



HORACE MANN MIDDLE SCHOOL
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August 10, 2017

Dear Horace Mann Middle School Students & Families,

Welcome to the start of a new and exciting year at Horace Mann! I hope your summer was filled with great memories for your family.

Friday, September 1st will bring the first day of school and the possibilities are endless of what we will achieve during the next nine months together. This letter contains information that may be useful to you throughout the school year, so, for your convenience, we will also post this and other important information on our Horace Mann website at www.neenah.k12.wi.us/schools/horacemann.

REGISTRATION

You can register your child online through Parent Portal or in person Wednesday, August 23rd or Thursday, August 24th, from 8:00 a.m.-6:00 p.m. at Horace Mann Middle School. If you are unable to register your child during any of the listed registration dates, or if you are unable to access our registration information online, please call the Horace Mann office at (920) 751-6940 and we will be happy to assist you.

-Please bring an updated copy of your child's immunizations (be sure your child has the Tdap & 2nd Varacilla immunizations)

Classrooms and hallways will not be open during registration, but will be open during open house August 30th.

PHOTO DAY

To eliminate the loss of instructional time during the school day, students will have their photo taken during registration. Please plan to bring your child to registration. If students are unable to have their picture taken during registration, a make-up day is scheduled for Tuesday, September 12th. Payments can be paid directly to **Network Photography** using the form provided at registration or by paying online using the link found on the right hand side of the Horace Mann homepage: <http://www.neenah.k12.wi.us/schools/horacemann/>.

SUPPLY LIST

The 2017-18 Horace Mann 4th, 5th and 6th grade supply lists may be accessed by visiting our school webpage at www.neenah.k12.wi.us/schools/horacemann.

OPEN HOUSE

Horace Mann Open House is scheduled for Wednesday, August 30th from 4:30-6:00 p.m. Students and families will have the opportunity to tour the school, practice walking through their schedule, meet staff members and drop off supplies in lockers.

SCHOOL FEES

4th & 5th Grade School Fee:	\$40.00 \$16.00 for reduced fee upon qualification
Middle School Fee:	\$45.00 \$18.00 for reduced fee upon qualification
6th Grade Experience (Camp Anokijig)	\$30.00 \$15.00 for reduced fee upon qualification
Activity Participation Fee:	\$30.00 Sport, Competition or Activity \$12.00 for reduced fee upon qualification \$60.00 Maximum per Student \$120.00 Maximum per Family
Yearbook Fee (Optional):	\$26.00 (before 12/23/17)
Activity Pass Fee (Optional):	\$30.00 (For NHS Events)

School fees may be paid online using Parent Portal, or in person during our registration dates August 23rd and 24th.

MEDICATION AT SCHOOL

If your child must take medication during the school day, please contact the school office. **State law requires** that we have all the necessary information and **completed** forms before we are permitted to administer and kind of medication. Parent/Guardian Medication Consent Forms, which require the signature of parent and physician, must be on file in the school office before any medication can be administered. Forms are available in the school office. All medication sent to school must be kept in the school office, in a prescription labeled container and will be given to the students by designated office personnel.

SCHOOL BREAKFAST AND LUNCH PROGRAM

Families may pay lunch fees online through Parent Portal using Discover, Mastercard, or VISA credit cards or debit cards. Please note that fees paid online may not post immediately to your child's account and are charged a \$2.00 convenience fee. Checks can also be used to pay lunch fees and should be made payable to "NJSD Cafeteria." Please be sure to put your child's first and last name on the memo line of your check along with his/her ID number. Checks can be dropped off during registration, placed in the drop box outside the main office or given to lunch personnel during your child's lunch period.

Horace Mann student breakfast and lunch fees are as follows:

Student Breakfast	\$1.40
Student Lunch	\$2.90
Student Reduced Lunch (income eligible)	\$.40
Milk per Half Pint	\$.40

*If you think your family may qualify for free or reduced lunch prices, we strongly encourage you to fill out the Free and Reduced Form online through Parent Portal or on paper. If filling out a paper copy (http://www.neenah.k12.wi.us/cms_files/resources/application%20and%20instructions1.pdf), please turn it into the main office at Horace Mann for processing as soon as possible. Should your child qualify for free/reduced lunch, they will continue to use the same PIN number as all students and their status will remain confidential to others.

****PLEASE BE ADVISED THAT AS OF JULY 1, 2015, THE NEENAH JOINT SCHOOL DISTRICT HAS ADOPTED A NEW POLICY REGRADING NEGATIVE LUNCH ACCOUNT BALANCES AND NEW SERVICE PROCEDURES:**

On July 1, 2015, the Neenah Joint School District changed procedures for serving food to students with negative lunch account balances. Any student whose lunch account balance is negative by \$20.00 or more and still wishes to take a lunch will be offered a cheese sandwich, vegetables, fruit and milk instead of the main entrée that day. This meal will still be charged to the student's account at the normal meal rate for their school. Students will continue to receive a cheese sandwich meal until the account balance is brought back above negative \$20.00.

If you need to make a payment on your child's account, you may send cash or check to any Neenah Joint School District building. Please indicate your child's ID# in the memo line of the check. Checks should be made payable to Neenah Joint School District. You can also pay with a credit or debit card at www.mypaymentsplus.com. Note: there is a transaction fee of 4.75% for online payments and payments may take up to 48 hours to appear on a student's account. Please feel free to reach out to Chartwells at 920-751-6800 with any questions or concerns.

ATTENDANCE

Our Horace Mann attendance line number is 920-751-6940 x 14116. Please make all attendance calls for the day prior to 8:30 a.m. You may also send a note regarding an upcoming absence. Please remember that a parent/guardian must make all calls, and that only the main office, not your child's teachers, can excuse or help you arrange an upcoming absence. Please refer to the NJSD or Horace Mann parent handbooks for further information about attendance policies and procedures, and for information about Wisconsin compulsory attendance law.

CALENDAR

We have many important dates coming up throughout the year. Please click here, http://www.neenah.k12.wi.us/district/master_calendar.cfm, to access the Neenah Joint School District calendar which includes early dismissals and no-school dates.

COMMUNICATION

In order to create and maintain an effective partnership between school and home, communication is our key element for success. Horace Mann uses a variety of communication tools and we encourage you to explore them all. If you need assistance, please feel free to contact the school office at 920-751-6940.

Website: www.neenah.k12.wi.us/schools/horacemann. This is updated frequently, and includes interactive forms, up-to-the-minute emergency information (when appropriate), calendars, et cetera.

Schoology: Schoology is the most widely used communication tool by the school and teachers. You and your child may access Schoology for specific information related to classroom, course work, daily announcements and upcoming events. Parents will receive unique access codes during the first few weeks of school, as well as directions on how to login and access information.

Twitter: Special announcements will be posted on the Twitter feed *HM Principal*. To follow, please visit the Horace Mann webpage. The *Twitter* feed and *Follow* icon is located on the right-hand side of the page.

Blackboard Connect: This is a school wide system used to send out information to families via email, phone or text message about upcoming events, important dates and/or information about our school.

Emails/Phone Calls: We will continue to contact the families of our students to discuss student progress or concerns. Should you contact a staff member, please expect a reply within about 24 hours during the school week. Please remember that they are teaching all day, and often are not able to check messages until later that night or the next morning. You may receive an automated message from NJSD or Horace Mann if important, pertinent, or

emergency information must be shared. You may also receive calls or notices related to your child's attendance.

STANDARDIZED ASSESSMENTS

We will contact Horace Mann families using separate communications (paper and/or email) that will outline standardized testing dates and details closer to each assessment window.

TECHNOLOGY

At Horace Mann, we are proud to continue our building-wide technology initiative. Each 4th, 5th and 6th grade student will be issued his or her own Google Chromebook to use during the school year. Chromebooks will be issued the first week of school and the *Parent/Guardian and Student Netbook Responsibility Agreement* **must** be signed and turned in prior to your child receiving their Chromebook. The agreement will be available online and during registration for parents/guardians and students to read, sign and turn in. The school district will also be providing each student with a computer sleeve to carry and help protect the Chromebook.

Horace Mann students are not allowed to carry cell phones on their person during the school day. Students are permitted to bring cell phones to school if they remain in their locker and are silenced or turned off during the school day. Should you need to reach your student during the school day, we will be happy to get them a message through the main office by calling 920-751-6940. Should your child choose to violate our cell phone policy, a staff member may confiscate the phone. The phone may be picked up by a parent/guardian at a later date/time to be determined by administration.

ILLNESS

Should your child become ill during the school day, they must report to our main office and a Horace Mann staff member will make contact with a parent/guardian.

DRESS CODE

How students dress and groom themselves has an important effect upon their attitude toward themselves and school. Students are expected to dress appropriately for school each day, regardless of the temperature. The school reserves the right to send students home if their appearance does not reflect good taste, cleanliness, or is disruptive to the educational process. Further disciplinary actions may result for students who repeatedly choose to not follow the dress code. For more information on our dress code, please refer to the *Horace Mann Parent Handbook* found on our school webpage (http://www.neenah.k12.wi.us/cms_files/resources/Parent%20Handbook%2016-17%20PDF.pdf).

SAFETY

Please note that all Horace Mann exterior doors are locked during school hours. All visitors must enter through the main office door on Oak Street while school is in session to sign-in and receive a visitor's badge. Please remember that only those parents/guardians listed in our

computer will be allowed to physically pick-up students for appointments during the school day without *prior written* permission from a parent/guardian. We are unable to release a minor child to anyone other than his or her parent/guardian. Thank you for your understanding. We appreciate your cooperation in keeping Horace Mann students safe!

Safety is a priority within Horace Mann Middle School. In addition to fire and tornado drills, students participate in several crisis drills throughout the school year. Students and parents will ALWAYS be told in advance of crisis drills. If you are not notified in advance, it is not a drill. Our goal is to thoroughly inform and prepare our kids to best manage any type of emergency situation that may arise including fire, intruder, lockdown, and tornado/severe weather situations. We appreciate your patience throughout the school year as we allow our students and staff time to practice our safety procedures. This may mean the school (including the main office) is closed during planned drills. Additional safety information can be found on our website.

ARRIVING & DEPARTING FROM SCHOOL

The first bell at Horace Mann rings at 8:00 a.m. and students are to be in their homeroom by 8:05 a.m. and the final bell rings at 3:15 p.m. Students should not arrive to school prior to 7:30 a.m. and must exit the building by 3:30 p.m. unless directly involved with a school activity, working with a teacher, or waiting for district transportation. Students eating breakfast can enter the building starting at 7:30 a.m., all other students can walk the track or walk in the gym during inclement weather.

I hope you and your family enjoy the last weeks of summer break. I look forward to seeing you all at our Open House August 30th. Please contact Horace Mann Middle School at 920-751-6940 with any questions or concerns you may have prior to the start of the school year. On behalf of our entire staff, we look forward to working with all of our Horace Mann students and families for the 2016-2017 school year!

Partners in Education,



Jackie Muñoz-Ellmann, Principal
Horace Mann Middle School