

August, 2010

Dear Lakeview Families:

Once again - where did our summer weeks go? On behalf of our entire staff, I would like to welcome you to the 2010-2011 school year Lakeview Elementary School. 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 to begin my fourth year as part of the Lakeview Elementary Staff as the principal and promise to do everything in my power to make this year a positive experience for your child(ren).

Please assist me in welcoming the following new staff to Lakeview:

Amy Bires - Keyboarding teacher for grades 4 and 5 (AM only)

Don Judnic - Physical Education Teacher (replacing, Des Lulloff)

Teena Keesler - Administrative Assistant (replacing Sue LaSage)

Kristine Labbus - Keyboarding teacher for grades 4 and 5 (PM only)

Please read carefully through the following information in this back to school mailing and contact me with any questions at 751-6965, ext. 102.

**REMINDER-IMPORTANT DATES:**

**Registration and Student Picture Day is Friday, August 20 from 10:00 a.m.-2:00 p.m.**

**Class lists posted (for students to find out teacher assignments) Friday, August 20**

**First Day of School is Wednesday, September 1**

**Lakeview's Open House is Thursday, August 26 from 5:30-7:00 p.m.**

**New This Year - Electronic School Newsletters & Forms!** Since all weekly newsletters for the school and other school information will be made available on the school's website: [www.neenah.k12.wi.us/lv/](http://www.neenah.k12.wi.us/lv/), students will no longer bring home paper copies each week. I encourage you to consider bookmarking the school's and district's site on your web browser at home or work. At the end of each week, families who have updated email addresses shared with the school on the enrollment form will be sent an email that links directly to the school newsletter. *If you do not have regular access to a computer or email address and would prefer to have a paper copy of the newsletter sent home with your child on Fridays, please contact Mrs. Keesler in the main office otherwise all newsletters and forms will only be made available on the website.*

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

8:15 a.m. - 3:05 p.m. Monday - Thursday

8:15 a.m. - 2:15 p.m. Friday (or last school day of the week)

Adult supervision is not available at Lakeview until 7:45 a.m. Please avoid dropping off students any earlier than 7:45 a.m. Any student that arrives to school between 7:45 a.m. and 8:05 a.m. may enter the building through the main doors by the office and then proceed through the hallway to the back playground area. Students can begin to enter the building and hallways to get organized for the day when they here the 8:05 a.m. bell. The official school day begins at 8:15 a.m. and students are expected to be in their classrooms and ready to begin the school day. Children not in their classrooms at 8:15 a.m. are considered officially “tardy,” by NJSD School Board Policy. If picking up your child at the end of the school day, please be aware that for security and learning purposes it is important to wait (until the end of the day announcement) in the designated areas by the office lobby or library hallway rather than next to your child’s classroom.

### **2. Absences:**

Please call the school office at 751-6965, ext. 101, before 9:00 a.m. when your child is absent. Make-up work will be provided upon your child’s return to school, or, by request, available for pickup after school, allowing the teacher time to prepare the work. Absences for illness, medical appointments, and family emergencies will be excused. Absences for family trips 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 send a “warning” letter to parents making them aware of the concern about a child’s attendance when a student exceeds 5 absences without a medical excuse or previous communication with the school. If excessive or unexcused absences continue, a second notification to parents is made with a letter mandating medical excuses for any further absences from school. An attempt to schedule a meeting to try and rectify the 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:**

Please take extra precautions as you pick up or drop off students before or after school. Similar to past school years, I encourage you to use Olde School Road and the back parking lot 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 and be aware that the bus pick up and drop off lane in the front parking lot is the area closest to the building. Particularly after school, again, we suggest picking up students in the back parking lot or side street 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 and/or the adjacent street (Olde School Road) to Lakeview. Thank you for helping to keep our Lakeview Lasers safe by taking these precautions.

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

During the school day, Lakeview has all of its entrances 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 and be sure to check in at the main office. Doors are typically locked from 8:45-2:45 p.m. (left open for students who may be tardy and parents who may come to wait in the lobby or library hallways prior to school being let out).

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

**Again, this year** - students are scheduled, with Network Photography, to have their school pictures taken during registration on Friday, August 20 from 10 a.m. - 2 p.m. If you and your child(ren) are unable to attend the registration and school picture day, a picture make-up day is scheduled for Wednesday, September 15.

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

**Teacher assignments will not be shared with families until Registration Day, Friday, August 20.** Class lists will be posted by the main entrance bulletin boards of Lakeview on the All School Registration Day, Friday, August 20, 2010. We know that many students are anxious to find out who their teacher will be and see their new classrooms, but may not be able to make the registration day due to other family obligations, so lists will remain posted and available until the first day of school and will be updated as new enrollments continue to arrive in Neenah on a daily basis. If unable to stop at school prior to the Open House on August 26th or first day of school, you may contact the school office on or after August 20 to find out your child's teacher assignment.

A great deal of time and effort is put into making the best possible class list as we balance special needs, gender, learning styles, behaviors, etc. Once your child's class assignment has been communicated and posted it is not appropriate 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 reasons. I strongly discourage parents from talking negatively about a teacher or contributing to rumors/gossip 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.

#### **7. School Fees:**

The Neenah Board of Education has set the fee schedule for the 2010-11 academic year. Please bring a check for school fees with the completed forms on the **All School Registration Day, August 20 from 10 a.m.-2 p.m.** If your student is returning forms on the first day of school, please send a check with the forms at that time. A receipt will be sent home with your child. Checks may be made payable to: Lakeview School. Fees for 2010-11 are \$40.00 for each elementary student. Again, please make separate checks for lunch/milk cards and school fees. You may write one check for more than one child.

### **8. “OPEN HOUSE” Night:**

All parents and students are invited to attend **Open House Night on Thursday, August 26, 2010 from 5:30 p.m. - 7:00 p.m.** Families can get an overview of what happens at Lakeview Elementary School, meet their child(ren)'s teacher(s) and explore the building. You may visit any time between 5:30 p.m. and 7:00 p.m. Although formal presentations are not required, some teachers prefer to have a specific time to share information with all (see the enclosed handout for specific times/locations of large group presentations). Open House is simply a time to get to meet your child's teacher, bring in supplies prior to the first day, if so desired, and learn a little about expectations for the school year and ways you may support your child and his/her learning. A more formal meeting with your child's teacher to discuss specific needs and progress will be held during parent/teachers conference on November 18 and 19. Special exhibits and handouts may also be on display near the office/gymnasium area with regards to the school's PTO, student involvement opportunities and school fundraiser events. I look forward to seeing our Lakeview families!

### **9. Forms:**

Enclosed are multiple forms which need to be completely and accurately filled out and returned to school. The enrollment form should be returned with any necessary corrections. Although you may have filled out similar forms in past years, we ask that all families fill out all forms so that we can update our records. Please plan to attend our **All School Registration Day to turn in forms, pay fees and have your child's picture taken on Friday, August 20 from 10:00 a.m.-2:00 p.m.**, or you may drop forms off in the office anytime after August 20 or send forms with your child on the first day of school. Teachers have not yet returned to school from the summer break on this registration day, so please plan to meet your son/daughter's teacher and view individual classrooms during Lakeview's Open House. **Lakeview's Official Open House is scheduled for Thursday, August 26 from 5:30-7:00 p.m.** You and your child are encouraged to bring school supplies during the Open House.

### **10. Hot Lunch Program (Same as in past school years - Elementary Schools were not able to go to the electronic system like the middle and high schools due to district budgetary constraints):**

Hot lunch begins the first day of school. **Same as in past years: No individual/single lunch or milk tickets will be sold.** Lakeview will be selling five punch lunch cards and twenty punch milk cards similar to the other Neenah Elementary Schools. Meal and milk cards are sold each day before school, in the hall outside the main office. **Prices for the 2010-11 school year have been changed. Prices are as follows: \$2.25 for an elementary lunch which equates to \$11.25 a card (five school lunches), reduced lunch costs remain the same at \$.40 which equates to \$2.00 a card (five school lunches) and milk remains the same at \$.35 which equates \$7.00 a card (20 milks). An adult lunch will cost \$3.40.**

Lunch and milk cards may be used on nonconsecutive days. If your child eats hot lunch or wants milk only periodically his/her card will be valid for the entire school year. **We cannot allow students to charge lunch, if they forget their money or run out of punches.** No refunds are given for unused or partially used cards. As the school year comes to an end, please be sure to watch closely the number of meals left to be use or needed to be purchased.

**Please remember to make separate checks for lunch/milk cards and school fees!** You may write one check for more than one child. Families are ALWAYS welcome to eat with their

students, and adult cards may be purchased during the school year from the main office. If you plan to do this, please be sure to contact the office before 8:30 a.m. so that an accurate number of lunches may be ordered.

\*\*Note: A green free/reduced lunch qualification sheet was mailed in July to all district households. Families were asked to fill out the form and send it to the district office prior to school starting to see if your child(ren) is eligible to receive free/reduced school lunch for the upcoming school year. If you have not already done so, please be sure to fill out this form and turn it in at registration or to the main office the first day of school. When filling the form out, please be sure to fill out things completely with your income/salary and case numbers, where applicable.\*\*

#### **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 Neenah Health Nurse, Kathleen Sheridan, at 886-6159.

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

Lakeview is fortunate to have an exceptional PTO, made up of friends of Lakeview, parents and staff. Our PTO makes it possible for our students to be associated with cultural arts events during the school year and also supports our teachers and programs that assist our school and students' learning. The first PTO meeting of 2010-11 is yet to be determined. Monthly meetings are typically held in the school's library. Information about upcoming meetings and committees will be available at the Registration and Open House Days on August 20th and August 26th. Get 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, Kelly King.

I am looking forward to another exceptional year at Lakeview. Again, on behalf of the staff at Lakeview, welcome back!

Sincerely,

Mary A. Renning  
Principal  
Lakeview Elementary School