



**Dream—Believe—Achieve—Discover**

**Empower Every Child, Every Day**

## 2022-23 SCHOOL YEAR INFORMATION

### MESSAGE FROM THE PRINCIPAL

Greetings Hintgen Families,

Thank for your flexibility and perseverance throughout the school year while in a pandemic. We are looking forward to a more “normal” year next year. Please review this packet of information about the 2022-23 school year. It contains the information you will need to get the school year started. Over the summer, I will not be working full-time, but I am always available via email. Please feel free to reach out if you have any questions, or ideas on how to continue to make Hintgen great! Mary, our Administrative Assistant, will be available this summer and you can contact her via email or phone to set up a time to meet with her. The school office will be open from 7:00-3:30 on most days. Messages may be left on the school voice mail while people are out of the office and we will get back to you as soon as possible. **Our Picture Day and Registration will be on Thursday, August 18th from 1:00 p.m.-7:00 p.m. Our Fall Open House will be on Wednesday, August 24th from 5:00-6:00.** The first day of school will be on Thursday, September 1st, 2022. If you have any new neighbors, please kindly remind them to contact school and register their children and let them know what a great place Hintgen is! I hope that everyone has a safe and enjoyable summer!

Amy Oliver, Hintgen Elementary Principal



## 2022-23 SCHOOL YEAR INFORMATION

### CLASSROOM ASSIGNMENTS

Classroom assignments will be available on Family Access starting in mid-August. Class lists will not be posted in the school building.

### SCHOOL BEGINS

School begins on **THURSDAY, SEPTEMBER 1, 2022**. School hours will be 8:05 am—2:45 pm. On the first day of school, all doors will be open for students to find their classrooms. If students are eating breakfast at school, students should arrive at school by 7:45 a.m. . If they are not eating breakfast at school, students should arrive by 7:58 a.m. each day to be ready to start the day at 8:05 a.m.

**Preschool** students will come for an assigned visitation time on Thursday, September 1 or Friday, September 2. The first regular day of preschool will be **TUESDAY, SEPTEMBER 6, 2022**. Hours of morning Preschool are 8:05 a.m.– 10:35 am.

### OFFICE SUMMER HOURS

Office hours may vary during the summer, so please email or call ahead before visiting. **Please note: the Hintgen office will be closed from June 14th-29th. If you need to contact us during this time, please email [hintgen@lacrossesd.org](mailto:hintgen@lacrossesd.org) or call 608-789-6801. All emails and voicemails will be answered during this time.**

### PICTURE DAY

Picture day will be Thursday, August 18 during Registration from 1:00-7:00 PM in the Hintgen Gym. **Information will be coming in the summer mailing on scheduling your family’s time.** Picture retake day will be Thursday, October 13—**mark your calendars!**

# 2022-23 SCHOOL YEAR INFORMATION

## JULY BACK TO SCHOOL MAILING

In late July, the school office will mail home a beginning of the year packet to all students new and returning to Hintgen. **If you do not have a current phone, email or home address listed in Skyward, please make the corrections in Skyward Family Access or call Mary at the Hintgen office. The ANNUAL STUDENT ONLINE UPDATE will be from July 1—August 15. You will receive a Skylert reminder in early July to complete this update.**

## PICTURE DAY & REGISTRATION

Registration will be Thursday August 18th from 1-7:00 PM. Again this year we will separate out our registration and open house to be efficient. During registration, you are asked to bring in all of the back to school forms, complete your online update if not done yet and bring in any fees for your child's grade level. In addition, again this year, Lifetouch will be here from 1:00-7:00 so all families will be able to get their child's school picture taken on this day. Picture retakes will be available on October 13th but this date (August 18th) will serve as our main picture day and time for the 2022-23 school year.

## OPEN HOUSE

On Wed. August 24th from 5:00-6:00 we will have our traditional Open House where teachers will be available and present in their classrooms so that you can drop off your child's supplies, visit the teacher and get acclimated. Prior to 5:00 classrooms will not be open. From 5:00-6:15 we will also have several community partners in the gym to give you information on their available programs and supports within the community.

## FRONT DOOR SECURITY—DURING SCHOOL YEAR

Children will enter the building when the bell rings at 7:45 a.m. Before that time there will be no supervision in front of school or on the playground. Between the hours of 8:15—2:45, all outer doors to Hintgen will be locked. Our buzzer is located on the wall at the north set of doors (facing the circle drive) nearest to the main office. Simply press the button on the gray box and you will be connected both by sight and sound with the office (please stand on the yellow line so we can see who is at the door). Please let the office know your name and purpose for entering. Once they have confirmed with you, the door will be unlocked and you may enter directly into the office to sign in.

## BUS ROUTES

If you need bus transportation during the school year, you will need to sign up online. Go to [lacrosseschools.org](http://lacrosseschools.org) and click on the following:

- ~Parents tab at the top
- ~Transportation Information
- ~Scroll down to the 2022-23 School Year Elementary School Transportation Button (or the Preschool tab if needed).
- ~Complete the online form
- ~Questions? Call the Hintgen office or GoRiteway.

Students eligible to ride the school bus will be notified in mid-August of their bus route number, pick up time and location by Go Riteway Bus Company. Parents should contact Go Riteway at 608-881-6370 for more information regarding routes, pickup and drop off times.

## 2:45 BUS PICKUP

Students will board the buses from 2:45—2:55 pm on the back playground. Parents are asked NOT to drive on the back playground from 2:45—3:00 pm or anytime after 7:30 a.m.

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**Preschool** students will come for an assigned visitation time on Thursday, September 1 or Friday, September 2. The first regular day of preschool will be **TUESDAY, SEPTEMBER 6, 2022**.

## LOOKING TO NEXT YEAR

Below is a look at what grade level sections will look like next year. Certainly, summer can bring additional changes but as of now, here is what the fall sections look like at Hintgen:

PaHoua Vang- K4	Kaylee Day - 4 <sup>th</sup>
Shanon Bills - K	Delane Swanson - 4 <sup>th</sup>
Christine Rox - K	Brooke Boisvert - 5 <sup>th</sup>
Jaime Hauser - 1st	Bailey Hanson - 5 <sup>th</sup>
Lisa O'Malley - 1st	TBD - 5 <sup>th</sup>
Jen Thill-Sanders - 1st/2nd split	
Caroyee Moua - 2nd	
Theresa Semlar - 2nd	
Denise Lichtie - 3rd	
Sydney Thering - 3rd	

## **HINTGEN HANDBOOK**

A folder of additional school information will be sent home at the Open House or on the first day of school. It contains all necessary school information for parents.

## **STUDENT DRESS**

We ask parents to monitor closely the daily dress of their children prior to students leaving for school. The need for appropriate dress is an issue we try to spend as little time on as possible, but occasionally a situation will need to be addressed by the school principal. Any clothing that creates a distraction to learning or that has the potential to create a safety concern is not allowed at school. The school principal, or designee, will determine what constitutes appropriate dress.

### **Student Dress—Common Concerns**

- ◆ Clothing should cover the child's midriff
- ◆ Shirts should meet the pants
- ◆ Hats, bandanas, and scarves should be removed prior to entering the classroom to avoid unnecessary distractions
- ◆ Student pants need to be worn in a fashion that all undergarments are covered
- ◆ No vulgar or inappropriate language should be used on clothing
- ◆ Clothing should not advertise alcohol, cigarettes or other drugs.
- ◆ Extra short skirts, shorts, or tops that are low-cut, revealing, haltered, or strapless should not be worn to school, as well as any clothing that does not appropriately cover the body.

## **DISTRICT REGISTRAR & WELCOME CENTER**

The school district Registrar's Office is located in the Welcome Center at the Hogan Administrative Center, 807 East Ave. S. All new students will need to register online at [lacrosseschools.org](http://lacrosseschools.org), click on "Enroll in Our Schools". Select new family or existing family and follow the steps. Birth Certificate and proof of address can be uploaded when prompted. Student information will be collected by the registrar's office and then communicated to the school the student will be attending. Additional information will be given to the parents when the child begins attending their school.

## **MESSAGES FOR STUDENTS & AFTER SCHOOL**

### **PLANS**

Parents are encouraged to discuss with their child what their after school plans are each day. Messages called into the school office to be given to students either during the school day or for after school should be kept to a minimum and only if plans have changed from previously discussed arrangements.

Students also are not allowed to call parents after school to arrange play dates or ask parents for permission to change after school arrangements. We tell students to follow the plans for after school that their parents have already arranged for them and to make after school play dates in advance.

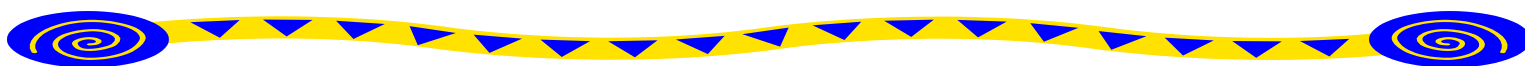
Also, please note that students who are not normally bus riders are not allowed to ride a bus home with another student unless arrangements have been made in advance with GoRiteway Bus Company and the office has been notified of the change in plans for that day.

### **TELEPHONE AND VOICE MAIL PROCEDURES**

During the 2022-23 school year we will once again utilize an automated voice mail system at Hintgen. When you call the school office you will be routed automatically. Please listen for the prompts. During the school day important messages should be left with the school office to be certain that they are received by staff, especially if the messages concern after school plans or transportation arrangements.

### **FOOD SERVICE INFORMATION**

Due to our Free & Reduced percentage, Hintgen will once again be receiving Free Meals (breakfast & lunch) for all enrolled students (regardless of income), in the 2022-2023 school year. **IMPORTANT NOTE: While Free or Reduced meal applications will not be needed to receive free meals, those applications are required for determining eligibility for other programs and services.** Be looking for the 2022-2023 Household Applications for Free or Reduced Meals on the Online Student Info Update prior to the start of the new school year.



**PARENT/GUARDIAN EMAIL ADDRESS UPDATES**

The La Crosse School District has started to communicate more frequently with parents and guardians via email. If you have changed your email address within the last year, please call the Hintgen office immediately so we can update it on skyward. It is very important that we have your most current email and physical address so that you will be able to receive our summer mailing as well as notices of upcoming events and communications from your child’s teacher during the regular school year.

**MOVING DURING THE SUMMER?**

If you move during the summer, please contact the Registrar’s Office at 789-7756 to notify them. They will assist you in updating your address, verifying your boundary school, etc. If you will be staying within the district, you may apply online for an Intra-District Transfer if you would like to keep your child at their current school. Please note: if the boundary exemption is approved, parents will be responsible for their child’s transportation unless arrangements can be made with the bus company.

The link for applying for an Intra-District Transfer is:

<https://www.lacrosseschools.org/parents/intradistrict-transfers/>

Click on the following icon:



# Hintgen is a Summer Meal Site!

## KIDS EAT FREE!!!!

### Breakfast

June 7–August 16  
7:30-8:30 AM

### Lunch

June 7–August 16  
11:30-12:30

**\*\*No Meals Served July 4th\*\***

Meals will be served and eaten on site in the Hintgen Cafeteria.

Breakfast & lunch will be available on site for all students attending summer school/enrichment programs.

### Come and eat with us!!

Important: Sites, meals, dates & times may change. Please check sites for announcements of changes.

