

Colebrook Academy & Elementary School

27 Dumont Street

Colebrook, New Hampshire 03576

(603) 237-4801

School Website: www.csd.sau7.org



August 14, 2023

Dear Parent(s)/Guardian(s):

I hope that your summer has been filled with fun and relaxation and that you made a lot of wonderful memories with family and friends.

I look forward to a productive partnership with you to ensure our students achieve their highest potential. Our teachers understand that part of our students' success relies heavily on the support offered both at school and at home, and a strong partnership with you will make a difference in your child's education. I am certain that our common responsibility for our students will provide successful outcomes throughout the year.

We are happy to welcome the following staff members who are joining the Colebrook team:

New Staff

- Stephanie Cameron - Assistant Principal
- Emalie Call - Math Interventionist
- Vanessa Neuroth - Grade 4
- Amelia Sweatt - Kindergarten

Staff position changes

- Jessica Klee - Middle School Math & High School Pre-Algebra

We have transitioned to a new student management program called Alma. More information about how you can access this program will be forthcoming.

You will find your child's schedule enclosed if in high school. All middle school schedules will be given to students on the first day of school. If you have an elementary student, you may call the school and ask for your child's teachers name.

The add/drop time for any high school course change will be the first five days of school. If a student wants to change a course, the student is required to follow the process below.

Add/Drop Process:

- Any changes for students are on a first come, first served basis.
- Student sends an email to Guidance Assistant, Mrs. Anna Britton, **no later than Tuesday, September 5th**.
- College, Career, and CTE Director, Dr. Tia Cloutier, will meet with students to make schedule changes. The availability of courses is not guaranteed, meaning some students will not be able to change classes.

Arrival Procedure

UNLESS a student is eating breakfast or riding a bus, they should not arrive at school prior to 7:50.

- All K-5 students report to café and remain there until teacher gets them at 7:55.
- Unless eating breakfast in café, all 6-12 students report to library until the bell at 7:55 to go to period 1, there is no homeroom.
- Attendance is taken in period 1 at 8:00. Students not in first period by 8:00 are considered tardy.
- Breakfast starts at 7:35 and WILL NOT be served after 7:50.

Dismissal Procedure

Students will not be dismissed from school during school hours without written permission from the parent or guardian. The student must be signed in and out of school by the parent/guardian in the office. Any student leaving the building prior to the end of day, or at the end of the day without parent or guardians, must send in a prior written note. Notes should be in the office prior to 8:00 AM the day of the dismissal for announcement purposes. School will be dismissed at 2:34.

Entrances & Exit Doors for Bus Riders and Private Car Riders

- K - kindergarten door
- 1-12 bussers, walkers, & drop-offs ONLY enter Dumont doors
- 1-3 Exit Gym Doors at end of day
- 1-12 walkers ONLY enter the Main Street door, no drop offs
- PreK- starts at 8:00 enters Main Street door
- Parents picking students up early or late arrivers, after 7:55, enter through Dumont Street main doors

School Meal Information

This year, the meal prices are as follows:

PreK-12 Breakfast	\$1.60
PreK-5 Lunch	\$2.85
6-12 Lunch	\$3.05
Milk only	.60

On the first day of school, we will send home packets including free & reduced meal applications, emergency forms, and various other papers. Please send them back as soon as possible. In the case of illness or an emergency, we need up-to-date information.

There are many updates to the 2023-2024 Student Handbook located on the website. Please read it carefully with your child/children for expectations. The updated 2023-2024 Program of Studies is also located on the website under the guidance page.

As a reminder, you received an invitation to the first day of school community lunch. Please call the office (237-4801) and RSVP the lunch mod you will be attending with your child no later than Aug 18th:

Lunch Mods

MS Lunch	10:49-11:17
HS Lunch	11:18-11:43
PreK-K	11:45-12:15
1st/2nd	12:00-12:30
3rd-5th	12:15-12:45

In closing, I have an unwavering belief that all children can be successful and happy in school. I welcome the opportunity to serve your children. Please do not hesitate to reach out to me if you have any questions, comments, or concerns.

Sincerely,



Kim Wheelock, Principal