

BACK TO SCHOOL

First Student Day will be August 17, 2018 SCHOOL HOURS 8:20-3:20
Breakfast will be served 7:55-8:10 am

LUNCH & BREAKFAST PRICES

LUNCH- \$2.45 (REDUCED- \$0.40)
BREAKFAST- \$1.65 (REDUCED- \$0.30)
LUNCH MILK \$0.50

Our lunch system allows you to put in \$ for day/week/month/or year. Students must go directly from the bus to the cafeteria on mornings that they are eating breakfast. **FREE AND REDUCED LUNCH APPLICATIONS ARE AVAILABLE IN THE OFFICE AND ONLINE**

SCHOOL STORE

We have a school store in the library to purchase items that may be needed.

SCHOOL PICTURES

School pictures will be Friday, September 7th. Watch for flyers that will be sent home with your child. Pictures are to be purchased on a prepaid basis only.

Retake day will be Oct. 18th.

There are still past years yearbooks available

IMPORTANT INFO is posted on our website <http://www.nn.k12.in.us>

On the website you will find the monthly lunch menu, breakfast menu, different forms and documents, the calendar for the year, etc.

Also recommended is following Lake Village Elementary PTO on Facebook, I try to keep up with posting important information.

You can access your child's grades and attendance by setting up your Power School account. If you need your access code or help with setting up your account please contact the office.

Building Lock Down Procedure

All schools in the corporation are under lock down during the school day. Just ring the buzzer at the door and face the camera, the door will be opened as soon as proper identification has been established.

Visitors and Parents MUST REPORT TO THE OFFICE, sign in & pick up a pass prior to going elsewhere in the building! Drivers license is required upon check in.

*****ANYONE THAT ENTERS THE BUILDING PAST THE OFFICE MUST HAVE A BACKGROUND CHECK ON FILE, INCLUDING GRANDPARENTS DAY AND PROGRAMS**

This policy is essential to provide security and safety to all our students.

DISMISSAL PROCEDURES

Any student leaving school early must be signed out in the office! For the safety of each child, we need to know if there's a change in who is picking up the child. **If someone other than the custodial parent is picking up your child, the school must be notified with a note or a phone call from the custodial parent.**

NEVER WALK BETWEEN BUSES! Parents & students MUST go around the front bus when entering or exiting the school.

1. Day Care students will be escorted to the café, while bus riders are being escorted to the buses.
2. After buses are released, walkers will exit the building out the back East door (Door 16)
3. Car riders will be walked to the front door of the building where they will be released to parents. Parents may pick up their children by driving in the front lane. There is a left and right lane for departure.
4. If you choose to pick up your child prior to release, you must park your vehicle and come in to the office to have your child released to you.
5. To relieve hallway congestion, do not wait in the hallway for your child.
6. **BE CAUTIOUS WHEN LEAVING SCHOOL GROUNDS IN YOUR VEHICLE.**

7. IT IS STATE LAW TO SHUT OFF YOUR VEHICLE.

*****A NOTE/EMAIL/PHONE CALL TO THE OFFICE IS REQUIRED BY 2:00 PM, UNLESS THERE IS AN EMERGENCY, IF THERE ARE ANY CHANGES TO YOUR CHILD'S DAILY DISMISSAL PROCEDURE. IF NOTIFICATION IS NOT MADE STUDENT WILL FOLLOW DAILY DISMISSAL PLAN. Please include child's full name, teacher name and dismissal change.*****

DROP OFF POLICY

All students being driven to school by a parent, will now enter the through the front door. Please pull through the drive along the ball field. When dropping off your child, please do not sit and wait for them to enter the building, we need to keep the line moving freely. There is always a staff member at the door from 7:50-8:15, even if you cannot see them. Bus drop off only will be in the East drive.

A student that is arriving to school after 8:20 a.m must be signed in by an adult in the office.

BUS POLICY

Parents must designate one pick up point & one drop off point during registration. Students are NOT ALLOWED to ride the bus to any other point but the designated one. If there is an emergency the parent may notify the principal to request an exception to ride the bus to a different scheduled stop. This will be determined upon the principal's discretion.

SCHOOL DELAYS & CLOSINGS

DO NOT CALL THE SCHOOL OR RADIO STATION!

If weather conditions (fog, ice, snow, etc.) look bad, tune your radio to one of the stations listed in the handbook for delays, cancellations, or

Medication Policy and Nurse News

Medication will NOT be dispensed unless the guidelines listed in the attached pink medication policy are followed. **Do not send medication in a baggie or envelope. All must be in original packaging. Medication cannot be sent to or from school with the student.** If your child has a 100 degree temperature and/or he is vomiting, he/she will be sent home. These are school policies. **The child must be fever free for 24 hours without medication before returning to school.**

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