop off is in front of the school only. Bus drop off is in the back.

*After School Supervision

Supervision is provided at the end of the school day from 2:30 – 2:40 p.m. for students waiting for parent pickup. Children who walk home are to leave the school grounds immediately upon dismissal. If your child is not picked up by 2:40 p.m., he/she will be brought to the office for pickup. Thank you.

*School Fees

The yearly school fee for 3rd, 4th and 5th grade students is \$10.00 per student. This fee applies to all students who are enrolled and attending both in-person and virtually. Please use the school fee envelope provided for each child and return to each child's homeroom teacher. Do NOT include lunch money in the fee envelope.

*Milk Break

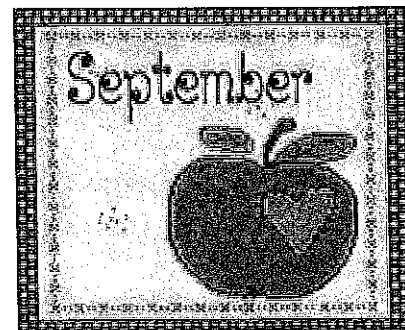
Milk break is provided at a cost of \$45.00 for the year or \$15.50 per TRIMESTER. Please send this payment in the school fee envelope. If you choose to pay by the trimester, payment is due the first day of each trimester. Milk break is optional.

*Unpaid Meal Policy

Students that have a negative balance of \$8 or more will not be allowed to receive hot lunch or breakfast until a full deposit has been made to the account bringing it above \$0. Students will receive verbal or written notifications that their account has a negative balance. They will be offered a sandwich (cooks choice) and milk for lunch until their account has adequate funds.

*Parent Permission Notes

Parent notes are **required** if a student must leave early or anytime a student does not take his/her normal route home whether a bus or a nonbus student. **If we do not receive a note, the student will follow his/her normal dismissal plan. Please write a note, do not call the office. Please send a note with your child in the morning, phone calls need to be reserved for emergencies only.** Thank you.



*Arrival and Dismissal Procedures

Both arrival and dismissal procedures will be modified this year in an effort to implement mitigation strategies for social distancing.

Arrival Time: Students should not arrive at school before 7:50 am.

Dismissal Time: students will be dismissed at staggered times.

- 2:20- students will be dismissed to their busses
- 2:25- students walking home will be dismissed
- 2:30- students will be dismissed to their pick-up location

Parent Pick Up Procedures

- All families will pick up and drop off via carline this year.
- Parents should remain in their vehicles for drop off or pick up.
- Staff will escort students to and from their assigned door.
- 5th grade students will enter and exit out Door #2
- 4th grade students will enter and exit out Door #3 (RLI Main entrance)
- 3rd grade students will enter and exit out door #4

Bus Procedures

- 3rd grade will enter and exit through Door #7.
- 4th grade will enter and exit through Door #9.
- 5th grade will enter and exit through Door #11.
- Staff will escort students to & from the bus.
- Students need to wear masks while riding the bus.

“Walker” Procedures

- Students will be dismissed out the same door as “parent pick up” students.
- Parents walking with their children should maintain the 6 ft. social distancing outside while during arrival and while waiting for dismissal.

*Vistors

At this time we are not able to have visitors at Rock Ledge Intermediate. All parents should have received the **VISITOR APPROVAL FORM** with the back to school mailing. We are asking you to complete the visitor approval form for each child so we know the names family members and friends allowed to visit your child at school when we are able to welcome visitors back into our school.

*Early Dismissal/Field Trip Emergency Cards

Two cards need to be completed for each student.

Please return the completed the cards as soon as possible. One copy is needed for the office and a second copy for your child’s homeroom teacher.

*Building Security

Safety and security of our students is always forefront in our minds. To maintain building security, all Seymour Community School District buildings are equipped with a buzz-in entry system at the front entrances. When you enter Rock Ledge Intermediate School at Door 3, an intercom will be on the wall to your right. You will need to push a button on the intercom and speak to our office personnel to request entrance. Once the main office knows the nature of your visit, office personnel will unlock the door allowing you to enter the school office. We do this procedure in order to limit access to our building and our students. **A reminder to all parents that any child picked up prior to dismissal must be signed out of our office.**

*SCSD Pupil Nondiscrimination Clause

The Seymour Community School District does not discriminate against students on the basis of sex, race, color, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression, health or physical, cognitive, emotional or learning disability in its education programs or activities.