



Spruce November/December 2019 Newsletter

From the **P**rincipal:

It is hard to believe that soon the temperature will start to drop and we will see the familiar white flakes upon us. Families will get together for the holidays; fires will glow in our homes; and hopefully families will gather to read on their own or with one another.

Enjoy this glorious holiday season!

Sincerely,
Patricia Adler
Principal



There will be an **Early Release drill** on
Tuesday, November 26, 2019

Everyone in the school must leave 15 minutes early.

All students will exit the building at **3:35 PM.**

For students who stay here after school, they will shelter in place for 15 minutes in the cafeteria. Then their typical program will begin.

K-3 School Hours:

Doors Open 9:15 am

Late Bell 9:25 am

Bus Students Released . . 3:50 pm

Walkers Released 3:50 pm



Remember all students walk to their class on their own. The lobby is our 'Hug Goodbye' zone.

Please note: students are NOT to enter the building before 9:15 am as there is no supervision provided. Please try to time your child's departure for school so that your child does not arrive too early.

We do have a supervised program available to all students **before** school that is run by the YMCA.

YMCA can be reached at:

874-5051

Breakfast is also available to students beginning at

8:50.

The **after** school program is run by:

Boys & Girls Club.

Boys & Girls Club can be reached at:

873-9842

As always, thank you for your cooperation.

Parent Teacher Conferences are schedule on:

November 13th, November 20th
Students will be dismissed at 12:10.



Evening Conferences will be held on Thursday,
November 7th

Parent-Teacher Conferences:

A parent conference is one means to communicate student progress early in the year. To be invited to school for a conference does not necessarily mean that your child is having difficulties. The purpose is to know you and your child better and to enlist your cooperation in achieving our common goal, the education of your child.

There is an opportunity for formal conferences in fall and spring. In addition to the scheduled conference, parent(s) or guardian(s) or teacher(s) may request a conference at any time.

Suggestions for achieving a successful conference:

- Write yourself a few notes about things you would like to ask the teacher.
- Be ready to listen to the teacher. It might be that your child has not understood everything that has happened in school. By listening, being ready with your own notes, and by talking, your conference should be a productive work session – not just a “listen and agree” session.
- Feel free to ask questions about anything you do not understand.
- Set up a conference appointment for another time if you have more questions or concerns. We welcome your interest.
- If you are unable to attend a scheduled conference, please call or send a note to reschedule.



We believe that parent conferences are the best way to communicate student progress early in the year.

Please help to keep Spruce students safe before and after school!!

SPRUCE ELEMENTARY SCHOOL ARRIVAL AND DISMISSAL PROCEDURES

The following procedures must be followed in order to ensure the highest quality of safety for our Spruce students.

BUSERS

ALL bus students will arrive and be dismissed using the **Main Entrance** (near the large playground on Courtside Drive) at all times. There are to be no cars in the bus loop during arrival and dismissal times. The doors next to the large playground are for BUS STUDENTS ONLY.

WALKERS

- Students will use the Spruce Street door for both arrival and dismissal.
Please do not park or idle your car when picking-up or dropping off your child in the cut out area on Spruce Street. This area is for a quick drop off or pick up.

****ALL LATE STUDENTS MUST COME INTO THE SCHOOL WITH A PARENT OR GUARDIAN USING THE BUS ENTRANCE** on Courtside. We will buzz you in when you arrive.

Thank you for your cooperation with these procedures.

Christmas Help



The holidays can be a very stressful time for many families. If you think that you may need some help this Christmas, please contact Amy Gorman, Spruce School Social Worker at 807-3831 or Chris Zon, Spruce School Counselor at 807-3859 by **November 20**.

Parents/Guardians please take a moment to remind your children of the following basic safety rules:

→ **Always take a friend with you when you go places or play outside**



→ **Never talk to a stranger**

→ **Never go anywhere with a stranger**

→ **Walk to the bus stop/school with a buddy/friend**

→ **Encourage your child to talk with a trusted adult if something seems wrong, or if they feel unsafe**

If your child is still feeling unsafe this simple phrase may help them to feel better prepared: “**NO, GO, and TELL**”. They should yell “**NO**”, then **GO** to a place they feel safe and **TELL** a trusted adult what has happened.

Visitors:

All visitors must report to the main office upon arrival to school. They must sign the visitor’s log, show their license and receive a visitor’s pass. **NO VISITORS ARE TO GO DIRECTLY TO A CLASSROOM.** Time is precious and interruptions must be kept to a minimum.



Custody Papers:

Mothers and fathers have equal rights to receive school information about their children, to conferences with teachers, and to pick their children up from school. If you have court papers that restrict any of these activities, we must have a copy at school. A note from one parent asking us to restrict access to the other parent is not adequate. Please be sure to update our information whenever a change occurs.



Telephone use by students during the school day is discouraged. Students should work with their parent/guardian to plan ahead to include homework, field trip permission slips, physical education and music education equipment within their preparation for each school day in order to build responsibility and organizational skills. **Children should also make arrangements for after school activities from home.**



Students may possess mobile and digital technology devices, such as cell phones and personal digital assistants, but their use is subject to the following rules:

1. No use of mobile or digital devices is permitted on school grounds.
2. Students possessing these devices may NOT turn these devices on while on school grounds until the end of the official instructional day, unless during an emergency situation AND with adult permission.
3. These devices are to be stored in the student's book bag during school hours. (NO electronic devices of any kind should be on a student during school hours.)
4. The school and/or school district are NOT responsible for lost, stolen, or damaged equipment.
5. Should a cell phone or other device be seen or heard during the school day, these possessions may, in part or in whole, be removed by the teacher or adult in charge and held until parent pick-up can be arranged.

Please note important dates for Spruce:



November 6	SPTO meeting- 7:00-8:00
November 7	Evening Conferences
November 11	No School – Veteran’s Day
November 13	Parent/Teacher Conferences- dismissal 12:10
November 14	Picture Re-Take
November 20	Parent/Teacher Conferences- dismissal 12:10
November 27-29	No School – Thanksgiving Recess
December 4	Meet Santa 6:30-8
December 3-4	Holiday Shop
December 5	District Tree Lighting Ceremony @ NTHS
December 11	SPTO meeting 7-8
December 23-January 1	No School- Winter Recess
January 2	School Resumes
January 8	SPTO Meeting 7-8
January 20	No School – Martin Luther King Day