



John C. Coonley Elementary School

4046 North Leavitt • Chicago, Illinois 60618 • Phone 773-534-5140 • Fax 773-534-5213

Gregory Zurawski
Principal

Stephen Laslo
Assistant Principal

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Dear Parents and Guardians:



Your child's homeroom is listed on the envelope label. Come meet your child's teacher on 8/31/17 from 3-5 pm.

I hope that you have enjoyed a wonderful summer. We are busy getting ready for another exciting year here at Coonley. We look forward to making the 2017-2018 school year an engaging and challenging experience for all of our Coonley students. To ensure a smooth beginning to the upcoming school year, we have listed some important reminders for you.

The starting date for school is Tuesday, **September 5th, 2017**. It will be a full day of instruction. We will follow a normal school day schedule; students will enter at **8:27 a.m.** and go straight to their classrooms. Parents are asked not to accompany their children. (The FOC/PTO will have coffee available for all parents in the MPR.) Coonley will continue to have a **dismissal time of 3:30 p.m.** Breakfast and lunch are provided to all students at no cost. Purchase of milk only is 45 cents. Breakfast will be served from 8:15 a.m. until 8:40 a.m.

Important Information

- School begins at **8:30 a.m. sharp**. Please make sure that your children arrive to school **every day** by 8:27 a.m. Every minute counts. Students may be dropped off and enter the playlot beginning at 8:00 a.m. Parents requiring drop off for their children prior to 8:00 a.m. will need to register for our Before School Care Program. Forms will be available on the first day of school (also available on the school website).
- If your child will not be attending Coonley this school year, please notify the school office at (773-534-5140). Possible reasons:
 - If you have moved outside of the Coonley attendance area in the last year, in which case your child would be attending their new neighborhood school.
 - If your child will be attending another selective enrollment elementary school.
- **Pick-up/Drop-Off: Please use "Kiss n Go" to drop off your child**
 - The morning drop-off lane is open from 8:00 – 8:30 a.m. on Bell Avenue near the playground entrance for K-8 parents who want to "Kiss N Go."
 - The cones will be placed on Bell Avenue to form a "drop-off lane." The lane is only effective if kids prepare themselves to exit the car as soon as you pull into the lane. *Don't get out yet: just be ready. K & 1st graders in car seats must be able to unbuckle themselves independently.*
 - Parents pull into the lane and drive as far south as possible. Please wait to exit until you reach Coonley staff. **Let your child out curbside only.**

Student Drop-Off Locations: At morning bell, all students (**5th-8th first day only**) will line up at their classroom cones on the green field starting with Kindergarten on the Leavitt side with 8th Grade on the Bell side.

Student Pick-Up Locations:

- Kindergarten classes will dismiss on the play lot at the south outer wall of the gymnasium.
 - 1st grade classes will dismiss at the east gymnasium lobby doors.
 - 2nd grade classes will dismiss at the main entrance to school.
 - 3rd & 4th grade classes will dismiss at the Belle Plaine Avenue entrance.
 - 5th – 8th grade students will dismiss at the Bell Annex entrance.
- **Welcome Back Packet:** Your child will receive a packet of important forms during the first week of school. Please review, sign, and return these forms.
 - Forms: Emergency Contact, Family Income Information Letter, Media Consent, Student Code of Conduct and CPS Calendar (to keep at home)

- o Book and Materials Fee: Coonley has once again adopted a \$100.00 Book and Materials Fee for all students in Kindergarten – 8th Grade **with a \$150.00 maximum per family. Please see enclosed letter for further information.**
- **Attendance is critical:** Teachers must submit their on-line attendance by 9:00 a.m. and it will be forwarded to the Regional Office by 10:00 a.m. **Any early dismissal where the student has been present less than 150 minutes (11:00 a.m.) will not be considered a half day of attendance. Any early dismissal where the student has been present more than 150 minutes (11:00 a.m.) but less than 300 instructional minutes (2:15 p.m.) will be considered a ½ day of attendance. Please plan doctor and other appointments after school hours.**
- **Recess:** Weather permitting, students will have outdoor recess daily. Students will be expected to come properly dressed for outdoor recess. Indoor recess may be called during rainy or frigid weather conditions (below 20 degrees Fahrenheit).
- **NBGC:** We will continue our programming with the After-School Matters Community Program partnered with the Neighborhood Boys and Girls Club (Phone: 773-463-4161). Please visit the Coonley website (extracurriculars) or www.NBGC.org for further information.
- **Transportation**
CPS assigned bus companies will notify families the weekend prior to the start of school of their child’s bus information.
- **Coonley Fall After School:** Schedules, links, and information will be blasted out with welcome documents and posted on the school website to coincide with this letter’s arrival.
- **Admissions**
Neighborhood Program
Enrollment is reserved for students that currently reside within the Coonley attendance boundaries (<http://schoollocator.cps.k12.il.us/>). Please visit the Coonley website (www.coonley.org) for documentation required for registration. If you have moved outside of the Coonley attendance area in the last year your child should enroll in their new neighborhood school. CPS will initiate address verification procedures when inconsistencies in documentation arise. If enrollment is found to be fraudulent CPS will act in accordance with the District’s Enrollment & Transfer Policy and a violation of said policy may include an immediate transfer to the student’s appropriate home school. If families are found to be living outside the City of Chicago tuition may be charged. If your child was accepted to Coonley from outside the attendance boundary prior to **June 30th, 2010**, or through the Sibling lottery then Coonley becomes the home school for your child until graduation.
Out of Attendance Area Admissions (Siblings Included)
Students seeking admission to Coonley that reside outside of our attendance area must apply using the Options for Knowledge Standard Elementary Application available within the Options for Knowledge Guidebook or online at www.apply.cps.edu . The application is available October 1st through mid December. Please follow submission guidelines provided by the Office of Access and Enrollment. Notifications are sent in the spring prior to the start of school. More information is available at <http://cpsaoe.org>.
Regional Gifted Center
For the 2018-2019 school year Coonley’s RGC programming will begin at 1st grade. To apply to Coonley’s Regional Gifted Center use the Selective Enrollment Elementary School Application from Chicago Public Schools. The application process is described on the CPS website and you can also download an application there during the application period, usually the beginning of October through mid-December. All admissions are handled solely by the Chicago Public Schools Office of Access and Enrollment. More information is available at <http://cpsaoe.org>.
- **Upcoming Events**
 - o **Teacher Meet and Greet** August 31st from 3-5 p.m. Food trucks and entertainment will be available at the playlot from 4-6 p.m.
 - o The September **Local School Council meeting** is scheduled for Tuesday, September 12th at 6:00 p.m. Come and meet your parent representatives.
 - o The September **Friends of Coonley meeting** is scheduled for Tuesday, September 12th at 7:30 p.m.
 - o The **Coonley Open House** is scheduled for Thursday, September 14th from 6:00-7:00 p.m. for 5th-8th Grade and Thursday, September 21st from 6:00-7:00 p.m. for K to 4th Grade. Enrichment teachers will be available both evenings from 6:30 - 7:30 p.m.
 - o **Picture Day** is Tuesday, September 26th.
 - o The Coonley School’s **Pride Stride** (Walkathon) is scheduled for Friday, October 13th
- **Enclosures:** Student Fee Letter

The Coonley faculty and staff are looking forward to offering excellent educational opportunities and a safe and nurturing environment for your children. Please feel free to contact the school office with questions. Enjoy these remaining summer days!