



# ROCK LEDGE PRIMARY CENTER NEWSLETTER

September 2020

## **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     **Hat Day**  
Sept. 24     **PTA virtual meeting at 6:00 p.m.**  
Sept. 29     **RLP Student Picture Day**

## **Our School Day**

Student hours for Rock Ledge Primary 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.



### **Follow Us On Facebook**

Check out the *Seymour Community School District* page & *Rock Ledge PTA* page

## **A Note from Mrs. Inman**

Dear Rock Ledge Primary Center families,

I am so excited to welcome our new and returning families of Rock Ledge Primary Center. I can't wait to hear the greetings and feel the excitement throughout the school. Each month, in our Rock Ledge Primary newsletter, you will be receiving a list of important dates and events, special notices and the school's lunch/breakfast menu.

Our school is successful as a result of the dedication that is put for each day from our staff and wonderful community that supports us. If at any time you want to ask a question, share a concern, or make a suggestion, please don't hesitate to email me or call. This is going to be a wonderful school year!

Sincerely,  
Jamie Inman  
Rock Ledge Primary Principal

## **Introducing.... New Staff to Rock Ledge Primary!**

Ms. Megan Krajewski– 1st Grade Teacher  
Ms. Alicia Guarascio–2nd Grade Teacher  
Mrs. Stacy Spehn –2nd grade Teacher  
Mrs. Michelle Sawyer – Title 1 Reading  
Mrs. Jericho VanGompel – Sign Language Interpreter  
Mr. Zach Steuck–Student teacher in 2nd Grade  
Deputy Roderick Narvaez–School Resource Officer

**We are very happy and excited to have them here!**

### **Milk Break**

Milk break is provided at a cost of \$45.00 for the year or \$15.50 per trimester for students in grades 5k, 1st, and 2nd. 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.

### **Breakfast Served at RLPC**

Students may still receive breakfast upon arrival at school. Since students will be eating breakfast in the classrooms, students should not arrive at school prior to 7:50 a.m. Students interested in having breakfast will pick it up in the lunchroom and bring it to their classrooms.

### **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 when their account has a negative balance. They will be offered a sandwich (cooks choice) and milk for lunch until their account has adequate funds.

\*\*\*Free and reduced lunch applications are available in both the Primary and Intermediate offices. They are also available on the Seymour School District website: <http://www.seymour.k12.wi.us/>

### **School Fees**

The yearly school fee for 5K-2nd 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.

### **e~Funds for Paying School Expenses**

The SCSD provides an on-line payment option called e~Funds for Schools that allows parents several payment options. Parents should go to the district website and click on the e~Funds link to sign up to have school payments automatically withdrawn electronically at NO additional cost.

### **Reporting Absences**

It is the parent's responsibility to notify the school office of a child's absence. The absence line is open to accept your call 24 hours a day for your convenience. If your child is absent, please call Rock Ledge Primary by 9:00 a.m. the morning of the absence at 833-5155, Ext. 1, to leave your absence message. If your child is reported absent by the classroom teacher and we have not heard from you, a call will be made home to check that your child is safe.

When you call in the absence, you will be asked to list the following information:

1. Student Name
2. Teacher Name
3. The reason for the absence
4. Indicate 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 sore throat.

### **Please Return the Following Documents:**

You should have received several documents in the mail. Please return the following documents as soon as possible:

- Two Field Trip Emergency Cards/Early Dismissal. One is kept in the office and a second copy is for your child's homeroom teacher.
- Field trip Permission Form
- Visitor Permission Form
- Chaperone/Background Check

### **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.



## **STUDENT DISMISSAL PROCEDURES**

To help us better manage student dismissal changes we are now using a web-based program called PickUp Patrol (PUP). PickUp Patrol saves us a great deal of time here in the office and reduces interruptions in our classrooms, while still giving you the flexibility you need to make changes to your children's plans. Most importantly, it helps us get your children safely to their correct after-school destinations. All plan changes should be entered in PickUp Patrol. Please send notes, emails or call the school in conjunction with making the changes in PickUp Patrol as that will be our main method for tracking dismissal procedures.

**To ensure that all messages can be delivered to the classroom teacher, please enter the changes in your Pick-Up Patrol account or call the school to communicate any last minute changes by 1:00 p.m.**

Each parent should have received an email from PickUp Patrol with a registration link. If you haven't received the email, please check your SPAM folder. If you need the email to be re-sent, please send an email to Mrs. Inman at [jinman@seymour.k12.wi.us](mailto:jinman@seymour.k12.wi.us). Please include your child's name and the correct email that you would like the registration invite to be sent to. Once you've registered, the app is free to parents and you can use it from your smartphone or computer.

## **Contacting School Staff**

School-Home relationship is very important. If you would like to contact or meet with your child's teacher or other school staff, please try to schedule an appointment whenever possible. Parents are always welcome to email or call in the event you have any questions. If you call during instructional time, you may leave a voice message for the school staff to return your call. In the event of an emergency, please contact the school office for immediate assistance.

## **ARRIVAL AND DISMISSAL PROCEDURES**

Both arrival and dismissal procedures will be modified this year in an effort to implement mitigation strategies for social distancing. **For the first several days students should arrive wearing the labels provided in the back-to-school mailing.**

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.
- 4K & 5K students will enter and exit out Door #17 (RLP Playground)
  - 4K Mid-Day entrance/exit through Door 1
- 1st & 2nd grade students will enter and exit out Door #1 (Main entrance)
- RLP will be using a web-based program to monitor student dismissal called **Pick Up Patrol (PUP)**. 4K-2 parents picking up will be provided with a car tag to be displayed upon arrival. Students will only be released upon parent arrival.

### **Bus Procedures**

- 4K-2nd grade will enter and exit through Door #12.
- 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.