



321 Alcott Drive • Neenah, WI 54956 • Tel: (920) 751-6955 • Fax: (920) 751-6857
April Keepers, Principal

Dear Coolidge Family,

August, 2017

Welcome to the 2017-2018 school year. Myself, as well as the Coolidge staff, are very much looking forward to the arrival of our students beginning **Friday, September 1st**. This is going to be an **AMAZING** school year!!! The following information will help all of us get off to a smooth start. Please read this letter carefully and connect with me regarding any questions.

Wednesday, August 16th is Forms & Fees Day (Registration) beginning at 2:00 P.M. and will continue until 6:00 P.M. Remember that student registration can now be done online, which we highly encourage. You are able to do the online registration in your very own home rather than coming to school in person (more information about these specific procedures will follow at the end of this letter). However, if you choose not to do this at home, during Forms & Fees Day we will have computers and assistants available to help you register your child online, pay annual school fees, and make deposits for lunch or milk purchases. **For new students, you will also be able to purchase required headphones for your child. Separate checks or cash are required for fees, for lunch deposits, and for headphones (\$4).** Teachers will not be available on this day, and will be returning to school August 29th for meetings, as well as planning and preparing their classrooms. If you are not able to come to school on the 16th and need help with registration or paying fees, please plan to stop in the office Aug. 22, 23, or 24 between 8:00 AM and 3:30 PM. **Please be reminded that August 16th will be the first time you will be able to view class lists/teacher names for the 2017-2018 school year. These will be posted in the multipurpose room.**

COME MEET YOUR TEACHER @ OPEN HOUSE

Please plan to join us on Wednesday evening, **August 30th from 4:30 - 6:00 P.M.** You can visit your children's classrooms, meet the teacher, and tour the building. Students are welcome to bring school supplies to their classrooms at this time, or bring them on the morning of Sept. 1st. P.T.O. will provide an opportunity for adults to sign up for volunteer opportunities and to purchase Coolidge apparel. Please follow the link to Coolidge PTO for more information.

<http://www.neenah.k12.wi.us/schools/coolidge/pto.cfm>. We also encourage all families to bring in a family "summer fun" photo during Open House to add to our school family board in the main hallway. This year it will look like an Instagram theme, so be sure to join in the fun by bringing in a family photo. #welcomeback #summerfun #coolidgerocks #familyandschoolpartners

SCHOOL HOURS:

Monday - Friday: 8:15 AM - 3:05 PM

Arrival Time: 7:45 - 8:05 AM

Playground supervision is provided during this time. **Please ensure your children do not arrive earlier than 7:45 AM.** Students enter the building at 8:05 AM. All students should plan to arrive no later than 8:05 AM in order to be in their seats and ready to begin learning at 8:15 AM. For the safety and security of all, outside doors are locked at 8:05 AM. Students arriving after 8:05 should enter through the front door near the offices. During inclement weather students are invited to bring a book to read and gather in the gym from 7:45 - 8:05.

Dismissal Time: 3:05 PM

Students are dismissed from grade level doors. Students should proceed directly home at dismissal time. Students wishing to use the playground must first go home to check in and then return to the playground with adult permission. Students are not allowed to wait on the playground but must stay near the building doors when waiting for rides/adults. **Families are asked to avoid use of the playground from 3:05 PM - 3:15 PM until staff members can assess that all children have been safely dismissed to their caregivers.**

PROFESSIONAL LEARNING DAYS:

During the 2017-2018 school year, PreK-12 students will NOT be in school on specific days, in order to provide time for our staff to participate in professional development - systematic professional collaboration for planning, learning, and implementing curriculum and curriculum related activities for meeting all students' learning needs.

The Professional Development Days for the 2017-2018 school year will be:

FRIDAY, SEPTEMBER 29TH, 2017
WEDNESDAY, NOVEMBER 22ND, 2017
FRIDAY, DECEMBER 22ND, 2017
FRIDAY, JANUARY 22ND, 2018
FRIDAY, FEBRUARY 26TH, 2018
MONDAY, APRIL 2ND, 2018
FRIDAY, MAY 25TH, 2018

School will NOT BE IN SESSION on these above listed dates. Please plan for childcare accordingly on these days off.

SCHOOL FEES:

(Checks made to Neenah Joint School District or N.J.S.D.) \$40.00 per student. Please pay this amount online, remit this amount on Fees and Registration Day, or pay in the office **no later than September 28** to cover student costs of copying, paper, and other learning materials. Students qualifying for reduced lunch may pay reduced fees of \$16.00. Fees are waived for families qualifying for free lunch. **FORMS FOR FREE/REDUCED LUNCH CAN BE OBTAINED IN**

THE SCHOOL OFFICE FROM THE SCHOOL SECRETARY. If additional assistance is needed, please communicate directly to Mrs. Keepers (920) 751-6955 ext. 12101.

TRAFFIC:

Please avoid the use of the driveway before and after school, reserving it for school busses, daycare busses, and handicapped individuals. Students are encouraged to walk or bike to school. Scooters, skateboards and roller blades are not recommended and cannot be brought into the building. Students transported by cars should be dropped off and picked up on the "school side" of Alcott, Hawthorne, or Campbell Streets. The parking lot is reserved for staff members and is not a safe drop-off or pick up site. Parents meeting students inside the school are asked to wait in the foyer or doorways until the dismissal bell rings. Please exercise extreme caution at drop off and dismissal times as the number of children and vehicles in the area can be overwhelming. Please drive slowly and remember to never double park on Neenah streets. **THE NEENAH POLICE DEPARTMENT WILL PATROL THE STREETS SURROUNDING THE SCHOOL AND ISSUE TICKETS TO DRIVERS IN VIOLATION. PLEASE BE RESPECTFUL OF STUDENT SAFETY AT ALL TIMES.**

ABSENCES:

Please call the school office at 751-6955, ext. 0, **before 8:30 AM** when your child is absent. Calls may be made during the night with information left on our voice mail system. **Make-up work will be provided on your child's return to school.** Absences for illness, medical appointments, and family emergencies will be excused. Absences for family trips are discouraged and make-up work is not provided in advance. **Absences beyond 10 days (whether excused or unexcused) will require the start of a process to record habitual truancy, and will require a meeting with the school principal to discuss attendance concerns. This policy is in accordance with state law for mandatory school attendance.** However, please keep in mind that students absent with a fever must be fever free without fever reducing medication for 24 hours before returning to school. This same expectation applies with vomiting.

LUNCH PROGRAM:

The cost of a student lunch is \$2.50. Purchase of lunch includes milk. Students bringing lunches from home can purchase milk for \$0.40 per individual carton. Each student has a lunch account identified by student ID number. Families may make deposits to student accounts by credit card online or by depositing checks or cash in the box in our office. (Checks to Neenah Joint School District or N.J.S.D.) Please follow the link to payment directions and to the monthly lunch menu. If you join your child for lunch, and order school lunch, the cost is \$3.80 for adults.

All lunches are prepared off site and must be ordered by 8:30 AM each day. Students expecting to be tardy or **adults wishing to join a child at school and eat school lunch must call the school by 8:30 AM to order a lunch.** If financial hardship exists, please complete an application for free or reduced lunch prices and return it to the school as soon as possible. This form must be completed each year. These forms were mailed to households earlier in the

summer. Additional forms are available in the school office or online. Families qualifying for free or reduced lunch prices may also qualify for a reduction in or waiver of school fees.

SCHOOL SUPPLIES, GYM SHOES & HEADPHONES:

A list of school supplies requested for students in each grade level is available on our school website or from the school office. Please note, all students must have a pair of gym shoes to keep at school, to be worn only for gym. Students will change into gym shoes regardless of wearing tennis shoes to school. Also, for sanitary reasons, each child has their own personal headphones set to use in the computer lab. **Students who are new to the school will need to purchase a set of headphones from the school library for \$4.** These will be labeled and kept at school. Headphones are already here at school for those students returning to Coolidge.

DISTRICT HEALTH & WELLNESS POLICY:

In an effort to encourage and teach good nutritional choices, the NJSD has adopted a Wellness Policy. We no longer permit serving of candy, soda, or other artificially sweetened drinks, or any foods high in sugar and/or fat and low in nutritional value to a group of students during the instructional day, such as birthday snacks. **Donations of cookies, cupcakes, crispy bars and other non-nutritive rich items will be declined.** Please follow the link to the district's snack policy for more information. <http://www.neenah.k12.wi.us/district/forms/healthysnacks.pdf>

MEDICATION AT SCHOOL:

All prescription or nonprescription medication to be administered at school must be dispensed at the school office and should not be in the possession of students at school. Parents must complete a medication consent form in the school office. A form signed by the physician is also necessary for prescription medications. These are available in the school office or from local physicians. All medications must be in the original container with printed dosage directions. If your child has medication forms on file in the office from last year, please stop by the office to complete an updated parent consent form, as last year's forms are no longer applicable. Please plan to complete this before school begins.

SCHOOL SPIRIT DAYS:

Wear your Coolidge T-shirt or something red and white every Friday to show your school spirit. Spirit wear can be purchased through Coolidge School P.T.O.

DAILY CLOTHING & WEATHER:

Students should dress in comfortable shoes and washable clothing avoiding short shorts, halter tops, spaghetti strap tops, and shirts with offensive messages. Students will play outdoors daily, weather permitting, and will attend physical education classes twice per week. All students are asked to keep a pair of tennis shoes/athletic shoes at school to be worn only for gym classes. Our weather changes quickly in Wisconsin so it is wise for students to be prepared with jackets or sweaters. Boots and snow pants are a necessity every day during winter months.

To avoid loss, please label your child's outerwear. Please note that the following guidelines will be followed and enforced at Coolidge School each day:

- Light jackets are required when temperatures are below 60 degrees.
- Warm winter jackets, hats, and mittens/gloves are required when temperatures are below 40 degrees. When snow is present, boots and snow pants are also required.

****** POSITIONS AVAILABLE/VOLUNTEERS WANTED:**

We are seeking responsible adults to hire as noontime playground or cafeteria monitors. We are also looking for substitutes in these areas. If interested, please call April Keepers at 751-6955, ext. 12101 as soon as possible. ****

ALL SCHOOL SAFETY PRACTICES:

All school doors are locked during the school day. Parents, tardy students, and visitors are welcome at all times, but must always enter by the main door. Ring the bell to request admittance, and stop in the school office first to sign in. If it is necessary to pick up a student for an appointment before dismissal time, an adult must first come to the office and the child will be called from the classroom to the office. Please allow plenty of time so you can come into the office to sign out your child. Your child will remain in class and learning until you come to the office. To avoid interruption of classroom instruction, delivery of all items for students should be made to the office.

CELL PHONES AT SCHOOL:

Students are discouraged from bringing cell phones to school. If your child must carry a cell phone to school, please contact the principal in advance. Cell phones must remain off and in backpacks during school hours. The school cannot accept responsibility for lost or stolen devices.

COOLIDGE SCHOOL DIRECTORY:

Each year the P.T.O. publishes a school directory listing student and parent names, phone numbers, addresses, email addresses, and class lists. Directories are provided for each family. These are intended to help connect members of the Coolidge community only. **If you do not want your child's name or other information included in the school directory, please notify the school in writing no later than Sept. 28th. Thank you!**

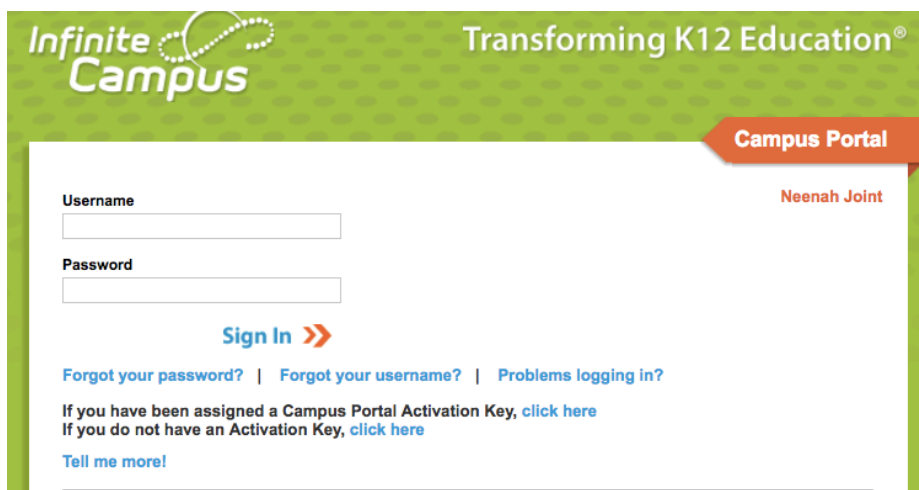
PLEASE CONTINUE TO READ THE FOLLOWING PAGES REGARDING SPECIFIC INFORMATION FOR FORMS & FEES (REGISTRATION) NIGHT:

SCHOOL FORMS:

Below you will find additional information about online registration and associated school and district specific forms:

- **Neenah School District Registration:** This will be online for you to update either electronically at home or at Forms/Fees night (registration) on August 16th. Please be prepared to update parent phone numbers for home, work, and cell phones, email addresses, and names and phone numbers for emergency contact. Remember to call the school office at any time during the year if any of the information on this form changes.

Last year the NJSD implemented Online Registration which allows families to update their demographic information in a more timely, efficient manner as well as do electronic signatures for various release forms such as field trip, technology, acceptable use policy, media forms and WIAA forms for students in grades 7-12. Many fall sports start the first week of August and forms MUST be completed prior to the first practice. Families are encouraged to complete this as early as possible on the parent portal. <https://campus.neenah.k12.wi.us/campus/portal/neenah.jsp>



*Once logged into the parent portal, click on the online registration link and follow the on screen instructions. When prompted, click on the "Existing Student Registration" **We would like to have ALL families complete this as soon as possible.** If you need assistance with the online registration process, you may contact Bonnie McClone at 751-6800 ext 10137 or bmccclone@neenah.k12.wi.us.*

If you cannot remember your username or password, you may select the "Forgot my username/password" options on the parent portal log in screen. Information will be emailed to the address you have set up for security purposes. If you don't believe you have ever set up an account, you may email campus@neenah.k12.wi.us.

- **Home/School Communication:** Only complete/return this form if you do not have access to email and will need paper copies of any/all items being shared throughout the year (form attached). If you do NOT complete this form, it is assumed that you have updated your email via online registration and will receive information electronically at that email.

Additional Forms:

Free and Reduced Lunch Application - available online or in office upon request

Student Medication Consent form - available in office upon request

For further information please follow the link to our district's Elementary School Handbook for the 2017-2018 school year. The link can be found on the right hand side of our Coolidge home page. Please read it carefully to note other policies and procedures. Hard copies are also available in the school office. Please know that if you ever have questions or concerns, the door is open. I hope that you will feel comfortable approaching me with what is on your mind. Also, please check out our school's website for additional information about Coolidge School at <http://www.neenah.k12.wi.us/schools/coolidge/>

I look forward to meeting you all soon. This is my fifth year as principal at Coolidge, and I am truly excited for the opportunities and the journey that lies ahead. I anticipate another amazing year for all of us at Coolidge School. Together we'll make it one of learning, growth, play, and of course FUN for your children. Please call if I can help in any way. We look forward to seeing you and your children on:

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|--------------------------|---------------------------|--------------|
| · Wednesday, August 16th | Forms/Fees (Registration) | 2:00-6:00 PM |
| · Wednesday, August 30th | Open House | 4:30-6:00 PM |
| · Friday, Sept. 1st | First Day of School | 8:05 AM |

Sincerely,

Mrs. April Keepers, Principal
Coolidge Elementary School
321 Alcott Drive
Neenah Joint School District
(920) 751-6955 ext. 12101
akeepers@neenah.k12.wi.us

Home/School Communication

To save costs and to be more environmentally responsible, much of our school, classroom and PTO communication will happen by email.

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY:

If you are NOT able to access email and would like to have PAPER COPIES of all school related information, please complete the following information. Return this paper to the school office no later than September 15th, 2017.

_____ I do not have access to email. Please send me a paper copy of all communications.

Parent Name/Names _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____

Student Name _____ Grade _____

PLEASE NOTE:

****If you are not completing this form, it is assumed that all information will be shared with you electronically, at the email you provided during online registration. Please remember to contact our school office if that email address were ever to change, or if you for some reason are not getting communication at your email of choice.**