



1645 S. Commercial Street • Neenah, WI 54956 • Tel: (920) 751-6965 • (920) 751-6959  
Mary A. Renning, Principal

July, 2023

Dear Lakeview Families:

The start of a new school year is just around the corner. On behalf of our entire staff, I would like to welcome you to the 2023-2024 school year at Lakeview Elementary School. The kindergarten classrooms will be starting the school year once again with a “soft start” to help build routines and relationships as full day students. Kindergarten students with last names, A-K will attend school on Sept. 5, and students with last names L-Z will attend in person on Sept. 6 and then ALL kindergarten students will attend in person on Sept. 7. All students in grades 1-5 start school on September 5. We look forward to working with you and your child(ren) to make this a successful year for your child(ren), your family and our fine staff. I am excited and still get butterflies as I begin my seventeenth year as part of the Lakeview Elementary Staff as the principal. I promise to continue to do everything in my power to make this year a positive experience for your child(ren) and our entire school community. Although we may not always agree and might make mistakes, we hope by having open communication, working together and supporting one another our Lakeview Lasers will grow and flourish.

Please assist me in welcoming the following “new” staff to Lakeview this school year:

Mrs. Jennifer Alberts - Kindergarten Teacher  
Mrs. Tracey Bast - Grade 1 Teacher  
Mrs. Janice Bloxham - Special Education EA  
Mrs. Chelsea Brown - Speech/Language pathologist  
Mrs. Gena Ehnert - Art Teacher  
Miss Rylee Engelland - Grade 3 Teacher  
Mrs. Kelly Hintz - ILTS EA  
Ms. Emily Kinney - Special Education Teacher - Emotional/Behavioral Support  
Mrs. Samantha Powers - School Psychologist  
Mrs. Megan Ruffing - Reading Support  
Mrs. Aimee Stevens - Math Support  
TBD - Educational Assistant for Emotional/Behavioral Support

Please read carefully through the following information in this back to school letter and contact me with any questions at 920-751-6965, ext. 15101 or email: [mrenning@neenah.k12.wi.us](mailto:mrenning@neenah.k12.wi.us)

#### **ONLINE REGISTRATION & FEES - ALL FAMILIES (K-5) MUST COMPLETE!**

Use the parent portal to complete back to school registration for each child and pay school fees. Thank you to everyone who has completed this already. Lakeview families rocked it once again for the third year in a row with the highest percentage of families completing this task by July 31.

#### **REMINDER(S)-IMPORTANT DATES:**

- \*Complete back to school forms and fees online using parent portal as soon as possible.
- \*Student/Staff Picture Day is Thursday, August 31 from 11:00 a.m.-3:00 p.m. (in the gym)
- \*Class assignments - Wednesday, August 30 by viewing parent portal in Infinite Campus
- \*Lakeview's Meet & Greet/ Open House (and may also bring supplies) Wed., Aug. 30, 3:30-5:30
  - \*ALL students in grades 1-5 begin September 5 (KG - see paragraph above)
  - \*Student/staff picture make-up day October 4

**Electronic School Newsletters & Forms** School newsletters for the school and other school information will be made available on the school’s website: <http://www.neenah.k12.wi.us/schools/lakeview/>, students will not bring home paper copies of newsletters. I encourage you to consider bookmarking the school’s and district’s site on your web browser at home or work. A weekly email will be shared with families and the school newsletter will be published monthly. Families who have updated email addresses shared as part of the registration process will be sent a weekly email communication that links directly to the school newsletter and other important school information.

*If you do not have regular access to a computer or email address and would prefer to have a paper copy of the newsletter or other communications sent home with your child, please contact Mrs. Keesler in the main office otherwise all newsletters and forms will only be made available on the website. 920-751-6965 x 15100 or tkeesler@neenah.k12.wi.us*

## **1. The School Day:**

\*Note - New end of day time, 8:15 a.m. - 3:00 p.m. Monday-Friday

Please avoid dropping off students before 7:50 a.m. Any student that arrives to school before this time should be registered for Y-Care or must wait outside the front doors on the sidewalk until 7:50 a.m.

Starting at 7:50 a.m. students may begin entering the building through the main doors by the office and then proceed through the hallway directly to their classrooms. The official school day begins at 8:15 a.m. Children not in their classrooms at 8:15 a.m. are considered officially “tardy,” by NJSD School Board Policy. Students absent for more than 10 minutes of the school day (not including lunch and lunch recess) will be marked absent for the AM or PM according to NJSD policy. Given congestion that occurs due to weather and the number of vehicles and students arriving in a short window of time on some days, the office may be flexible with this policy.

If picking up or meeting your child at the end of the school day, please choose an area for them to meet you outside the building. Students will continue to exit specific doors at the end of the day. If waiting by any exiting doors, particularly the front north/Kindergarten doors, please wait to the side or on the sidewalk until all students have exited before entering the building. Bus riding students will always exit the front of our building first, followed by walkers and those being picked up a few minutes later using front and back of the building exits.

\*Note - NO dogs are allowed on any district grounds at any time (this includes the blacktop areas and grassy playground - inside the fence). Please respect this policy and remind others if you observe someone who may not be aware or see the posted signs.

## **2. Attendance/Absences:**

Please call the school office at 751-6965, ext. 15100, before 9:00 a.m. when your child is absent. Make-up work may be provided upon your child’s return to school, or by request, available for pickup after school if the teacher has sufficient time/notice to prepare the work and get the message. Absences for illness, medical appointments, and family emergencies will be excused. Absences for family trips while school is in session are discouraged and make-up work is not required to be provided by the teacher in advance. Students absent with a fever or other serious symptoms (i.e., vomiting) must be fever or symptom free for 24 hours, without medication before returning to school.

Truancy - It is important for students to attend school on a regular basis. As part of the state’s attendance requirements, the district and school have procedures in place to address excessive or unexcused absences which could lead to the filing of truancy with Winnebago County. First, the school may contact a parent by phone or in writing to parents making them aware of the concern about a child’s attendance when a student

exceeds 5 absences or tardies in a few weeks/quarter of school. If excessive or unexcused absences or tardies continue (i.e., 10+), a second notification to parents may be made with a letter mandating medical excuses for any further absences from school to be considered excused. An attempt to schedule a meeting to try and rectify the attendance situation to improve the student's attendance may also be made at this time. If unexcused absences continue after the second notification and planning meeting, truancy may be filed with Winnebago County.

### **3. Dropping Children Off/Picking Up:**

The school day ends at 3:00 p.m. Please take extra precautions as you pick up or drop off students before or after school. Similar to past school years, you are encouraged to use Olde School Road and the sidewalk/walking path in front of and in back of school if you are picking up or dropping off students so as to help with the front lot congestion and avoid any accidents due to the bus traffic. The parking area can get quite congested before and after school, please obey the enter and exit signs for traffic flow. The front lot is one way. At the end of the school day we suggest picking up students in the back of the school or side street (Olde School Road) rather than in the front of school because of the bus pick up area. If you plan to exit your vehicle, please park in a marked stall in the front lot and/or the adjacent street (Olde School Road) to Lakeview. Thank you for helping to keep our Lakeview Lasers safe by taking these precautions and understanding that Lakeview was built during a time when the majority of students were bussed to school, so we all must do our best to make do with the space available for pick up and drop off. (See before and after school pick up and drop off procedures handout available on-line.)

### **4. Building Safety Procedures:**

During the school day, Lakeview has all of its exterior doors locked. If coming to school after the start of the school day or before the end of the school day, please use the main entrance doors and push the buzzer located next to the doors on the right. Once in the building, there is a second set of doors - if you need office assistance, please push the buzzer to alert the office you need assistance. If just dropping something off for a student or picking up something - there is a table located next to the office entrance. When visiting or volunteering, please be sure to check in at the main office with your ID to receive a visitor badge. Doors are locked from 8:30 a.m.-3:00 p.m.

### **5. School Pictures:**

**Again, this year** - students have the opportunity, with Network Photography, to have their school pictures taken before school begins on Thursday, August 31 from 11:00 a.m. - 3:00 p.m. Students must be accompanied by an adult during this event: If you and your child(ren) are unable to attend this day, a picture make-up day is scheduled for October 4 to be taken during the school day. Watch the school's communications and website for informational links about ordering photos online.

### **6. Class Lists:**

**Teacher assignments will be shared with Lakeview families on Wednesday, August 30.**

No paper class lists are provided, but will be posted. If unable to attend the Meet & Greet - families can still find out their child's teacher/class assignment before the first day of school by

logging into Infinite Campus on August 30. Please refer to the school's website for supply list information and a calendar of events for the school year.

We know that many students are anxious to find out their teacher's name and who might be in their class. A great deal of time and effort is put into developing the best possible class list as we balance special needs, gender, learning styles, behaviors, etc.

Once your child's class assignment has been communicated it is discouraged and not appropriate to contact the school to request a change due to all the determining factors that go in to making the final "balanced" class lists, particularly if the request for a change is not based on sound educational reasoning, but rather for personal assumptions or friendship reasons. As principal, I continue to strongly discourage families from talking negatively about ANY teacher or contributing to rumors/gossip in the community about our fine teaching staff at Lakeview. In addition to being passionate about working with children, each teacher at Lakeview possesses a strong set of teaching skills, educational philosophies and expert training that is put into practice each day. Every child's experience with a particular teacher is unique due to the different needs of students and families, so please work with us to help make your's and your child's experience a positive and successful one by being supportive of ALL Lakeview staff at home and in the community. I have appreciated all families who have made this effort and respected this sound practice over the years. **Working together and supporting each other as partners with open and good communication is what makes the Lakeview learning community excellent!**

**7. School Fees (Can be completed online in the parent portal):**

The Neenah Board of Education has set the fee schedule for the 2022-23 academic year of \$40.00 for each elementary student. If you choose not to pay fees online, you may send a check and any important forms with your child on the first day of school, September 1. Checks may be made payable to: Lakeview School.

**8. Open House/Meet & Greet Opportunity:**

August 30, 3:30 p.m.-5:30 p.m. Meet & Greet the teacher and bring school supplies

Staff are planning to share back to school details with families in a variety of different ways prior to and during the first week of school, so please watch for more information to be shared closer to the start of school.

**9. Back to School Registration Verification, Fees & Student Pictures:**

All families should plan to complete the online back to school registration verification process and pay fees using parent portal with Infinite Campus as soon as possible. Families may send a payment for fees with their child to school the first day also. Students pictures will be taken on Thursday, August 31 from 11:00 a.m.-3:00 p.m.

**10. Hot Lunch Program (Each child has his/her own account for lunch and milk):**

Chartwells is the District's foodservice provider. Hot lunch begins the first day of school.

**Due to limited cafeteria seating space - visitors are not allowed during the lunch time, however a student may be taken off campus for lunch with a parent/guardian.**

Deposits to student accounts can be dropped in the box daily during the school year outside the main office. Similar to past school years, there will be a table at registration whereby you can make payments to the lunch program for your child(ren)'s account(s). Hot lunch prices for the 2023-24 school year are as follows: \$3.00 for an elementary lunch, reduced lunch price (if qualified for), and milk remains the same at \$.40 per milk. "Reminder" - If your child's account reaches a negative balance of \$20.00 or more, your child will no longer be able to choose his/her lunch, he/she will be served a cheese sandwich lunch with all the sides of vegetables, fruit and a milk. This meal will charged to the student's account at the normal meal rate.

### **11. Insurance Coverage:**

The Neenah Joint School District does not carry insurance to cover accidents which may occur on the way to or at school. Coverage would be through your individual or family insurance plan.

### **12. Medication:**

If your child needs to take any **prescription medication** while at school, please contact the school office as soon as possible. There are forms which must be completed and signed by a physician before we can administer any prescription medication. **Nonprescription medications** may be administered at school if a medication consent form is filled out and signed by the child's parent or guardian. Medication consent forms can be obtained in the Lakeview Office.

### **13. Immunizations:**

Effective September 1, 2008, the Wisconsin Student Immunization Law (HFS 144) was changed to include a second dose of varicella (chickenpox) for students entering Kindergarten, 6, 9, or 12th grades; and a single dose of Tdap for students entering grades 6, 9, or 12. These changes are in addition to current immunization requirements. Questions concerning immunizations should be directed to Lakeview's Health Nurse, TBD.

### **14. Building Usage Application**

If you are a rec league or non-school group wanting to reserve building space for an activity or event (basketball, Pinewood Derby, etc.), please plan to complete the on-line request form found on our district website. For reserving small group meeting spaces like a classroom for (Scouts, Daisies) you can use the online form also or contact Mrs. Keesler in the office to reserve a classroom after you have checked with the teacher to be sure it works with his/her schedule. All requests must be made two weeks prior to the event/meeting as courtesy to staff and due to the key fob entry system and key from central office needing to be issued to leaders. School or district events may cause cancellations or changes to approved building reservations.

### **15. Lunch and Recess Supervisors - Wanted**

If you are interested in assisting with cafeteria and recess supervision of students from 11:00-1:00 on a daily or substitute basis, please contact the principal to express your interest and apply to the online application on the state's WECAN website with our district as a playground supervisor.

## **16. Parent Teacher Organization (PTO):**

Lakeview is fortunate to have an exceptional PTO each year, made up of friends of Lakeview, parents and staff. Monthly business meetings are typically held in the school's library and committees schedule meetings as needed throughout the school year for special event planning. Information about upcoming meetings and committees will be sent out electronically via email, PTO Facebook and newsletter. You can also find information on the school's website each month regarding agendas and minutes. Consider getting involved in your child's school and volunteer to assist the PTO in a variety of ways! If you have any questions, please contact PTO President, Diana Palagy or any of the other PTO Committee Members.

I wish all families good health and enjoyment of the last few weeks of summer break and look forward to kicking off another exceptional year with our Lakeview Lasers!

Sincerely,

Mary A. Renning  
Principal  
Lakeview Elementary School