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Introduction
Dear Parents/Guardians:

Welcome to a new school year at Lakeview Elementary School. The faculty and staff are proud to partner with you in the education of your children.

Educational success for all students cannot be complete without an effective partnership with all parents. You are the most essential part of your children’s education and it is important that we build a strong relationship in order to best serve your children’s educational needs. Therefore, we strongly encourage you to participate in our Parent-Teacher Conference Days, PTA meetings, and other school activities.

You will find in the Parent/Student Handbook some very important information regarding some of the policies and procedures established for the safety of the children and the smooth operation of the school. Please read this information carefully and keep it for future reference. Should you have questions, feel free to contact school staff at (757) 465-2901.

Our hope is that the partnership you develop with your children’s teachers and the school will reflect a positive feeling about education and will be a pleasurable experience for everyone.

Sincerely,

Sonya C. Harrell, Principal

Sylvia Hodges-Melvin, Assistant Principal
School Overview
**Brief History of Lakeview**

Lakeview Elementary School is the “Home of the Dolphins.” The school is located on Horne Avenue and is bordered by Greenwood Drive and Darren Drive, in the Cavalier Manor section of Portsmouth, VA. We take pride in our tradition of excellence in academic programs, teacher qualification, and student achievement.

Lakeview was opened in the fall of 1968. Then, the school enrollment housed students in grades pre-kindergarten through 6th. Later, it housed only pre-kindergarten through 3rd grade students for approximately 20 years. In 1996 students in grades pre-kindergarten through 5th began attending the school. By 2005, the pre-kindergarten classes were moved to another building and sixth grade was once again added to the school. The school now has an enrollment of approximately 540 students with a staff of approximately 68.

Lakeview prides itself with having strong parental support and community involvement. The school has several partnerships with churches, businesses, and sororities within the city of Portsmouth.

Lakeview has been under the leadership of four principals over the years. Mr. John Hill served as its first principal, followed by Mrs. Marlene Randall, Mr. Isaac L. Askew and Queen E. Malone. The current principal is Sonya C. Harrell.
## Lakeview Quick Facts

<table>
<thead>
<tr>
<th>School Mascot</th>
<th>“Lakey” the Dolphin</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Colors</td>
<td>Green &amp; White</td>
</tr>
<tr>
<td>School Motto</td>
<td>“Where Children Are First”</td>
</tr>
</tbody>
</table>

### School Pledge

I am very special in my school,
I can follow and obey each rule.
If I listen, think, and do
I know I can be successful too.
So I will try to do my best,
And show my pride with all the rest.
I will keep my school a special place
By always wearing my smiling face.

### School Song

**Lakeview Was Made For You And Me**  
*(To the tune of “This Land is Your Land”)*

This school is your school,  
This school is my school.  
From the fall of September,  
To the snows of December.  
From the flowers of Springtime,  
To the fun of summer,  
Lakeview was made for you and me.

One day I saw it:  
That brick red building,  
With its windowless classrooms,  
And friendly people.  
A charming Principal  
And wonderful teachers,  
Lakeview was made for you and me.  
*(Repeat Chorus)*
Mission Statement

The staff of Lakeview Elementary believes that all students can learn and achieve mastery of the essential curriculum. Our school’s purpose is to educate all students to the highest level of their academic performance. We accept this responsibility to provide a positive climate that empowers individuals to reach their maximum growth potential.

Vision Statement

Our vision at Lakeview Elementary School is one where the teaching practices are both reflective of and responsive to the needs of the students; and where the learning environment promotes growth and success. We are committed to providing a quality education in every classroom.

Beliefs

We are committed to:

- Promoting high achievement and academic success through collaboration and shared decision making with stakeholders.
- Creating a nurturing, safe, and supportive atmosphere.
- Providing data driven instruction.
- Differentiating instruction to meet the needs of all students.
- Seeking and implementing innovative teaching techniques to promote academic excellence.
- Implementing research-based best practices that support critical thinking and problem solving.
- Utilizing current technology to enhance the quality of instruction.
General Procedural Information
**Attendance Procedures**

**ABSENTEEISM POLICY**

If your child is going to be absent, please notify the school at (757) 465-2901. In order for an absence to be considered excused, a written note must accompany the student the first day back in class. The note should include the date returning, child’s name, date absent, and the reason for the absence. Any absence for which the school does not receive appropriate notification will be unexcused. Excessive or unexcused absences from school are detrimental to the educational process. Students having more than 20 absences for the year may, on the authority of the principal, be denied promotion. The procedures for unexcused absences are as follows:

<table>
<thead>
<tr>
<th>CODE - ATTENDANCE REQUIREMENTS (2.1-258)</th>
<th>PORTSMOUTH PUBLIC SCHOOLS PROCEDURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Any unexcused absence – Parent/guardian contacted to obtain explanation via telephone</td>
<td>1. Same as code. Make a reasonable effort to contact parent/guardian to verify knowledge whenever a student fails to report to school and maintain contact log information.</td>
</tr>
<tr>
<td>2. 5th unexcused absence – Direct contact via telephone/in person to obtain explanation of absence and explain consequence of non-attendance.</td>
<td>2. 3rd unexcused absence – Teacher continues attempts to make contact with parent/guardian to give notification of the number of unexcused absences and obtain written documentation.</td>
</tr>
<tr>
<td></td>
<td>4th unexcused absence – Teacher will send letter to parent/guardian informing them of the student’s attendance record, possible consequences, and the need for a response.</td>
</tr>
<tr>
<td></td>
<td>5th unexcused absence – Teacher will initiate attendance referral and forward to Principal/designee. The Principal/designee will schedule conference with parent/guardian regarding unexcused absences and document on the back of the attendance referral:</td>
</tr>
<tr>
<td>3. 6th unexcused absence – Principal/designee will schedule a conference within 10 days to be held within 15 days.</td>
<td>3. 6th unexcused absence – The Principal/designee will ensure follow-up on identified building level interventions.</td>
</tr>
<tr>
<td>4. 7th unexcused absence – Complaint to intake (juvenile) or to Magistrate (parent/guardian)</td>
<td>4. 7th unexcused absence – The Principal/designee will begin the court referral process by ensuring completion of the court referral package.</td>
</tr>
<tr>
<td></td>
<td>5. Court package forwarded to Juvenile &amp; Domestic Relations Court.</td>
</tr>
</tbody>
</table>

**LATE ARRIVALS/TARDINESS**

Students arriving late (after 9:30 AM) to school must report to the office with their parent/guardian to be counted in attendance before going to class. A note from the parent/guardian explaining the reason for the late arrival is required. Parents of students who have 10 or more tardies in a semester will be required to meet with the principal/designee to discuss the reasons for the tardies and to develop a plan for improvement.
Behavior Expectations

CONDUCT/ SCHOOL RULES

Schools provide an environment conducive to learning and to the development of each student’s full potential. Guidelines have been established to maintain the environment and to provide for the safety and well-being of students. School regulations apply in the school building, on the school grounds, while traveling to and from school, and at events where the school is represented.

Disruptive students who interfere with the educational process and/or do not comply with the regulations and procedures are subject to administrative action. Please be sure that you and your child become familiar with the Portsmouth Public School Code of Student Conduct. This handbook lists the student’s rights and responsibilities, parents’ rights and responsibilities, dress code, and the school board policy and discipline consequences. A copy of the Code of Student Conduct is sent home the first day of school. Please review the policies outlined in the Code of Student Conduct with your child/children, sign and return the form to Lakeview Elementary School.

DRESS CODE

Portsmouth City Public School students shall not wear the following items:

- Clothing, pins, jewelry, accessories or other items of adornment displaying obscene, profane, derogatory, violent or gang-related messages, themes, designs or pictures;
- Clothing, pins, jewelry, accessories or other items of adornment conveying messages related to or promoting the use of alcohol, drugs, or tobacco products, or messages that promote illegal activities.
- Clothing pins, jewelry, accessories or other items of adornment depicting bawdy, salacious or sexually suggestive messages.
- Clothing that is transparent or exposes the midriff, navel or cleavage.
- Pants, skirts and/or shorts that sag below the waistline or must be held in place with the hands.
- Underwear as outer garments or clothing that exposes underwear (including, but not limited to, stretch lycra, spandex or nylon tights, leotards, biker pants, biker shorts, bathing suits, pajamas).
- Tank tops, halter tops, garments with spaghetti straps, tube tops, fishnet tops, strapless dresses, or other clothing that is not appropriate because of slits, rips or holes in the garment.
- Accessories which could in some way pose a danger to the wearer or others; and/or could be used as weapons (including, but not limited to, two-or-three finger rings, chains hanging from clothes, picks, hair chop sticks).
- Clothing that is too tight and/or is inappropriate in length as determined by the building principal/designee.
Inappropriate footwear (including, but not limited to, shower shoes and beach shoes, such as thongs, bedroom slippers, and unfastened shoes or shoes missing appropriate closures).

Head coverings or accessories that are not related to or required by student’s bona fide religious practices (including, but not limited to, stocking caps, do rags, wave caps, scarves or bandanas).

Items that are intended for outdoor use (including, but not limited to, hats, caps, and similar head coverings, scarves, jackets and coats).

**ELECTRONIC DEVICES/CELLPHONES**

Students are allowed to bring cellular telephones onto school property. The device must remain off and out of sight **at all times** until the end of the instructional day at which time use is permitted. Any student found using a cellular telephone or any unapproved electronic device on school property during the instructional day and on the school bus shall have the device confiscated.

**District Confiscation Policy**

Cellular telephones are not to be visible during school hours. Students found in violation will have them confiscated and returned to a parent. All cell phones, electronic devices and other confiscated items cannot be picked up for **48 hours**. When the parent/guardian picks up the confiscated item he/she will be required to sign the General Confiscation Form acknowledging that if the same or similar item is confiscated a **second time** it will be kept until the end of the semester; and if confiscated a **third time**, the device will be kept until the last **calendar day of the school year**. The school must be contacted to schedule a pick up time.

**General Information**

**BUS PROCEDURES**

Bus routes for individual schools are also listed on the PPS web site. Copies are also available at the school. The bus drivers have the responsibility of transporting the children to and from school each day in a safe manner. Therefore, it is critical that all children follow the rules that have been established by the Portsmouth School Board. When a child’s conduct is excessively disruptive or endangers the others riding the bus, he/she will be excluded from the bus until the school can be assured of acceptable behavior.
CHANGE OF ADDRESS/PHONE NUMBER

It is vital in the educational process to be able to contact parents/guardians via phone and mail regarding student emergencies, behavior, progress, and other pertinent information. If your phone number or address changes during the year, please notify the school office so that this information can be updated immediately.

EDUCATIONAL RECORDS REQUESTS

Requests by parents/guardians for information regarding their children’s educational records should be made to the office clerk at least two (2) days in advance. This includes requests for student transfers and requests to view your child’s record. It is important to be mindful that requests to the school may not be able to be fulfilled immediately.

FIELD TRIPS

School sponsored field trips are designed to complement the curriculum and are related to the Standards of Learning taught. A field trip permission form will be sent home on the first day of school and must be completed by the parent/guardian.

❖ Parent/guardian will be notified of each field trip.
❖ Some field trips may require a nominal fee for student participation.
❖ Parent/guardian may be required to escort a child on a field trip due to his/her behavior.
❖ In some cases a student may be denied going on a field trip; should this occur, the parent/guardian will be notified.

LIBRARY SERVICES

Students in grades K-2 are allowed one (1) book and students in grades 3-6 are allowed two (2) books. Students are responsible for handling the books with care and not losing the books. If books are lost, the parents will be notified and the student’s book check out privileges will be limited until the book is found or the replacement fee is paid.

LOST & FOUND

Articles found in the building or on school grounds should be turned into the office. Articles not claimed by the end of each month will be discarded or be donated to charitable organizations. To assist in recovery of lost items, please ensure items have your child’s name written on them.
RELEASING OF STUDENTS

Students will only be released to the parent/guardian listed on school forms. Any other adult requesting to pick up a student MUST be an approved person on file and must have a written request from the parent. In addition, the school follows all custody and court orders regarding placement of students. It is also against our policy to release children via telephone or to other siblings under the age of eighteen (18) years of age during school hours. Students must be signed out in the office by the parent or designee, before leaving the school grounds. Identification will be required.

SCHOOL HOURS

School hours are from 9:15 AM to 3:55 PM.

Arrival: 8:45 AM - 9:30 AM
PLEASE DO NOT DROP OFF YOUR CHILD TO SCHOOL BEFORE 8:45 AM. There is no staff on duty to supervise students before this time. Students who would like breakfast are allowed into school at 8:45 AM. If your child has breakfast at home, please do not send your child to school before 9:00 AM. Students must be dropped off in front of the school in the designated drop off area. Please do not drop off students in the street or in the parking lot area.

Dismissal: Begins at 3:50 PM
Student Pick Up: Students who are picked up will be sent to the multipurpose room. Parents/guardians should report to the multipurpose room and sign out their children. Please note the following:
- Except for emergency situations, parents should not regularly come to the office to pick up their children.
- Parents of students who are picked up early on a regular basis will be contacted by the principal/designee to discuss the reasons and to develop a preventative plan.

Student Walkers: All walkers are dismissed through the side doors (bus ramp area) at 3:50 PM.

Please Note: When a child is left at school after dismissal, we make every reasonable attempt to reach the parent/guardian. Should all efforts fail, the Police or Child Protective Services may be contacted for assistance.

SCHOOL OFFICE HOURS

The school office is open Monday-Friday from 8:30 AM to 4:30 PM. If you need to contact the school before or after these hours, you may call (757) 465-2901 and leave a message. Someone will return your call, during our normal school hours.
TEACHER SPONSORED ACTIVITIES
There are times during the year when teachers offer before and after school activities for students. Some examples of these activities are celebrations, tutoring, and chorus/play practice. Permission slips will be sent to the parent/guardian when these activities are offered.

TELEPHONE USE
The office telephone is for business calls. Students may use the office telephone only in the case of an emergency and with written permission from the teacher. Also, parents should avoid calling the school requesting to speak with students.

VALUABLES
Please do not allow your child to bring large amounts of money and/or other valuable items to school. Lakeview Elementary School is not responsible for lost or stolen items.

VISITORS
For the safety and protection of the students and staff, all persons entering the building must report to the office and sign in to receive an identification badge. This badge is to be displayed while in the school. This includes parents, volunteers, and other district employees. At the end of the visit, visitors are to return to the office and sign out. All visitors are requested to enter and exit through the front of the building.

Health

ADMINISTERING MEDICATION ON FIELD TRIPS
If your child is administered medication at school daily, when attending a field trip the nurse will send a single dose of the medication with the teacher or instructional assistant who has received training from the school nurse. If your child uses a multi-dose inhaler at school, the one you provided will be sent on the field trip. The only medications that can be given on field trips are the ones for which a permission form, signed by the doctor and parent, is on file with the school nurse.

Epinephrine Pen (Epi-Pen) – If your child has a severe allergy that requires use of the epi-pen while on a field trip, they will have to go to the hospital emergency room for follow-up care. The student’s emergency form will cover ambulance transportation; however, an adult, who is related to the student, will have to provide authorization for the emergency room to treat your child. For
this reason, it is requested that you or another responsible adult family member accompany the student on the field trip. If this is not possible, a school employee who is trained in anaphylaxis and epi=pen administration will be assigned to accompany the student on the field trip.

**Insulin Dependent Diabetes** If your child has insulin dependent diabetes, it is requested that you or another adult family member accompany the student on any field trip when blood sugar testing or insulin administration may be needed. If this is not possible, a school employee who is trained in insulin/glucagon administration will be assigned to accompany the student on the field trip.

**HEALTH SERVICES**

The school clinic is operated by a school nurse. Parents are called if their child has a fever or appears to be suffering from an illness or injury. **To ensure prompt notification it is critical that all emergency forms are current.**

**LIMITED PHYSICAL ACTIVITIES**

If a health condition prevents a student from participating in physical activities over an extended period of time, a note from the doctor indicating the limitation is required. For a student to be excused from physical education for a short period (up to three days) due to a temporary illness or physical condition, a written request from the parent is sufficient.

**MEDICATION POLICY**

Medication must be kept in the clinic and administered by the school nurse or the person designated by the principal to give medication in the nurse’s absence. Over the counter medications are not permitted. Guidelines for administering prescription medication within school are as follows:

1. A Request for Medication Administration form must be completed and signed by the student’s doctor/dentist and parent/guardian.
2. The completed form and the prescription, which must be in the original container with the pharmacy label intact, should be given to the school nurse or principal’s medical designee by the parent/guardian of the student.
3. Medications must be brought to school by the parent/guardian and not the student.

**SCHOOL LUNCHES**

Hot lunches, including milk, are available each school day. Additional milk, beverages and snacks may be purchased separately. All students are expected to buy or bring a lunch. A menu will be sent home at the beginning of each month. Menus are also located on the Portsmouth Public
School web site, at pps.K12.va.us. Lunch boxes/bags should be marked with the child’s name and room number. In an emergency, students will be allowed to charge their lunch. Applications for free and reduced lunches are available in all school offices and on the PPS Website.

The prices for lunch are as follows:
- Elementary Lunch $1.45 (includes milk)
- Reduce paying students $.40
- Milk Only $0.40
- Adult Lunch $2.85

Money can be added to a student’s lunch account online on the PPS Website.

**WELLNESS POLICY**

Wellness Policy Statement: The Portsmouth City School Board recognizes the link between student learning and a healthy lifestyle.

**Nutrition Guidelines**

<table>
<thead>
<tr>
<th>Beverages</th>
<th>--100% fruit juices</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>--Fruit juice drinks with a min. of 25% fruit juice</td>
</tr>
<tr>
<td></td>
<td>--Water/flavored water with no added sugar</td>
</tr>
<tr>
<td></td>
<td>--Low –fat or non-fat milk.</td>
</tr>
<tr>
<td>Snacks</td>
<td>--300 calories or less</td>
</tr>
<tr>
<td></td>
<td>--No more than 35% of calories from fat (except nuts and seeds)</td>
</tr>
<tr>
<td></td>
<td>--No more than 10% of calories from saturated fat per serving</td>
</tr>
<tr>
<td></td>
<td>--No more than 35% weight by sugar content per serving</td>
</tr>
<tr>
<td>Celebrations</td>
<td>--Beverages and Snacks can be purchased from Food Services</td>
</tr>
<tr>
<td></td>
<td>-- May be commercially packaged foods containing a nutrition label listing all</td>
</tr>
<tr>
<td></td>
<td>ingredients. (must meet above standards)</td>
</tr>
<tr>
<td>Fundraisers</td>
<td>If the fundraiser involves food it must be conducted after school hours.</td>
</tr>
</tbody>
</table>

**Parental Involvement**

**FUNDRAISING**

During the school year there will be opportunities for parents/guardians to support the school through fundraising activities. For the safety of students, fundraising activities which involve door-to-door solicitations by students are prohibited.
PARENT TEACHER ASSOCIATION (PTA)

The PTA at Lakeview Elementary is a very important support system. It is an enthusiastic group that works diligently to promote the welfare of our students and the mission of the school. PTA meetings are held on the third Tuesday of each month at 6:00 PM. Please join the PTA and help us have 100% parent participation.

VOLUNTEERING

We value the volunteer services of parents/guardians. During the school year, there will be numerous opportunities for volunteers to support school programs. If you are interested in serving as a volunteer, complete and return the volunteer form that will be sent home the first day of school.

PPS District Volunteer Policy

Parents are welcome to volunteer in their children’s schools. However, if parents are going to be working in the classroom on a regular bases, they will need to be processed for approval through Human Resources.

Also, anyone who wants to volunteer at the school, but, does not have a child in the school will need to be recommended to Human Resources by the Principal, submit a TB test and complete a background check before they are allowed to begin.

Safety

EMERGENCY DRILLS

Several times during the school year, the students will practice fire, tornado, earthquake, and lockdown drills. Fire drills will be conducted on a monthly basis from September through June. These drills prepare students in the event of an emergency. In the event of a school crisis, the Lakeview Elementary School Crisis Team will implement the Crisis Plan according to Portsmouth Public Schools policy.

SCHOOL CLOSINGS

The Superintendent is authorized to close schools immediately in the event of inclement weather or any other emergencies that may be hazardous to the health or safety of students, teachers, or the school plant/site. The Division Superintendent and designated staff personnel will assess weather and travel conditions prior to 5:00 a.m. When a decision is made to close or delay schools for the day, parents and staff will be notified by phone through our Parent Notification System. Local television and radio stations will also be notified.
Instructional Information
Instructional

Students enrolled in the elementary schools of Portsmouth are taught reading, language arts, mathematics, science, social studies, art, music, physical education, and library skills.

GRADED PAPERS

Graded papers will be sent home to parents every Thursday in the Lakeview Teacher...Parents Communicator folder.

GRADING SCALES

Kindergarten, first, and second grade students do not receive numerical or letter grades. The marking key is:

<table>
<thead>
<tr>
<th>O</th>
<th>S</th>
<th>P</th>
<th>N</th>
<th>U</th>
</tr>
</thead>
</table>

- **O** - Outstanding: Consistently exceeds grade level standards and objectives
- **S** - Satisfactory: Consistently meets grade level standards and objectives
- **P** - Progressing: Inconsistently performance on grade level standards and objective
- **N** - Needs Improvement: Experiences difficulty meeting grade level standards and objectives
- **U** - Unsatisfactory: Does not meet grade level standards and objectives
- □ - Not evaluated at this time

Third, fourth, fifth, and sixth grade students receive letter grades.

<table>
<thead>
<tr>
<th>A</th>
<th>93-100</th>
<th>A</th>
<th>Outstanding progress, superior work</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-</td>
<td>90-92</td>
<td>B</td>
<td>Good, better than average accomplishments</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>C</td>
<td>Average progress and accomplishments</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>D</td>
<td>Poor, but passing</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>F</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td></td>
<td>Additional codes for grades 3-6 may include:</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>D</td>
<td>64-66</td>
<td></td>
<td>Parents of students in grades 3 – 6 are able to monitor their children’s grades online. Please pick up your Parent Portal login information at the Open House PTA meeting.</td>
</tr>
<tr>
<td>F</td>
<td>&lt;64</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
HOMEWORK

Homework is a vital part of the total learning process. Grade level practices are communicated to the students and parents during the first week of school. Homework serves to provide essential practice in needed skills; enrich and extend the school experience; and promote growth and responsibility. For more information please see the PPS Homework Guide that was sent home in the school opening packet.

HOMEWORK ASSIGNMENTS

Students in grades kindergarten – second will receive a weekly homework sheet, listing all assignments for the week.

Students in grades 3-6 will be issued a student agenda. The agenda will be used daily in class to organize class work, homework assignments and other important information. Students will be responsible for maintaining the agenda for the entire school year.

PARENT TEACHER CONFERENCES

We are aware that a line of communication must be maintained between the classroom teacher and the parents to create a successful student. However, we are unable to permit conferences and “peek-ins” during daily instructional time. The teacher belongs to the students from 9:15 AM – 3:55 PM. However, the teacher will be happy to meet with you before school, after school, or during his/her planning period. Please arrange a mutually convenient time by emailing or sending a note to your child’s teacher or by calling the school at (757) 465-2901 to arrange an appointment. Parents should be prompt for their appointments.

PROTECTION OF INSTRUCTIONAL TIME

Between the hours of 9:15 AM and 3:55 PM classes may not be interrupted, except with permission from the office. This uninterrupted instructional time during the school day is vital to your child’s academic success. Students coming to school tardy and students leaving before the end of the day miss valuable instructional time. This loss of time greatly impacts your child’s achievement. It is an expectation, as well as a requirement, that we protect instructional time from unnecessary interruptions and other distractions.
RECOMMENDATION FOR NEXT GRADE LEVEL

Students in grades K-6 are expected to pass reading, language arts, mathematics, science, and social studies at their present grade level. However, in order for some students to be successful in the next grade, summer school may be recommended for remediation.

REPORTING STUDENT PROGRESS

Communication between school and home is encouraged. Progress reports and report cards are sent to parents/guardians during every nine-week grading period to inform them of the students’ progress. Please sign and return the reports promptly to the school the following day. Informal reports and graded papers are also sent home by the classroom teachers on a regular basis. Teachers should be contacted immediately, if parents have questions concerning their children’s progress.
Calendars
&
Schedules
### Portsmouth City School Calendar 2015-2016

**Instructional and Holiday Calendar for All Employees**

#### July 2015
- 2 - 10+2 Employees Return
- 3 - INDEPENDENCE DAY (observed)
- 5 - 6 - 7 - 8 - 9 - 10 - 11
- 12 - 13 - 14 - 15 - 16 - 17 - 18
- 19 - 20 - 21 - 22 - 23 - 24 - 25
- 26 - 27 - 28 - 29 - 30 - 31

#### January 2016
- 1 - WINTER BREAK
- 3 - 4 - 5 - 6 - 7 - 8 - 9
- 10 - 11 - 12 - 13 - 14 - 15 - 16
- 17 - 18 - 19 - 20 - 21 - 22 - 23
- 24 - 25 - 26 - 27 - 28 - 29 - 30

#### August 2015
- 2 - 3 - 4 - 5 - 6 - 7 - 8
- 9 - 10 - 11 - 12 - 13 - 14 - 15
- 16 - 17 - 18 - 19 - 20 - 21 - 22
- 23 - 24 - 25 - 26 - 27 - 28 - 29
- 30 - 31

#### February 2016
- 1 - Early Release Students
- 1 - High School Only
- 3 - 4 - 5 - 6 - 7 - 8 - 9
- 10 - 11 - 12 - 13 - 14 - 15 - 16
- 17 - 18 - 19 - 20 - 21 - 22 - 23
- 24 - 25 - 26 - 27 - 28 - 29

#### September 2015
- 6 - 7 - 8 - 9 - 10 - 11 - 12
- 13 - 14 - 15 - 16 - 17 - 18 - 19
- 20 - 21 - 22 - 23 - 24 - 25 - 26
- 27 - 28 - 29 - 30

#### March 2016
- 6 - 7 - 8 - 9 - 10 - 11 - 12
- 13 - 14 - 15 - 16 - 17 - 18 - 19
- 20 - 21 - 22 - 23 - 24 - 25 - 26
- 27 - 28 - 29 - 30

#### October 2015
- 4 - 5 - 6 - 7 - 8 - 9 - 10
- 11 - 12 - 13 - 14 - 15 - 16 - 17
- 18 - 19 - 20 - 21 - 22 - 23 - 24
- 25 - 26 - 27 - 28 - 29 - 30

#### April 2016
- 4 - 5 - 6 - 7 - 8 - 9 - 10
- 11 - 12 - 13 - 14 - 15 - 16 - 17
- 18 - 19 - 20 - 21 - 22 - 23 - 24
- 25 - 26 - 27 - 28 - 29 - 30

#### November 2015
- 1 - 2 - 3 - 4 - 5 - 6 - 7
- 8 - 9 - 10 - 11 - 12 - 13 - 14
- 15 - 16 - 17 - 18 - 19 - 20 - 21
- 22 - 23 - 24 - 25 - 26 - 27 - 28
- 29 - 30

#### May 2016
- 1 - 2 - 3 - 4 - 5 - 6 - 7
- 8 - 9 - 10 - 11 - 12 - 13 - 14
- 15 - 16 - 17 - 18 - 19 - 20 - 21
- 22 - 23 - 24 - 25 - 26 - 27 - 28
- 29 - 30

#### December 2015
- 1 - 2 - 3 - 4 - 5
- 6 - 7 - 8 - 9 - 10 - 11 - 12
- 13 - 14 - 15 - 16 - 17 - 18 - 19
- 20 - 21 - 22 - 23 - 24 - 25 - 26
- 27 - 28 - 29 - 30 - 31

#### June 2016
- 1 - 2 - 3 - 4 - 5 - 6 - 7
- 8 - 9 - 10 - 11 - 12 - 13 - 14
- 15 - 16 - 17 - 18 - 19 - 20 - 21
- 22 - 23 - 24 - 25 - 26 - 27 - 28

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**Calendar Notes:**
- This calendar represents 190 Teacher Days and 181 Student Days.
- Red shaded areas are holidays for all employees with the exception of November 3, 2015. Twelve-month employees report.
- Approved by Portsmouth City School Board 6/11/2015.
Portsmouth Public Schools

Schedules for Issuing Progress Reports and Report Cards for the 2015-2016 School Year

Grades K – 12 Progress Report Schedule

<table>
<thead>
<tr>
<th>Progress Report</th>
<th>Number of Days</th>
<th>Progress Reports Go Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 8 – October 8</td>
<td>23</td>
<td>October 9</td>
</tr>
<tr>
<td>November 16 – December 17</td>
<td>22</td>
<td>December 18</td>
</tr>
<tr>
<td>February 3 – March 3</td>
<td>21</td>
<td>March 4</td>
</tr>
<tr>
<td>April 13 – May 12</td>
<td>22</td>
<td>May 13</td>
</tr>
</tbody>
</table>

Grades K - 12 Report Card Schedule

<table>
<thead>
<tr>
<th>Report Card Period</th>
<th>Number of Days</th>
<th>Report Cards Go Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 8 – November 13</td>
<td>46</td>
<td>November 19</td>
</tr>
<tr>
<td>November 16 – February 2</td>
<td>44</td>
<td>February 8</td>
</tr>
<tr>
<td>February 3 – April 12</td>
<td>44</td>
<td>April 18</td>
</tr>
<tr>
<td>April 13 – June 17</td>
<td>47</td>
<td>To be mailed by June 23</td>
</tr>
</tbody>
</table>

If the schedule for issuing progress reports and report cards must be changed for any reason, ample notice will be provided.
Portsmouth Public Schools
School Opening and Closing Times
2015-2016

<table>
<thead>
<tr>
<th>Schools</th>
<th>Opening Times</th>
<th>Closing Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>All High Schools</td>
<td>7:25 a.m.</td>
<td>2:10 p.m.</td>
</tr>
<tr>
<td>All Middle Schools</td>
<td>8:05 a.m.</td>
<td>2:45 p.m.</td>
</tr>
<tr>
<td>New Directions Center - S.H. Clarke Bldg.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Uplift Center - S.H. Clarke Bldg.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elementary Schools</td>
<td>8:40 a.m.</td>
<td>3:20 p.m.</td>
</tr>
<tr>
<td>Brighton</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Churchland Academy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hodges Manor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>James Hurst</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Park View</td>
<td></td>
<td></td>
</tr>
<tr>
<td>John Tyler</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mt. Hermon Preschool Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elementary Schools</td>
<td>9:15 a.m.</td>
<td>3:55 p.m.</td>
</tr>
<tr>
<td>Churchland Elementary</td>
<td></td>
<td></td>
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<tr>
<td>Churchland Primary and Intermediate</td>
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<td></td>
</tr>
<tr>
<td>Douglass Park</td>
<td></td>
<td></td>
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<tr>
<td>Lakeview</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Simonsdale</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Victory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Westhaven</td>
<td></td>
<td></td>
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<tr>
<td>Centers</td>
<td>8:40 a.m.</td>
<td>3:20 p.m.</td>
</tr>
<tr>
<td>Churchland Preschool Center</td>
<td>8:40 a.m.</td>
<td>3:20 p.m.</td>
</tr>
<tr>
<td>Emily N. Spong Preschool Center</td>
<td>8:40 a.m.</td>
<td>3:20 p.m.</td>
</tr>
<tr>
<td>Olive Branch Preschool Center</td>
<td>8:40 a.m.</td>
<td>3:20 p.m.</td>
</tr>
<tr>
<td>Excel Campus (Tuesdays and Thursdays)</td>
<td>3:00 p.m.</td>
<td>9:30 p.m.</td>
</tr>
</tbody>
</table>
Portsmouth Public Schools

Early Release Schedule
2015-2016

September 30, October 12, October 28, November 25, March 7, June 15, June 16 and June 17 have been designated on the Portsmouth Public Schools Instructional and Holiday Calendar as early release days for all schools. Listed below are the dismissal times for schools on these dates.

11:45 a.m. Dismissal

- Churchland High School
- I. C. Norcom High School
- Woodrow Wilson High School

12:20 p.m. Dismissal

- Churchland Middle School
- Douglass Park Elementary School
- Cradock Middle School
- William E. Waters Middle School

12:55 p.m. Dismissal

- Brighton Elementary School
- Hodges Manor Elementary School
- Churchland Academy School
- James Hurst Elementary School
- Churchland Preschool Center
- John Tyler Elementary School
- Emily N. Spong Preschool Center
- Olive Branch Preschool Center
- Park View Elementary School

1:30 p.m. Dismissal

- Churchland Elementary School
- New Directions Center
- Churchland Primary and Intermediate School
- Simonsdale Elementary School
- Lakeview Elementary School
- Victory Elementary School
- Mount Hermon Preschool Center
- Westhaven Elementary School

➢ High school students will be released early during midterm and final examinations according to the examination schedule for Secondary Schools.