

**Lakeview Elementary School  
PARENT/STUDENT HANDBOOK  
2023–2024**



**PLEDGE OF RESPECT**

**I am a smart, special,  
and valuable person.**

**I respect myself and I  
respect others.**

**My words and actions  
are kind and honest.**

**I accept only my best  
in all that I do.**

**I am proud to be me!**

**Welcome to Lakeview!  
It's going to be a great year!**

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**PTO**

**28**

## Lakeview Elementary School

401 Taswell Avenue  
Colonial Heights, VA 23834

Francine White, Principal

Phone 804-524-3435

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### Greetings, Lakeview Families and Friends!

Welcome to Lakeview Elementary School, Home of the Owls! We've been working hard preparing for your return and are so excited to start the 2023-24 school year! We are committed to providing a well-rounded education that not only addresses your child's academic needs, but their emotional needs as well. We truly believe that all children can and will learn...just not on the same day or in the same way.

Please take a moment to review this student handbook with your child. It contains important information that you will need to know in order to make sure your child has a successful school year.

A strong home-school connection is critical to our students' success. Therefore, please know that our doors are always open, and we welcome your input. Working together, we pave the way for our students to do great things!

If you have any questions or concerns, please do not hesitate to call the office at 804.524.3435.

Sincerely,



Francine E. White, Principal  
Lakeview Elementary School

***"Every day is a great day at Lakeview!"***

## **VISION/MISSION STATEMENT/BELIEFS**

### **Our Vision**

Lakeview Elementary students will be nurtured by a partnership of staff, parents, and community providing a safe, caring environment for learning. Students will develop the skills to become independent, contributing citizens pursuing their dreams in a changing world.

### **Mission Statement**

The mission of Lakeview Elementary School is to promote learning in a safe environment where respect and responsibility is reinforced so that all students attain academic success.

### **LEARN**

Learning First

Environmentally Safe

Achieving Students

Responsibility and Respect Reinforced

Nurturing Staff

### **Our Beliefs**

- All students can learn.
- Each student is a valued individual and learns in different ways.
- Students learn best when they have appropriate opportunities for success and are actively engaged in the learning process.
- A student's self-esteem is enhanced by developing positive and tolerant relationships among students, staff, and community.
- A safe, nurturing, physically comfortable environment promotes student learning.
- The commitment for continuous improvement is imperative. Administrators, teachers, parents, and the community share this responsibility.
- Challenging expectations increase students' abilities to perform successfully on a variety of assessments.

### **Four Expectations for Owls**

1. We are kind.
2. We are honest.
3. We are respectful.
4. We do our best.

## SCHOOL INFORMATION

Lakeview Elementary School  
401 Taswell Avenue  
Colonial Heights, VA 23834  
Phone (804) 524-3435  
Fax (804) 520-4158

**School Mascot** – Owlbert, the Wisest of All Owls



**School Colors** – Royal Blue and Gold

### School Hours/ Daily Schedule

The school office will be open from 7:30 a.m. to 3:30 p.m. Students may be dropped off between 8:10 a.m. and 8:30 a.m. Students will not be allowed into the building before 8:10 a.m.

After 8:30 a.m., all students must use the front doors to enter the building and obtain a tardy slip from the welcome desk. Student dismissal will begin at 3:00 p.m. Parents must pick up students by 3:10 p.m.

### Emergency Information Cards

Each student at Lakeview Elementary School will receive an Emergency Information Card. The importance of these emergency cards cannot be over-emphasized. Your child's card must be filled in completely and returned to the teacher as quickly as possible in August. The information must be kept current. The card is placed on file in the clinic and is used to reach parents when an emergency arises.

***Please contact the school to update your child's emergency card whenever your address, home phone number, workplace, and/or work phone number changes; or if there is a change in the people authorized to pick up your child in an emergency.***

### Staff

Serving a population of approximately 400 students in grades pre-kindergarten through five, our school is staffed with more than 65 educators. The regular classroom teaching staff is augmented by full-time staff in the areas of art, music, physical education, library, speech therapy, reading and math intervention, ESL, and special education. Full-time personnel in food services, custodial services, and transportation provide related services. Additionally, there is a principal, assistant principal, secretary, office paraprofessional, and school nurse. Itinerant staff includes CREATE and occupational therapy teachers.

## SCHOOL STAFF DIRECTORY

Grade/Subject	Staff Member	Location	Email Address
Principal	Mrs. White	Office	francine_white@colonialhts.net
Assistant Principal	Ms. Rose	Office	natasha_rose@colonialhts.net
Secretary/Bookkeeper	Mrs. T. Jones	Office	tracie_jones@colonialhts.net
Guidance Counselor	Mrs. LeReche	Office	corinne_lereche@colonialhts.net
Nurse	Ms. Tucker	Office	tonya_tucker@colonialhts.net
Pre-Kindergarten	Mrs. Brooks	113	becky_brooks@colonialhts.net
Pre-Kindergarten	Mrs. Perryman	111	charlisa_perryman@colonialhts.net
Kindergarten	Mrs. Hailey	114	katelyn_hailey@colonialhts.net
Kindergarten	Mrs. Young	109	karen_young@colonialhts.net
Kindergarten	Mrs. King	112	haley_king@colonialhts.net
Kindergarten	Mrs. Iles	110	Lindy_Iles@colonialhts.net
Grade 1	Mrs. Ackerman	107	stacy_ackerman@colonialhts.net
Grade 1	Mrs. Dunn	108	heather_dunne@colonialhts.net
Grade 1	Mrs. Murray	106	amy_murray@colonialhts.net
Grade 2	Mrs. Pentecost	105	anna_pentecost@colonialhts.net
Grade 2	Mrs. Efir	103	laurie_efird@colonialhts.net
Grade 2	Miss Clarke	209	ginger_clark@colonialhts.net
Grade 2	Mrs. Spaine	207	Mary_Spaine@colonialhts.net
Grade 3	Ms. L. Walker	206	lisa_walker@colonialhts.net
Grade 3	Mrs. Jenkins	208	melissa_jenkins@colonialhts.net
Grade 3	Mrs. Clements	210	rose_clements@colonialhts.net
Grade 3	Mrs. Hill	214	sheena_hill@colonialhts.net
Grade 4	Mrs. W. Jones	216	wendy_jones@colonialhts.net
Grade 4	Mrs. Vance	215	Charita_vance@colonialhts.net
Grade 4	Mrs. Izo	218	Deborah_Izo@colonialhts.net
Grade 5	Mrs. Johnson	219	angela_johnson@colonialhts.net
Grade 5	Mrs. Chance	224	melissa_chance@colonialhts.net
Grade 5	Mrs. Ellenburg	217	beth_ellenburg@colonialhts.net
Grade 5	Ms. Glazer	222	madison_glazer@colonialhts.net
Title I Math	Mrs. McNulty	101	emily_mcnulty@colonialhts.net
Title I Reading	Mrs. Lopez	205	sarah_lopez@colonialhts.net
Literacy Extension	Mrs. Pantaleo	205	cara_pantaleo@colonialhts.net
Music	Mrs. Slack	403	molly_slack@colonialhts.net
Art	Mrs. Wilson	404	leeann_wilson@colonialhts.net
Librarian	Ms. Southwell	405	margaret_southwell@colonialhts.net
Physical Education	Mr. Cothron	223	lenny_cothron@colonialhts.net



Special Education	Ms. Duckworth	Trailer Rm 2	elaine_duckworth@colonialhts.net
Special Education	Ms. Rogers	Trailer Rm 2	tiffany_rogers@colonialhts.net
Special Education	Mrs. Rogers	Trailer Rm 2	tiffany_rogers@colonialhts.net
Special Education	Mr. Gabbert	221	alex_gabbert@colonialhts.net
Speech	Mrs. Jackson	204	rebecca_jackson@colonialhts.net
ESOL	Ms. Adkins	309	jennifer_adkins@colonialhts.net
Occupational Therapist	Mrs. Stewart	204	ruth_stewart@colonialhts.net
CREATE	Mrs. Green	Trailer Rm 2	robyn_green@colonialhts.net
PROMISE	Mrs. Shindler	TBD	kristin_shindler@colonialhts.net
School Psychologist	Mrs. Hope	TBD	abby_hope@colonialhts.net
Office Secretary	Mrs. Upadhyay	Office	sharon_upadhyay@colonialhts.net
K-2 Paraprofessional	Mrs. Nichols	310	sara_nichols@colonialhts.net
3-5 Paraprofessional	Mrs. Pecht	310	diana_pecht@colonialhts.net
PALS	Mrs. Newton	201	michelle_newton@colonialhts.net
Title I Math Paraprofessional	Mrs. Petrone	101	anna_petrone@colonialhts.net
Special Ed Paraprofessional	Mrs. Haydon	313	susan_haydon@colonialhts.net
Special Ed Paraprofessional	Ms. Brooks	224	victoria_brooks@colonialhts.net
Special Ed Paraprofessional	Ms. Arcangel	313	raven_arcangel@colonialhts.net
Special Ed Paraprofessional	Ms. Miles	221	shanna_miles@colonialhts.net
Special Ed Paraprofessional	Mrs. Humphries	224	tena_humphries@colonialhts.net
Special Ed. Paraprofessional	Ms. Anderson		tracey_anderson@colonialhts.net
Pre-K Paraprofessional	Mrs. DeRosie	111	teresa_derosie @colonialhts.net
Pre-K Paraprofessional	Mrs. Preston	113	susan_preston@colonialhts.net
PE Paraprofessional		223	
School Resource Officer	Officer Barnhouse	315	lv-sro@colonialhts.net
Technology Paraprofessional	Ms. Thrower	209	christina_thrower@colonialhts.net
Welcome Desk	Mrs. Hester	Lobby	Natasha_hester@colonialhts.net

<b>Custodians</b>	<b>Cafeteria/Food Services</b>
James Creighton	804-524-3453
Jue Phanatonk	Mrs. Susan Foote, Manager
Ob Netsan	susan_foote@colonialhts.net
Theresa Register	

## ATTENDANCE POLICIES AND INFORMATION

### School Attendance

- Daily school attendance is required. Students are expected to arrive on time and be ready to work when the class begins.
- Within the first 10 minutes of the day, the teacher will take daily attendance. The teacher will mark students as present or absent. If a student is tardy, the office staff will change the attendance in PowerSchool to tardy.
- If a student is marked absent, School Messenger will notify the parents/guardians.
- If a student is unable to attend school for any reason, parents/Guardians should notify the school by 8:30 a.m. Notes are required for all absences. Parents/guardians may give the note(s) to the student's teacher or drop the note off in the main office.
- If a student is absent due to illness or self-quarantine, he or she can be considered "virtually present." They will be offered the opportunity to complete online activities as outlined by the classroom teacher. The amount and type of activities will vary by grade level.
- If a student has three or more undocumented absences, the teacher will call the parent/guardian to discuss options for improving attendance.
- The state requires an attendance plan to be developed for any student with five or more unexcused absences. An attendance conference with the parent/guardian **must** be held within ten days of the 10th unexcused absence.
- Students with excessive absenteeism may be referred to the school administration and/or the attendance officer.
- In the event of a mandatory quarantine and/or extended illness, the principal will make instructional accommodations for students whenever possible.

### Late Arrivals

Students who arrive after 8:30 a.m. will be counted as tardy and must be signed in at the Welcome Desk. Parents/guardians must escort their child(ren) to the door. Enter the first door and then ring the bell at the second door, and the welcome desk staff will buzz the child(ren) into the building.

Each child is expected to be in his/her classroom by 8:30 a.m. Late arrivals disrupt the classroom, making it difficult for the child to settle into the daily routine. Therefore, if a child demonstrates a

pattern of tardiness, we will contact the parent/guardian to discuss the situation and possible solutions. Please note that no child will be marked tardy when buses are late.

**Early Dismissal**

The instructional day ends at 3:00 p.m. If your child needs to leave before 3 pm, he or she must be picked up before 2:45 p.m. and a parent, guardian, or designated adult must sign out the child. Please call the school before arriving so that we may have your child ready to check out. When you arrive, enter the first door and ring the bell at the second door.

Students will not be released early to participate in piano, dance, karate lessons, or other optional activities. Frequent early dismissal disrupts the child's instructional day and could hinder his/her academic progress. We strive to maximize our instructional time.

**Absences Due To Family Trips/Vacations/Death**

Absences due to an illness or death in the family are excused. However, family vacations during the school year are discouraged and will be marked as unexcused absences. Please note that teachers are not required to provide classwork/homework that is missed due to family trips or vacations.

## INSTRUCTION & ASSESSMENT

### Standards of Learning

The Standards of Learning (SOL) for Virginia Public Schools describe the commonwealth's expectations for student learning and achievement in grades K-12 in English, Math, Science, and History. The Standards of Learning detail the specific knowledge and skills students must possess to meet the standards for these subject areas. Our curriculum is based on the Standards of Learning. A complete listing of the Standards of Learning can be found at [www.doe.virginia.gov](http://www.doe.virginia.gov).

### Programs

- Special Education – Lakeview provides individualized educational and social services to students identified with a disability. Our experienced special education staff works with different disabilities (i.e. speech impairment, learning disability, emotional disturbances, physical therapy, psychological counseling, other health impairment, autism, hearing impaired, vision impaired and developmentally delayed students). Each special education student has an Individualized Education Plan (IEP) geared specifically for that student. Educational services take place in the least restrictive environment.
- Title I – Title I is designed to provide services to those K-5 students who are identified as needing assistance in reading and/or math. Focused assessment throughout the year provides an ongoing record of student progress, enabling our teachers to tailor instruction to meet each child's specific needs.
- Phonological Awareness Literacy Screening (PALS) – PALS is a screening, diagnostic, and progress monitoring tool for measuring the fundamental components of literacy. Students are screened in grades K-5. After screening, students not meeting the benchmark receive daily PALS services.
- English for Speakers of Other Languages (ESOL) – Lakeview has one ESOL teacher that travels between schools. The purpose of the English for Speakers of Other Languages (ESOL) program is to help limited English proficient students learn English as quickly as possible through specific ESOL or bilingual instruction and to help them be successful in their school programs. Such instruction also should help them to adjust culturally to life in America.
- Talented and Gifted Programs – The K-2 PROMISE (Providing Real Opportunities to Make Individuals Successful in Education) program is to identify students who demonstrate high academic abilities and may have the potential of being identified as gifted. The CREATE (Creative Resources for Exceptional Academic and Talented Endeavors) program in grades 3-5 emphasizes the learning processes which enable each gifted student to reach their academic potential and to later become contributing members of the larger society.
- After School Remediation (ASR) – This program provides extra assistance for students who need remediation in math. Students stay after school to be taught in small group settings. Transportation is provided.
- Family Life – The Family Life instructional and curriculum materials are age appropriate and address family living and community relationships. Family Life education objectives are sent home in each student's packet on the first day of school. Parents are asked to review the information and make their decision concerning instruction and return the selection sheet to school. Parents may exempt their child from one or all parts of instruction.

- Physical Education (PE) – Students receive PE services twice each week. If your child is unable to participate in PE, submitting a note will excuse your child from participating in PE activities. However, a doctor's note will be required if your child will need to miss more than two consecutive days of PE. Students must wear athletic shoes to participate in PE.
  - Any student who wears flip flops, sandals or other footwear that is not conducive for PE, will not be able to participate in PE. Students in grades 3–5 who are not able to participate due to improper footwear may be asked to do a writing project during PE time.
  - Please contact the office if you need assistance in securing proper footwear.
- Resource Classes – Students participate in Art, Music, Library, and Spanish each week. Each resource teacher will send home information about their class.
- Recess – All students will have a short recess time each day (depending on the weather). Parents are asked to make sure students have appropriate clothing and footwear to go outside for recess.

### **Student Placement**

A student's class placement is assigned based on the child's achievement, behavior, and other factors. The principal determines the class rolls as appropriate based on student enrollment. Requests that your child not be placed with another student, for whatever reason, should be submitted to the principal in writing before July 1<sup>st</sup>. Requests for specific teachers will not be honored.

### **Grading Scales**

#### **Kindergarten – Second Grade**

Students in Kindergarten, First, and Second Grades will be assessed in subject areas using the following academic code:

- M – Shows Mastery
- P – Progressing/Emerging
- I – Improvement Needed

Habits and attitudes will be evaluated using Satisfactory and Unsatisfactory. Instruction during the first three years of school is developmental in nature, requiring students to master skills and concepts before progressing. Half of the work assigned to students will be on their grade level and half on their instructional level. Grades are designed to provide parents with information regarding progress toward mastery.

#### **Third – Fifth Grades**

The following grading scale will be used to record student grades on report cards for students in grades three through five:

A+ 98–100	B+ 87–89	C+ 77–79	D+ 67–69	F 59 and below
A 93–97	B 83–86	C 73–76	D 63–66	
A– 90–92	B– 80–82	C– 70–72	D– 60–62	

## Components of Grades

*Kindergarten-Second Grade* – Students will receive progress reports every nine weeks. Students will be assessed on their progress towards mastery in each subject and skill area.

*Third Grade* – All grades will receive equal value and averaged together to determine subject area grades each nine weeks.

*Fourth and Fifth Grade* – Grading categories will be weighted for each subject area, using the following percentages:

- Reading/Language Arts and Math
  - Classwork/Homework: 50%
  - Quizzes: 30%
  - Tests/Projects: 20%
- Spelling/Word Study, Science and Social Studies
  - Classwork/Homework: 50%
  - Tests/Quizzes/Projects: 50%

The nine week's grade is a composite of test grades, projects, class performance, teacher's evaluation of individual progress, etc. The yearly grade is an average of the four nine week's grades.

In grades 3-5, students who achieve the "Pass Advanced" rating for an SOL test will have two points added to their final grade in the tested area. Those who achieve the "Pass Proficient" rating will receive one point added to their final grade in the tested area.

## Homework

Homework is viewed as an opportunity to extend learning activities beyond the classroom. It also reinforces learning by giving the child practice in applying his knowledge. Through homework, a child learns to work independently, organize time, use good study skills, develop self-discipline, and accept responsibility for completing the work.

## Make-up Work

In order to give teachers adequate time to compile make-up assignments for children who are absent, parents/guardians are asked to submit their request to the office prior to 9:00 a.m. If the books and assignments can be ready by dismissal, the teacher will send these assignments home with a designated child or you may pick up the assignments. We ask that you pick up the items before the office closes at 3:30 p.m.

To ensure that your child gets proper credit, please check with your child's teacher to establish an appropriate time frame for returning missed assignments. It is suggested that students "connect" with a buddy in his/her classroom who could assist with questions/assignments in the event of a school absence.

Teachers are not required to provide class work/homework assignments for unexcused absences (i.e. vacations, family trips). If work is requested and not completed, returned, or picked up on a number of occasions, the school reserves the right to refuse the assignment request. In this case, work will be made up when the student returns to school.

### **Report Cards**

Report cards are issued to students in grades K-5 at the end of the four nine-week grading periods. Interims provide an estimated assessment of academic performance midway in the grading period. Interim grades are not permanently recorded. Parents are encouraged to schedule conferences to discuss their children's academic progress as needed throughout the year.

#### Interim Report Dates (grades updated in Parent Portal)

September 21, 2023

November 28, 2023

February 15, 2024

April 24, 2024

#### Report Cards Issued

October 30, 2023

January 22, 2024

March 25, 2024

Final Report Cards will be mailed

Report cards will be posted on Parent Portal, except for final report cards which will be mailed home. If you need a hard copy of a report card, please contact the office to request one.

### **Promotion and Retention**

Any student who is not meeting grade level expectations in reading and/or math is subject to retention. The decision to retain a student requires very close communication between the home and school. Factors such as maturity, developmental readiness for learning, attendance history, age and specific learning problems are important in determining what is most appropriate for the child. The final decision rests with the principal.

Kindergarten: Pupils are promoted to the first grade unless the teacher, with the approval of the principal, determines that it would be in the child's best interest to remain in kindergarten a second year.

Grades 1 – 5: A student must pass all of the following in order to be promoted: Language, Math, Reading, Science, and Social Studies. Satisfactory achievement in the second half of the school year is usually more significant than satisfactory achievement in the first half. A failing student may be placed at the discretion of the principal.

### **SOL Testing (Standards of Learning) for Grades K-5**

Virginia Standards of Learning (SOL) Tests are required at selected grade levels and are designed to measure student achievement. In 2021-2022, state legislation called for the administration of a fall and winter assessment for students in grades 3-8. These assessments are designed to measure growth in reading and math. Remaining unchanged, students in grades 3-5 will complete SOL Testing in the Spring. Third grade students will tests in reading and math assessments, Fourth grade students will tests in reading, math, and Virginia Studies, and Fifth grade students will complete tests in reading, math, and science.



## GUIDANCE INFORMATION

### Guidance Overview

The school counselor is an integral part of the school. The counselor handles student registration, maintains student records, and counsels students. The school counselor meets with students individually or in group settings to address behavior problems, peer relations, separation or divorce, organizational skills, handling of emotions, improving self-esteem, and anxiety or stress. The counselor can help parents understand their child's abilities, interests, personal and social development. The counselor provides classroom lessons in many areas (test-taking skills, anti-bullying, getting along...).

### Access to Records

Access to student records, both the regular cumulative folders and special education folders, is controlled and in compliance with existing laws and regulations. Parents may have access to all records pertaining to their child. If you would like to review your child's records, please make an appointment with the school counselor.

### Court/Custody Papers

If a parent or guardian has custody papers or protective orders, a copy of these documents must be on file at the school. Without these documents on file, we are legally bound to release the child(ren) to either parent. Please contact the school counselor to verify that these documents are on file.

### Residency Requirements

The Colonial Heights Public School residency policy states that any student who attends CHPS must reside with a parent or legal guardian within the city limits. The School Board has developed and implemented an effective and cohesive process to verify that students attending Colonial Heights Public Schools are bona-fide residents with the development of our Residency Investigative Division.

A student whose parent or legal guardian resides in the City of Colonial Heights will be admitted to the school to which they are assigned, provided the student has met the entrance requirements. Determination of residency shall be consistent with the requirements of the Code of Virginia, Section 22.1-3. The burden of proof for documenting residency in Colonial Heights rests with the parent or guardian. If a student is found not to reside in Colonial Heights, the parent or guardian must withdraw the student immediately and will be liable for paying the cost of educating the student for the time that he/she was not a legal resident of Colonial Heights. The cost will be based on the previous year's calculated cost per student.

Please be aware that certain streets use a Colonial Heights mailing address, but are not part of the City of Colonial Heights. Students living at such an address would not be eligible to enroll in Colonial Heights Public Schools.

## CLASSROOM INFORMATION

### **Communication**

Teachers will communicate via school email and grades will be posted in Parent Portal. Grades will be posted within a week of an assignment's due date. Teachers will also send home some papers as necessary, so please check your child's backpack daily.

### **Facebook**

Due to the risk of confidentiality breaches and misunderstandings, teachers are not allowed to 'friend' students or add parents as 'friends' on Facebook. Students are aware of this policy. Please help us by respecting and adhering to this policy.

### **Conferences**

A parent/teacher conference is considered the most effective vehicle for communication concerning a child's life at school and a conference can be scheduled at the request of either parent or teacher. A conference can be scheduled by calling the school, e-mailing, or sending a note to the teacher. We will have a fall city-wide Parent-Teacher Conference Night on November 8 and a spring Parent-Teacher Conference Night on March 16.

If you have a concern about your child, please discuss your concern with the teacher first. If either the parent or teacher feels that the situation was not resolved, the administrator may then be involved.

### **Classroom Visits**

If you need to visit your student's classroom to meet with or assist the teacher, these visits must be arranged in advance. If a visit is approved by the teacher, we ask all visitors to ring the front doorbell and state the purpose of your visit to the security desk. You will be buzzed in and allowed to sign in. We will scan your identification and provide you with a visitor's pass.

### **Hug and Kiss Goodbye Zone**

For safety and security reasons, parents are not permitted to escort their students into the building at dropoff. Staff members will be there to greet cars in the dropoff line and help students get into the building. However, you may park along the street and walk your student up the door if you want to "hug and kiss goodbye" before they enter the building.

### **Textbooks for Grades K-5**

Some classes may send textbooks or other reading materials home with students. Textbooks are loaned to students. It is a good idea to cover textbooks. All textbooks are to be kept in neat condition. When a textbook is lost, the parent will be notified of the textbook cost and arrangements will be made to repay the school and a new text issued to the student once the lost book is paid for.

### **Supplies for Grades K-5**

Parents are responsible for providing their child with needed school supplies. Please replenish supplies as necessary during the school year. As a school, we will ensure that every student has the supplies they need. If you need assistance in securing school supplies, please contact the main office.

### **Library Books and Materials**

Care and return of books and materials are citizenship responsibilities taught through the library media center. Replacement cost plus a processing fee is charged for any book or material lost or damaged.

### **Field Trips for Grades K-5**

Field trips are an extension of the classroom instructional program. Costs are estimated based on the assumption that all children will attend. Therefore, we are unable to provide refunds.

For the safety and privacy of the children, additional school staff will accompany teachers on field trips. As a result, we do not require parent chaperones. Parents may attend a field trip, but may only walk/participate with their child - they are NOT to supervise other children. If a field trip requires paid admission, parents will need to pay for themselves at the gate (unless the venue requires prepayment). Siblings or friends may not attend. Parents must provide their own transportation on field trips, and give the teacher prior notice that they will attend. Any parent who wishes to attend a field trip must have completed the school background check in advance, and this process may take up to a week to complete (please see below for details). We would love to have our parents participate in these fun events, but compliance with the above procedures is required.

On all field trips, students are expected to adhere to all of the rules and regulations regarding discipline that are indicated in the Standards for School Conduct as well as in the Parent/Student Handbook. Students who have experienced difficulty in behaving at school may be denied permission to attend a field trip or be required to have a parent accompany him/her on a field trip.

### **Parties**

Each class is permitted to have two parties during the school term. All food must be store bought and have ingredients clearly visible on the label. Under current health and safety guidelines, parties are restricted to only students in the classroom.

### **Birthdays and Party Invitations**

Parents are welcome to celebrate this special day by sending their child with cupcakes or a special treat to distribute at lunch time. Food may not be homemade. They must be purchased and sealed with a list of ingredients (due to allergies) clearly visible. We do not allow birthday parties in the classrooms during instructional time. Students may bring invitations to school for parties, but only if every student in their class is invited. The choice to distribute invitations at school or attend a classmate's party is done so at the discretion of the students' family.

## **SCHOOL SAFETY**

### **School Crisis Plan**

Each school, in conjunction with the Police and Fire Departments, has developed a crisis plan that will be used in the event of an emergency. No matter what the situation, the students' safety is our number one priority. In the event of an emergency, Lakeview staff will follow the Crisis Plan. Since

school is one of the safest places students may be during most crises or natural disasters, students will be kept at school until the crisis is determined to be over. We will contact parents when the crisis is over to pick up their students.

### **Emergency Plans**

If it becomes necessary to open schools late or close because of inclement weather or for any other reason, parents will receive notification via school messenger. Parents may also check our school website, our Facebook page or the Colonial Heights Public Schools website for school closing information. Parents should make emergency closing child care arrangements at the beginning of the school year so that students know what to do and where to go if such arrangements become necessary. Students will not be allowed to call a parent for instructions because the school phone lines must be kept open. Forms that will allow the parent to specify these arrangements will be available via Parent Portal. Hard copies of the forms can be made available upon request.

For a delayed opening, buses will run two hours behind their normal schedule. For example, if the weather has been poor enough to cause a delay, the buses may be later than normal picking up students. Please be patient.

If we have a delayed opening, do not drop off students before the scheduled delay time. There will be no staff here to watch the students. Staff members are also on a delay.

### **Safety Drills**

The safety of our students is of utmost importance at Lakeview Elementary School. Therefore, we conduct various drills to practice safety procedures throughout the year. Those drills include: tornado drills, fire drills, lock down drills, earthquake drills, and bus drills.

### **Visitors to Our Building**

There is nothing our school or division takes more seriously than the safety and security of your children. With this in mind, Colonial Heights Public Schools has embarked upon a division-wide initiative. All doors are locked throughout the day. To gain entrance, use the left handicapped door and push the doorbell by the inside door. You will be buzzed in. All persons entering the school for lunch or to go to a classroom will need to provide a state issued picture ID to give to the staff member at the welcome desk. The ID will be scanned into the Raptor database and will search all sex offender registries. Parents will then be issued a Raptor Badge that must be worn while you are on school property. Therefore, the following procedures must be adhered to when visiting school:

- Enter and exit at the school's main entrance only.
- Report to the security desk or main office to sign in. Visitors must provide a state issued picture ID in order to receive a pass.
- Adults without a Raptor pass will be stopped and directed to return to the office
- Students may not go to the classroom before 8:10am or after 3:15pm
- Parents may not go to the classroom during instructional time unless a conference has been scheduled
- Only visit the area noted when signing in.
- Upon leaving, please return to the security desk or office to sign out

- Students or parents may not enter a teacher's classroom if the teacher is not present, even in cases of missing homework or other materials

## **VOLUNTEER INFORMATION & REQUIREMENTS**

### **Volunteers**

We depend on our volunteers to support our many school activities and love having our families and communities as an active part of our school. We do, however, have a few requirements that you must meet prior to being able to participate and assist at our school.

If you would like to help or be present at our other supervised functions, such as room mother/father, classroom helper, field trips, Field Day, Fun Day, SOL testing, book fair, etc. or if you will be visiting during classroom parties, you must fill out a Volunteer Contract. We need a one (1) week time frame to conduct the background check and screening process. You will also be required to produce your state issued picture ID or driver's license. Be aware that volunteers are not to bring younger children to events due to safety issues.

Confidentiality and safety of our students are of the utmost importance. All forms are available in the office, and we are glad to answer any questions you may have.

We welcome the involvement of grandparents, friends, and other relatives of our students so please ensure they are all aware of the guidelines. Each parent is also encouraged to join the Parent Teacher Organization (PTO) and become an active member.

## **STUDENT CONDUCT**

### **District Standards for Student Conduct (Policy JFC-R)**

The following are standards of student conduct established by the School Board for all students under its jurisdiction.

### **Student Dress**

Student dress should be appropriate for full participation in the total school curriculum, including physical education. Tennis shoes must be worn to participate in physical education. Flip flops, sandals and slides are not appropriate P.E. wear.

Previous experience has shown that good judgment foregoes the necessity of a dress code. However, we specifically request that children not wear the following:

- Flip flops or slides
- Inappropriately short shorts
- Excessively ripped jeans that expose the child's thighs
- Halter tops
- Undershirts as outer shirts
- A-shirts or Tank tops with skinny straps

- T-shirts with offensive wording or graphics that relate to alcohol, drugs, weapons or sexual innuendos
- Hats, hoods or bandanas, unless it is for a school-sanctioned event or spirit day. Please note that hoodies may be worn with the hood down.
- Extreme hairstyles that pose a health hazard or cause disruption of the educational processes

Parental support of these requests assists us in keeping the focus at school on academic achievement and good citizenship.

**Disruptive Conduct** – Students shall not engage in conduct that is or is intended to be disruptive of any school activity, function or process of the school or is dangerous to the health and safety of students or others.

**Profane, Obscene, or Abusive Language** – Students shall not use language, a gesture, or engage in conduct that is vulgar, profane, obscene, or disrupts the teaching and learning environment.

**Threats or Intimidation** – Students shall not make any verbal or physical threat of bodily injury or use of force directed toward another person for the purpose of extortion or for any other reason.

**Assault and Battery** – A student shall not assault or commit battery upon another person. Voluntary fighting resulting in physical injury to another person shall be considered assault and battery. Physical assault includes any physical confrontation that may result in no injury, minor injury, or serious injury that includes, but may not be limited to kicking, shoving, pushing, hitting, and fighting.

**Bullying** – A student, either individually or as part of a group, shall not harass or bully others. Prohibited conduct includes, but is not limited to, physical intimidation, taunting, name-calling, and insults and any combination of prohibited activities. Prohibited activities include verbal conduct consisting of comments regarding the race, gender, religion, physical abilities or characteristics or associates of the targeted person.

**Vandalism** – Students shall not willfully or maliciously damage or deface any school building or other property owned or under the control of the School Board. In addition, students shall not willfully or maliciously damage or deface property belonging to or under the control of any other person at school, on a school bus or at school sponsored events.

**Defiance of the Authority of School Personnel** – Students shall comply with any oral or written instructions made by school personnel within the scope of their authority as provided by Board policies and regulations.

**Possession or Use of Weapons or Other Dangerous Articles** – Students shall not have in their possession any type of unauthorized firearm or other article which may be used as a weapon, regardless of whether

it is commonly accepted as such. This includes look-alike weapons. This regulation incorporates Policy JFCD.

**Theft** – A student shall not intentionally take the personal property of another person without consent, under duress, threat or otherwise.

**Cheating** – Students shall not cheat, plagiarize or knowingly make false statements with respect to any assigned school work or tests.

**Other Conduct** – In addition to these specific standards, students shall not engage in any conduct which materially and substantially disrupts the ongoing educational process or which is otherwise a violation of federal, state, or local law.

### **Lakeview Standards of Student Conduct**

In conjunction with the District Standards of Student Conduct, Lakeview's Standards of Student Conduct are few in number and strictly enforced.

**Responsibility** – Each student is responsible for his/her own behavior.

**Courtesy** – Each student is expected to be courteous to any person in the building. This includes all staff members, students, as well as parents who volunteer their services to this school.

**Respect** – Each student must respect the rights and property of others. Students must keep hands and feet to themselves. There will be no fighting, pushing, or hitting.

**Keeping Order** – Students must move about the building in an orderly manner (without running) and talk in a quiet manner. We ask that students keep the building and grounds neat.

**Cell Phones/ Electronic Devices** – Phones must be turned off and stored in the student's book bag while on the bus or school is in session. Students found not following these rules may be referred to the office.

**Work Efforts** – Students must complete all work and use their time wisely.

**Toys & Electronics** – Toys in the classroom can be very distracting and interfere with instruction. Please do not allow your child to bring stuffed animals, dolls, gadgets, or electronic devices (including tablets or handheld gaming systems) to school unless first cleared with the teacher (normally for Show and Tell exceptions). Such objects will be confiscated. The school is not responsible for these items should they be lost or stolen.

**Drills** – Students must pay attention to and participate in all drill procedures.

**Leaving School** – Students must not leave school grounds without a parent or guardian present unless on a school sponsored trip.

**Trading** – Buying, selling, trading items, or exchanging of money by students is not allowed.

**Animals** – Animals may not be brought to school.

### **Discipline Procedures**

The administration and teaching staff believe strongly in the idea of helping children to learn self-discipline and self-respect. We believe that parents are their child's first teacher. Discipline begins at home. We hope each parent will support us in our efforts to educate and discipline our students. Moreover, we are deeply committed to promoting good citizenship and student awareness of the rights of others. The staff is encouraged to provide positive reinforcement of students' good behavior through incentive charts, individual contracts, and continual use of appropriate praise for children's actions and manners. When disciplinary action becomes necessary, the following sequence is implemented in most cases:

1. The teacher tries to handle the problem at the classroom level and gives the student the opportunity to resolve the matter.
2. If the problem persists, the teacher is expected to notify the parent to report the behavior and ask for support.
3. If the problem continues, the principal talks with the student and determines appropriate consequences. Consequences may include an office time out, silent lunch, phone call home, exclusion from a school activity or field trip, or out-of-school suspension. Parents may also be required to pay for damages done by their child to the building, equipment, books, and other school property.

Certain behaviors do not allow for the above sequence to be followed. These behaviors are automatically sent to the office and are not handled in the classroom. Examples of these behaviors include, but are not limited to, fighting, threats to kill others, weapons or look-alikes, or possession of drugs. These behaviors are suspendable offenses.

Students assigned out-of-school suspension (OSS) will be allowed to make-up work and can receive credit for that work, not to exceed a grade of 73 (D), during the time of suspension in accordance with Policy JGP/JGE.

## **FOOD SERVICES**

### **Breakfast and Lunch**

**Breakfast and Lunch** are offered to students free of charge. Students will have a choice of lunch items each day, and the amount and variety of each choice will vary daily. The menu is posted on the district website: [https://www.colonialhts.net/departments/food\\_services/meal\\_menus](https://www.colonialhts.net/departments/food_services/meal_menus)

### **A' La Carte Items**

- Water: 16.9 oz – \$1, 8 oz. – \$0.60
- 4 oz. Juice: \$0.75



- All Bagged Chips: \$1
- All Ice Cream: \$1.25
- Carton of Milk: \$0.75
- Non-dairy Milk: \$0.75
- Hershey's Cookie: \$0.75
- Sides (fruit, grain, vegetable): \$0.75

### **Cafeteria Rules**

Students will eat lunch in the cafeteria each day. While lunch is a time for students to enjoy being in a less structured environment, we insist that students use good manners and refrain from extremely loud talking. We are committed to using a positive reinforcement system while stressing the importance of appropriate lunchroom behavior. Please review the following lunchroom rules with your child:

- Talk quietly; listen to and obey all instructions.
- Walk in the cafeteria.
- Pick up food and trash under, on and around your table.
- Do not share food.

### **Eating with Your Child**

Parents eating with their students can only eat in our Parent Lunch section. For safety and security reasons, parents may only eat with their student(s).

## **OFFICE AND CLINIC INFORMATION**

### **Information Changes**

Having up to date information on file allows us to contact you quickly in the event of an emergency or sickness. Please notify the office of any changes in your family such as custody, guardianship, address and/or telephone number changes.

### **Check Acceptance Policy**

Lakeview Elementary will accept personal checks for payment of certain school debts, activities, and/or projects. However, due to administrative costs associated with returned checks, an additional fee of \$15.00 per check will be charged by the school for any check returned for non-payment. We reserve the right to refuse to accept checks from any individual that has more than one check returned for non-payment during the school year. We will gladly accept cash or money orders in that situation.

### **Lost and Found**

If the child's name is written on personal articles, there is usually no problem getting them to the rightful owner. If you notice any items missing, please check with the office. Unclaimed articles are removed from the school at the end of the school year and given to the Goodwill in Colonial Heights.

## Clinic

The school clinic will maintain procedures to limit student close contact. Students will sanitize/wash hands before and after leaving the clinic area. A restroom will be available in the clinic and will be sanitized per protocol after each student's use. The school nurse/clinic trained staff will wear appropriate PPE, personal protective equipment, while caring for each student.

All emergency contact information needs to be complete and up-to-date at all times. A minimum of three contact persons will be required on the student's emergency contact card. Parents/guardians must make arrangements for their child to be picked up within 30 minutes of being notified that their child is ill. Students who have been exposed to a confirmed case of COVID-19 or tested positive themselves will be subject to further protocols. If a student is sent home from the clinic due to illness, documentation on return-to-school protocols will be provided by the school nurse.

### **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF HE OR SHE HAS ANY OF THE FOLLOWING SYMPTOMS:**

- Your child has had a fever of 100 degrees Fahrenheit or higher within the past 24 hours.  
Children should be free of fever for a continuous 24 hours, without using Tylenol or Motrin, before returning to school.
- Your child has been diagnosed with a contagious illness and has not yet received medication for a minimum of 24 hours, or until your doctor tells you that your child may return to school.
- Your child has received medication for an illness for the required 24 hours, but still has a fever.
- Your child has vomited the night before or in the morning before going to school.
- Your child has diarrhea, stomach pain, or cramping.
- Your child complains of generally not feeling well.
- Your child has red, swollen, irritated eyes with or without drainage.
- Your child has nasal drainage that requires constant care.
- Your child has frequent coughing throughout the day and /or night.
- Your child has head lice or is not completely nit free.

Children who come to school sick are not productive learners and more importantly, they can spread illness to fellow classmates and their teachers. These guidelines are meant to serve the best interests of all the children and adults in our school. If you have any questions, please do not hesitate to call the school nurse.

### **Assistive Devices- crutches, walking boot, cast, sling, etc.**

Children who come to school with an assistive device for mobility or a device to restrict mobility must have a note from their physician stating the length of time the device is needed, as well as any instructions/restrictions required during school.

**Medication Regulation/Procedure**

The form included below outlines the medication policies as set forth by Colonial Heights Public Schools. A signed copy of this form must be completed and returned if medication is to be administered at school. The form is available in the main office upon request.

**COLONIAL HEIGHTS PUBLIC SCHOOLS****MEDICATION REGULATION/PROCEDURE**

Whenever possible, parents are requested to administer needed medication at home. When necessary, students taking prescription medication may take it at school under the supervision of designated school personnel. In addition to the parent's written permission, any medication that must be taken by the student at school must be prescribed/authorized by a doctor/licensed prescriber. If more than one medication is prescribed, a separate medication form is required for each medication. Parent and physician/licensed provider's authorization must be renewed each school year.

The physician should write the following instructions on the medication form (provided by the school)

1. Name of medication
2. Exact dosage
3. Reason for medication
4. If more than one medication is prescribed, state clearly in which order they should be given.
5. Time medication to be administered
6. Clear, simple, lay terminology should be used and not medical abbreviations
7. "Repeat as necessary" is unacceptable. If medicine needs to be repeated, the exact conditions for this must be specified.

All prescription medications must be delivered to school by the parent or guardian. Prescription medication WILL NOT be allowed to be transported back and forth by students.

The prescription label must match the physician's order. The parent/guardian should sign a permission form and a release of responsibility statement. No school employee shall proceed with the administration of any medicine or treatment until the employee determines that all written clearances have been reviewed and are on file in the school clinic. For safety of the student, the first dose of any new medication should be administered at home with supervision of a parent.

Each school should keep a log book with consecutively numbered pages in which the administration of medicine is recorded in black ink showing the date and time of administration, the name of the student, the kind and quantity of medicine, the name of the prescribing physician and the signature of the school employee administering the preparation. The amount of medication delivered to school by the parent is to be documented by a school employee and witnessed by the parent.

### STUDENTS WITH ASTHMA/DIABETES/LIFE-THREATENING ALLERGIES:

Each enrolled elementary school student who is diagnosed with asthma/diabetes/life-threatening allergies, with parental consent and written approval from the prescriber, stating the student is capable and responsible for self-administering the medication, will be permitted to carry with him/her and use the supplies, including an auto-injectable epinephrine a reasonable and appropriate short-term supply of carbohydrates, an insulin pump, and equipment for immediate treatment of high and low blood glucose levels, and self-check his/her own blood glucose levels on school buses, on school property and at school-sponsored activities.

### NON-PRESCRIPTION MEDICATION:

Employees of Colonial Heights School Board may give non-prescription medication to students only with the written permission of the parent or guardian. Such permission shall include the name of the medication, the required dosage of the medication, and the time the medication is to be given. Such medication must be in the original container and delivered to the principal, school nurse or school division designee by the parent/guardian of the student. Self-administration of any medication with the exception of asthma medication and auto-injectable epinephrine, as discussed below, is prohibited for the students in grades K-5.

Parents are notified at the end of the school year of the clinic closing date. Any remaining medications/supplies that are not picked up by the parent/guardian by the date given will be delivered to the Colonial Heights Health Department for appropriate disposal.

### **Bloodborne Pathogens**

Due to the regulation from Occupational Safety and Health Administration (OSHA) 1910.1030, a parent is required to pick up their child's soiled clothing if he/she becomes sick(vomit) or has blood on their clothing. If the child is able to stay in school, then parents are required to bring a clean set of clothing to school. Soiled clothing cannot be transported on the bus; therefore, parents must pick up any soiled clothing before the end of the day. **Soiled clothing will be discarded if not picked up by the parent at the end of the day.**

### **Illness**

Students with a fever of 100° or more will be sent home and may not return to school for 24 hours after the child is fever free without medications. Due to regulation from Occupational Safety and Health Administration (OSHA) 1910.1030, a parent is required to pick up their child if he/she has vomited. The child may not return to school for 24 hours.

## STUDENT RECOGNITION

### Student Recognition

We believe that students need to be recognized for their good work and citizenship habits. Lakeview has several programs that recognize outstanding students.

- **Lakeview Hero** – One student per class per month is honored as part of our Heroes Everywhere Character program. Each month, a different character trait will be emphasized. Please refer to the back of the student planner for each month's trait. Students receiving this honor are invited to have pizza with the Principal at lunch and also receive incentives. Hero pictures are displayed.
- **Kiwanis Terrific Kids** – One student per class per month is honored for their responsible behavior and for exhibiting good citizenship. The Kiwanis come to Lakeview to present the student with a Terrific Kid certificate. Terrific Kid pictures are displayed.
- **Bucket Fillers** – Students are recognized for demonstrating positive character traits towards others and rewarded.
- **600 Club** – Students earning a 600 on one or more of their SOL tests are rewarded with a special activity or prize.
- **Accelerated Reader Clubs** – Students earning a certain number of points (25 Point Club, 50 Point Club, 100 Point Club...) for reading are eligible to join a club. Students move from club to club as they accrue points. Point clubs are recognized during morning announcements and are on display in the hall.
- **Safety Patrol** – These fifth grade students are selected to be safety patrol members because of their good citizenship and commitment to good character.

### Year End Awards

- **All A Honor Roll** – Students in grades 3-5 are recognized for having an A average in each academic subject for the school year (students must have been at Lakeview or another Colonial Heights Elementary School for one semester or more – 90 days + to be considered for this award)
- **A & B Honor Roll** – Students in grades 3-5 are recognized for having an A or B average in each academic subject for the school year (students must have been at Lakeview or another Colonial Heights Elementary School for one semester or more – 90 days + to be considered for this award)
- **Citizenship** – One student from each class is recognized at year end for being an outstanding Lakeview citizen (students must have been at Lakeview for one semester or more – 90 days + to be considered for this award)
- **Virginia Wellness Award** – is awarded to those students in grades 1-5 that have shown improvement in cardio-respiratory endurance, muscular strength, muscular endurance, flexibility and body composition as measured by a pre/post test & the Va. Assessments
- **President's Award for Educational Excellence** – Students in grade 5 are recognized for having a combined 4<sup>th</sup> grade second semester grade point average and a 5<sup>th</sup> grade first semester grade point average of 3.5 or higher and Pass Advanced (500 or higher) on a Reading or Math SOL test.

- **Accelerated Reader** – Students in grades 1-5 earning enough points to be in a club are announced (point totals required for an award are determined by grade). Grade level high point winners are also recognized.
- **Library or Music Helpers** – Students in grades 4-5 who have helped in the library or music room during the first or second semester are recognized.
- **Computer Helpers** – Students who have helped in the computer lab during the first or second semester are recognized
- **Owl Award** – One student from each grade is recognized for maintaining the “Four Expectations for Owls.” These students will stand out for their honesty, kindness, respectfulness, and effort.

## TRANSPORTATION

Student and staff safety is our first priority during arrival and dismissal. Transportation types involve buses, car riders, day care vehicles, walkers, and bike riders. Different procedures are in place for each transportation type.

### Bus Transportation

Riding the bus is a privilege! Students who display inappropriate behavior will have their bus riding privileges revoked.

#### Bus Stop Behavior

For the safety of all children at bus stops:

- Children are not to throw rocks or any other object
- Children are to wait on the side of the street for the bus
- There should be no chasing or running around at the bus stop
- Fighting, wrestling, and any unsafe horseplay are not allowed

#### Bus Rules and Regulations

- Students should report to the designated bus stop five minutes prior to the scheduled arrival of the bus and be ready to board. Bus drivers cannot wait for students. An adult should accompany children in grades PreK-2 at the bus stop. The same rules for behavior in the classroom and on the bus also apply at the bus stop.
- In the afternoon, students in grades PreK – 2<sup>nd</sup> must be met at the stop by an adult before the driver will release the student from the bus. If no one is there, the student will be returned to school. Repeated student returns to school may result in the revocation of bus riding privileges.
- Bus drivers may assign seats. Students will remain in seats while the bus is in motion and be responsible for any damage to seats.
- Students shall not extend any part of the body or any other articles out of the bus window.
- Students shall not throw any object inside the bus or out of the bus window.
- Students are under the authority of Colonial Heights Public Schools while on the bus and at the bus stop. Conduct should be similar to the classroom. Colonial Heights Public School’s standards for student conduct apply in transporting children.
- Students will be allowed to get off a bus only at school and at their regular stop. Unauthorized stops will not be made.

- Students should ride the same bus both morning and afternoon. Exceptions may be permitted occasionally with the approval of the principal. A note should be sent to school indicating that this change is necessary.
- Glass objects and other dangerous objects are not to be transported on the school bus.
- Scuffling, fighting, and use of profane language will not be tolerated.
- Students cannot eat or drink while on the bus going to or from school.
- Students must not make any loud or unusual noise or attempt to distract the driver in any way.
- Students must keep the aisles clear. Any articles too large to be held in lap or placed under the seat cannot be carried on the bus.
- Radios, iPods, large helium balloons or other mechanical headsets are not allowed on the bus.
- Cell phones must be turned off and stored in the student's bookbag.
- Live animals or insects may not be carried on the bus.
- The Emergency Door of the school bus is not to be used to enter or exit except in an emergency. In case of an emergency, students should follow the instructions of the driver.
- The driver is required to report any misconduct that jeopardizes the safety of the bus to the principal for disciplinary action. The principal may suspend riding privileges for anyone violating these rules.

### **Bus Drills**

To comply with state law, emergency evacuation drills are required twice a year, once each semester.

### **Van/Daycare Pick-up**

The vans are asked to arrive on time for the beginning of the school day (8:10–8:30 a.m.) and for dismissal (3:00–3:10 p.m.). Students will be called to meet the vans in the front of the school.

### **Car Riders**

To drop your student off by car, please pull into the front parking lot of the school between 8:10 and 8:30 a.m. Our School Resource Officer will be directing traffic. Students in grades 3–5 will enter the building through the “red” doors at the front of the school. Students in grades PreK–2 will enter the building through “green” doors in front of the playground at the far end of the building.

Students whose daily dismissal plan is parent pick-up, will be dismissed by grade level, using the same doors in which they enter. Please pull into the front of the school by 3 p.m. Coming before 3 p.m. will result in traffic congestion.

To pick up a child, you must display your school issued number to the staff member. If someone without a numbered card is coming to pick up your child, you must contact the school in writing or by phone **before 2:45 p.m.** The designated pickup person would be recorded and required to show ID upon arrival.

### **Walkers**

Parents who wish to have their children walk to and from school must notify the school in writing. Parents are urged to stress safety to any child who is a walker. Walkers will be dismissed through the Library doors.

### **Bike Riders**

Only students in grades 3–5 may ride a bike to school. Please fill out a bike permit. Permits can be obtained in the office. Students riding bikes must have appropriate safety gear.

### **Transportation Changes**

Should it be necessary for a child's normal transportation to be altered, a note will be required. Send a note to your child's teacher indicating the change for that day. Transportation changes will not be made or accepted without a note or phone call from the parent. A note is required if someone other than the parent is picking up your child. This note should include a telephone number to reach the parent to verify the information. In addition, the adult picking up the child must bring proper identification and report to the office.

### **Vehicular Travel**

With the amount of traffic in front of the school, it is imperative that everyone abide by the traffic rules and regulations.

### **Morning Drop Off:**

1. Do not leave your car in the drive area in front of the building. If you need to walk your child to the front door, park in a parking space in front of the school, by the ball field or beside the cafeteria. The front of the building is a fire lane and must be kept clear.
2. Do not double-park in the drive area.
3. The speed limit in the parking lot is 5 mph.
4. Staff members will be posted outside to assist children.

### **Afternoon Pick-Up**

1. The speed limit in the parking lot is 5 mph.
2. **At no time should anyone double-park, even if the driver is waiting in the car.** Staff members and other visitors have parked in the designated areas and should be able to pull out without waiting.
3. Please refrain from parking in the labeled zone designated for daycare vans.
4. Parents wishing to stay with their children at the playground after school must park in a parking space, not the fire lane.

## **PARENT TEACHER ORGANIZATION (PTO)**

### **PTO (Parent Teacher Organization)**



The PTO has worked cooperatively with Lakeview Elementary on projects designed to support the staff and students. All of their fundraising efforts return to the school - to the teachers and students, through programs and activities. Please support the PTO by attending meetings and becoming a member. Memberships are \$3.00 per year.

### **Student Activities**

We are very proud of the student activities provided here at Lakeview. Depending on your child's grade level, your child may be involved in one or all of the activities. Some activities may include: Veteran's Day Program, Winter Wonderland, Jump Rope for Heart, Talent Show, DARE Graduation, Spelling Bee, Character Development, Dr. Seuss Week, Book Fair, Fine Arts Festival, Sing-Along, Career Day, Fun and Field Day, KEES Recitals and the Little Feet Meet.