



Huron Valley Schools
Lakewood Elementary School

Every Student, Every Day.

Mrs. Heather Peaden - Principal
TBD - Office Coordinator
Jenny Smith - Office Para

Dear Lakewood Families,

On behalf of the staff at Lakewood Elementary, I would like to welcome you to the 2023-2024 school year! I am looking forward to another great year with our Lakewood families. As a staff, we are focused on making each year memorable and meaningful to all of our students in many ways. I encourage you to ask questions, seek clarity and be engaged with your team at Lakewood. We believe that our team is all inclusive and based upon creating a solid academic foundation for all students. The following represents a list of some important dates and information, some of which is subject to change.

FIRST DAY INFORMATION

School begins with a full day on Tues., September 5, 2023 for students in Grades 1st-5th: 9:15am to 4:08pm.

The beginning of the year staggered schedule for *Junior Kindergarten and Kindergarten* is as follows:

Families of incoming JK/K students are asked to send only one parent/guardian for their first day of school

Tuesday, September 5: Two half day sessions attended by parents/guardians and students.

- ★ Session A: Last Names A-L (parents and students) will attend 9:30am to 12:00pm.
- ★ Session B: Last Names M-Z (parents and students) will attend 1:00pm to 3:30pm.
- ★ There is no transportation for JK/K students on this day to/from school.

Wednesday, September 6: Full day for Session A (students with last names A-L): 9:15am - 4:08pm.

- ★ Bus transportation is provided both ways for students.
- ★ Students whose last names begin with M-Z do not attend school.

Thursday, September 7: Full day for Session B (students with last names M-Z): 9:15am - 4:08pm.

- ★ Bus transportation is provided both ways for students.
- ★ Students whose last names begin with A-L do not attend school.

Friday, September 8: Full day for all JK/Kindergarten students: 9:15am - 4:08pm.

- ★ Bus transportation provided.

IMPORTANT DATES

- 8/29 *after 4:00pm - Student Placement on Skyward (Back-to-School process must be completed to view)
- 8/30 5:00pm - 7:00pm - Welcome Back Open House: Curriculum Night + Meet the Teacher:
- 9/29 Picture Day
- 11/9 & 11/14 Fall Conferences
- You can find the District school calendar [HERE](#)
- 9/15 5:00pm-7:00pm - Welcome Back Picnic
- 9/26 6:30pm-8:30pm - Family Skate Night
- 10/13 (during school hours) Color Run Fundraiser

BACK-TO-SCHOOL ONLINE PROCESS & EMERGENCY CONTACTS

It is very important to make sure you review your emergency contacts. This should be any person that you give permission to pick up your student/s during the school day or in case of an emergency. We are not able to release a student unless the following: Valid Photo ID and name on ER list in Skyward. Log into your HVS [Family Access](#) account to complete the Back-To-School Process. Email family.access@hvs.org if you need any help.

DO NOT PHOTO

If you would like your child to be part of Lakewood memories (pictured in the yearbook, Squawk Talk, or the closed group social media page and/or online projects, etc.) please make sure the “Do Not Photo-Local Use” is NOT checked.

BUS ROUTES

It will be extremely helpful for your child to ride the bus on the first few days of school. This helps transportation firmly establish bus routes and gives them more accurate counts. In August, the Transportation Department will post your child’s bus information in Skyward Family Access. This information will include bus route numbers along with the locations and times for pick-ups and drop offs. You can find the information on the Student Information Tab of your child’s account. If you have any questions or concerns, please contact *Transportation at (248) 684-8200*.

MEDICATION

If your child requires medication (prescription OR over-the-counter), please click [HERE](#) to review the District's medication policy and procedures and complete the required forms. Students are NOT permitted to carry any over the counter or prescribed medication to or from school. For students with specific health needs, please contact our office to set up a meeting to discuss and/or set up an individualized Plan of Care for your child. These forms need to be completed each school year for any medication to be administered during the school day and can be found at the link above.

NOTE: The “Administering Medications to Student (s) Form” must be submitted along with the specific Plan of Care (ie: Allergy, Asthma, Diabetic, etc.). Each form must be signed by a parent/guardian and the Doctor.

ATTENDANCE

If your child will be late or absent, please call the 24-hour attendance line at (248) 684-8018 by 9:15am. If we do not hear from you, the Skylert system will notify you. We want to make sure all our students are safe and accounted for every day. The student must be signed-in by an adult when arriving late.

ARRIVAL: NEW PROCEDURE

Grades JK-5 will line up outside the main doors by grade level. All students will enter through the main doors beginning with JK followed by K thru 5. Several Staff members will be on duty to keep it organized/safe. Please remind your student/s the playground is off limits in the morning. It is unsafe without any staff members on duty.

DISMISSAL

Students are lined up in their classroom 3 ways: Bus Riders, Car Lane Riders, SAC (School Aged Care). They may exit the building from Centrum Doors or Main doors depending on their bldg. location. Please keep a clear sidewalk path for all students.

- ❖ Bus Riders walk to the buses (JK-2 will have 5th grade Safeties assistance).
- ❖ Car Lane riders walk to the car lane and wait in line with Staff assistance.
- ❖ SAC students walk to the Multi-Purpose room and check in with Staff.

CAR LANE PROCEDURE

If you or your student/s are unsure about using the drop off/pick up lane, please park in the visitor lot and walk your student safely to the sidewalk so they can enter the morning line up outside the main doors.

9:00am - Earliest drop off time (Staff must be present for student to exit the vehicle)

9:15am - Latest drop off time.

**An adult must sign-in late student/s at the front office vestibule past this time.*

MORNING DROP OFF CAR LANE

- DO NOT exit your vehicle.
- Children should quickly exit the vehicle on the passenger side only (without assistance).
- Pull as far forward to the end of the sidewalk as possible, so multiple cars can unload. *A temporary sign will be placed to indicate where to pull forward.
- Drop off lane is on the sidewalk curb only - please do not use the grass area for safety reasons.

AFTERNOON PICK UP CAR LANE

- Display the yellow name tag on the passenger side visor.
- Please keep pulling forward as the cars exit the lane. We will get your student to you.
- **DO NOT exit your vehicle** in the drop off lane as it is unsafe and it will stop the flow of traffic.
- **Students can only enter the vehicle from the passenger side for everyone's safety.**
- Once your child is in your vehicle, please depart promptly. **If they require your assistance to buckle up, please exit the car lane and stop on the side of the loop area so we may continue to load other students in a safe and timely fashion.**

Please communicate these safety guidelines to all caregivers who will be using the lane.
If you need to spend more time dropping off or picking your child up, please do not use the lane.

Two yellow visor signs will be distributed to all new families.
Please keep these visor tags until your student moves onto middle school.

You will display this tag on your passenger side visor.

FOOD SERVICE

Breakfast and Lunch will be free for all HVS students!

The hot lunch and breakfast programs begin on our first day of school. Click [HERE](#) for more information on the district food programs, menus, prices, and online payments. Remember - The Free & Reduced application is more than just meals! Additional benefits may include reduced registration fee for AP tests, eligibility for discounted internet access services, discounted rates on fees associated with applying for college, free or discounted pay-to-participate fees and helps to maintain funding for additional HVS student programs and services. Click [HERE](#) for the Free and Reduced application for 2023-2024.

- Breakfast will be served to any students who wish to participate in the classroom at the start of their school day. Students will have an opportunity to eat breakfast during the beginning of class while their teachers take attendance, collect homework or begin lessons as usual.
- School breakfast always includes milk, fruit or juice and whole grains. Even though breakfast items provided to students at school sometimes look like the same breakfast items found in stores, school breakfast items have more whole grains and less sugar, sodium, fat and calories.
- Lunch will continue to be served in our traditional manner. Students will sign up for their lunch choices at the beginning of the day.

CLASS PLACEMENT

Students are placed in classrooms based on student learning and teaching styles. Efforts are made to maintain consistent class sizes, an appropriate balance of boys and girls, and a variety of student profiles. Lakewood teachers and staff members have put much time and thought into the placement decisions. Therefore, we strongly request that parents refrain from calling and asking for changes in class placement.

We are excited about the upcoming school year and look forward to working with you as a team to provide the best education possible for your child!

Sincerely,

Heather Peaden, MSA
Lakewood Elementary Principal