



# **STUDENT/PARENT HANDBOOK**

Lakeview Elementary School  
1300 Horne Avenue  
Portsmouth, VA 23701  
Mrs. Garyn C. Moody, Principal  
Ms. Kathy Mangum-Parker, Assistant Principal  
(757) 465-2901

# THE HISTORY OF LAKEVIEW ELEMENTARY SCHOOL



Lakeview Elementary School is the “Home of the Dolphins.” The school is located at 1300 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 opened in the fall of 1968. Then, the school enrollment housed students in grades pre-kindergarten through 6<sup>th</sup>. Later, it housed only pre-kindergarten through 3<sup>rd</sup> grade students for approximately 20 years. In 1996 students in grades pre-kindergarten through 5<sup>th</sup> began attending the school. In 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 450 students with a staff of approximately 65.

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

Lakeview has been under the leadership of several principals over the years. Mr. John Hill served as its first principal, followed by Mrs. Marlene Randall, Mr. Isaac L. Askew, Mrs. Queen E. Malone, Ms. Sonya Harrell, Dr. Camilla Ferebee, and Dr. Bernadette Smith. The current principal is Mrs. Gryn Moody.

# "Dolphin Creed"



I am a proud Lakeview Elementary Dolphin, where we are destined to be great.

To achieve our best we promise to be:

Focused on learning

Acting respectfully

Never irresponsible

Contributing to safety where

You and I are in control

We're fancy

We're flawless

We're the Lakeview Elementary Dolphins!

## SPECIAL PROGRAMS

Lakeview is pleased to offer a number of special programs that extend and enhance regular classroom instruction.

- PBIS (Positive Behavioral Interventions & Supports)
- Camp Loud Day Treatment Counseling Program
- Alphabest Education before and after school care
- B.L.U.S.H.
- Trailblazers
- Safety Patrols (new)
- Chrome Club

## LAKEVIEW ELEMENTARY SCHOOL Arrival & Dismissal Schedule

Time	Task
9:00 a.m.	Students enter the building and go directly to the classroom for free breakfast.
9:15 a.m.	Instruction for all students begins.
9:30 a.m.	Tardy bell rings Students arriving after <b>9:30 a.m.</b> are considered tardy and must report to the office with a parent/guardian.
3:55 p.m.	Dismissal begins

### SAFETY ALERT

Lakeview Elementary School opens at 9:00 A.M. daily to accept students. Children who walk to school should **not** arrive prior to 9:00 a.m., because there **will not** be adult supervision available to monitor students arriving before that time. To ensure the welfare and safety of all children, please observe our official opening time.

### ARRIVAL/DISMISSAL PROCEDURES

Students who arrive on school buses will enter the doors closest to the bus ramp and report directly to the cafeteria to pick up their breakfast-on-the-go. They will immediately report to their classes where they will eat breakfast until 9:15am.

Students who walk to school may line up in a calm and orderly fashion at the front doors. A staff member will be at the door to greet them at 9:00 a.m.

Daycare van drivers and parents/guardians who drop their children off by car, may pull up within our cones in a single-file line at the front door beginning at 8:55am. We ask that you wait until the car in front of you pulls away before you do, avoiding any “passing” for the safety of our children. If you need to take more time, please pull up beyond the cones or park in the parking lot or on the street, in order to avoid delay in the drop-off line.

For security purposes, we ask that all parents/guardians stop in the main office to obtain a pass before proceeding to any classroom or hallway. **Due to the Covid-19 pandemic, guests are unable to visit classrooms during the school day at this time. Thank you for your understanding.**

Lakeview Elementary prides itself on providing a safe and orderly environment for our students and staff. In an effort to maximize instructional time, as well as maintain a safe and orderly dismissal environment, we will observe the following procedures:

Please do your best to schedule appointments outside of school hours. If however, occasional early dismissal is necessary prior to 3:55 p.m. please **send a note** to the teacher so that he/she can have your child waiting in the office at your requested time. It is a requirement to come into the office to sign students out. In order to avoid disrupting the learning environment, any early dismissals will need to occur prior to 3:30p.m. After that all dismissals will **wait** until the official dismissal time of 3:55 p.m.

In order to ensure the safety of the children, **no students will be called off of their buses once loaded.** Once they are on the bus, parents will be able to meet them at the bus stop.

Parents/Guardians who pick up their children by car may line up in front of the front door and wait for their students to be sent out upon their arrival. Parents/Guardians will be asked to display their student dismissal card on their dashboard and remain in the line of vehicles. The staff member on duty outside will call for your students as you move up in line and they read your dashboard card. If a parent does not have a dashboard card issued from LVES he/she will have to present a form of identification and be verified before the student is released to them. As a safety precaution, please refrain from allowing your students to exit cars in the parking lot. All students should exit onto our sidewalk, as the

cars are in our drop-off line. Please refrain from blocking crosswalks.

If your child(ren) walk to school, please teach them the route you wish him/her to take to and from school. Remind your child to walk on sidewalks, cross at street corners with the traffic guards and observe all traffic lights. Students in grades 3-6 may walk home with written parent permission. Students in grades K-2 may only walk home with written parent permission IF they are accompanied by an older sibling (In grades 3 and above) +/- parent/adult.

**Our goal is to effectively use the instructional time during the day, and keep our students safe.**

**Thank you for your support.**

### ACCEPTABLE USE POLICY

Please refer to the PPS School Board's Student Code of Conduct for the Acceptable Use Policy pertaining to computer usage, social media usage, and internet usage. Cyber bullying of any kind or inappropriate behavior as it relates to technology and internet usage is not tolerated. It is the responsibility of the parent/guardian to monitor student usage at home.

### ATTENDANCE

Regular attendance is essential to a student's success in school. This includes coming to school on time daily (9:00 a.m.) and staying for the entire day (until 3:55p.m.). The Bylaws, Policies and Procedures for the School Board, City of Portsmouth Student Absences, state: "A student absent from a class or from school for twenty (20) or more days, (excused or unexcused) may be denied credit for that school year." Excessive tardies or early releases result in decreased attendance. Federal regulations require us to adhere to strict attendance procedures.

**Excused** absences include:

- illness
- death in the family
- pressing emergencies

When your child returns to school, *a note must be sent to the teacher including the following:* Date of absence, Reason for absence or tardiness, and signature of parent/guardian.

All absences will be unexcused until a note is received. According to Portsmouth Public Schools Policy, the parent/guardian of any child who has been absent for five (3) days will be sent a letter from the teacher reminding them of Virginia's School Attendance Law. Students who are tardy should be accompanied by and signed in by their parent or guardian when they are brought to school. Students who are released early will need to be signed out in the office by an authorized individual. Continual tardiness, early release, or absence may result in a required parent/guardian conference, a visit from the school attendance officer, and/or a court referral.

### BUILDINGS & GROUNDS

Every effort is made by our custodial staff to keep our school safe and clean. Students and

community members are expected to join these efforts and share in the responsibility for the care of our buildings and grounds. Please help keep our grounds beautiful, by avoiding littering, and picking up after your pets, when walking in our yards.

### CAFETERIA

Balanced breakfast and lunch meals are provided free of charge to each student at LVES Monday-Friday. Should you choose to send your child with a bagged lunch please be certain to contain it in a lunchbox or bag. According to USDA regulations, students may not bring unsolicited snacks. All opened containers of food will need to be eaten or discarded upon exiting the cafeteria. Open containers of food or beverages may not be stored in the classrooms, to aid in the prevention of unwanted "critters."

### CELEBRATIONS

Lakeview Elementary will observe class celebrations before winter break and at the end of the school year. Other celebrations may not occur during the school day (unless requested by the teacher for academic related festivities and approved by administration) (this also means that student birthday celebrations are not permitted in school). In hopes to avoid food allergies, treat bags may be sent home with students instead to include items such as stickers, pencils, rings, erasers, etc.) If you choose to donate food items or prizes for any such celebrations or snacks, please consult the Wellness Policy located on the Portsmouth Public Schools website for further details. **\*Due to the Covid-19 pandemic, we will pause on the above mentioned school parties until further guidance is available.\***

### WELLNESS POLICY STATEMENT

The Portsmouth Public Schools recognizes the link between student health and learning, so desires to provide a comprehensive program promoting healthy eating and physical activity.

### NUTRITION GUIDELINES

*The nutritional content of foods and beverages donated for class parties or other school events should meet the same nutrition guidelines as for food items sold at school.*

Beverages

- 100% fruit juices or fruit juice drinks with a minimum of 20% fruit juice, water, diet drinks, sports drinks, and low-fat or non-fat milk.

Snacks

- 400 calories or less per item.
- No more than 35% of the calories from fat (except nuts and seeds).
- No more than 15% of the calories from saturated fat per serving.
- No more than 35% weight by sugar.

Food items provided for celebrations may be purchased from Food Services or **may be commercially packaged** (with unbroken seals) **foods containing a nutrition label listing all ingredients**. Approved snacks: most crackers, animal crackers, some popcorns, pretzels, nuts, baked chips, fruit bites, fruit, pudding, etc.

### CHANGE OF ADDRESS/PHONE NUMBER

It is critical to report any change of address and/or telephone number during the school year to the classroom teacher and office immediately. This will ensure timely notification in case your child becomes ill and help us accurately deliver important information regarding your child. Proof of residency can only be changed with a current lease/mortgage

agreement and current utility bill.

You can assist us by:

- \* Completing the Student Emergency and contact forms. These forms provide us with a contact telephone number where you or another responsible adult can be reached when necessary. These forms are available via Parent Portal. If you do not have this information, please contact the main office at 757-465-2901. We will request updates regularly.
- \* Providing a number where you can be reached at all times. If you do not have a phone, you must give the school a number of someone who can pick up your child in case of illness or emergency. Also, as long as we have your up-to-date phone number and email, you'll be able to receive any automated calls, texts, or electronic flyers to help you stay abreast of school events.

### CLIMATE/CULTURE

Lakeview Elementary School is an institution of learning. One of our goals is to create a nurturing, safe, and supportive atmosphere, and all persons visiting our campus are asked to remain respectful of that goal. We ask for support by implementing the following procedures:

- Ring the bell, check in at the office with ID, to sign in, and obtain a visitor's badge.
- Remain in compliance with Portsmouth Public Schools code of student policy and school board policies, as well as Lakeview Elementary's school procedures.
- Remove hats upon entering the building.
- Adhere to the dress code, by having midribs and undershirts covered upon entering the building.
- Speak respectfully to students, staff, parents, community visitors, and administration. **Raising of voices and cursing is not permitted.**
- Keep our hallways silent during the instructional day.
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In addition, students are asked to be compliant to all staff members' requests.

### COMMUNICATION

Our staff makes every effort to maintain communication between home and school to inform parents regarding student progress and other school activities. Parents and school staff can communicate with each other via student agendas, weekly green communicator folder, telephone conferences, written correspondence, face-to-face conferences, class dojo, and e-mails.

Flyers and memos will be sent home throughout the school year. Many of our communications to parents are sent through the Robo call telephone messaging system and flyers sent home in the green communicator folder. Other weekly documents will come home in the green folder each Thursday. The telephone numbers used by our automated system come from our student database. ***The automated system calls one primary number per household. Please provide an accurate landline or cell phone number for the system to call.*** Parents can find additional school and district information needed on our Lakeview Elementary and/or Portsmouth Public Schools websites. Beginning 2018, parents may opt to receive electronic flyers via text messaging.

## CONFERENCES

We are aware that a constant line of communication must be maintained between the classroom teacher and the parent to create a successful student, however, we are unable to permit conferences during daily instructional time. The teachers' number one responsibility is to educate the students from 9:00 a.m. – 3:55 p.m., but they will be able to meet with you before or after school, or during their planning time. Please arrange a mutually convenient time by sending a note to your child's teacher or by calling the school at (757) 465-2901 to arrange an appointment.

## DISCIPLINE & DRESS CODE POLICIES

Please be sure that you and your child become familiar with the Portsmouth Public School Code of Student Policy. This document lists the expectations for conduct on school property, attendance, dress code, and preventative interventions. A copy of the Code of Student Policy can be found online under the Students Tab on the Portsmouth Public Schools website. Please be sure to specifically read the section pertaining to Level 4 & 5 offenses that result in long-term suspension, expulsion, and/or referral to the discipline hearing committee or alternative placement.

At Lakeview Elementary School, we are implementing the PBIS (Positive Behavioral Intervention Supports) program, where students are incentivized for positive behavior and can earn rewards and prizes based on the number of Dolphin Dollars (Class Dojo points) they have. Dolphin Dollars can be redeemed at our Dolphin Store each month. If you would like to support our Dolphin Store, please send in prizes or a monetary donation to the office.

## DISCIPLINE

Lakeview Elementary School has high expectations for all students. We will teach and reteach your child positive behavioral expectations through the Positive Behavioral Interventions and Supports (PBIS) Initiative. PBIS supports positive academic and behavioral outcomes for all students. Certain behaviors will not be tolerated, and students who do not follow the school expectations will be disciplined based on the severity of the offense and the consequences recommended in the **Student Code of Policy**. Please review the behavioral expectations and rules sent home during the first week of school in order to become familiar with the required procedures and expectations. Each student is expected to be respectful and courteous to staff members and fellow students at all times. Teachers will make every effort to handle discipline problems in the classroom by implementing a classroom management system appropriate for their grade level. It may be necessary however, to refer students to an administrator for serious discipline concerns: disruptive behavior, fighting, aggressiveness, stealing, destroying school property, disrespecting teachers, using vulgar language, or repeated violations of expectations. If this occurs, an administrator will make every effort to contact the parent via telephone call, or written notification in order to discuss the concern and the resulting outcome of the incident.

### **Consequences**

1. Warning & conference with the student
2. Time-out/reflection (in class or buddy classroom)
3. Loss of privilege
4. Parent Contact

5. Office referral, which can result in a detention, Dolphin Rescue Resource Center (ISS) placement, out of school suspension, or alternative placement referral
6. Recommendation to a hearing committee and school board for expulsion

As an alternative placement for specific disciplinary actions, students may be placed by administration only in Lakeview's Dolphin Rescue Resource Center. This room will follow the model of an in-school suspension setting. Students placed in this room will complete classroom assignments in all academic areas and receive individualized instruction to address specific behavior concerns and build character; it is our goal to give them what they need to be successful while in this setting.

Out of school suspensions will be administered to students who violate major infractions of the student code of policy and/or are repeat offenders. Students will be required to remain out of school for the time period indicated by an administrator, and each day missed by the student will result in an unexcused absence from school. In order for a student to be reinstated to school following a suspension, contact with a parent must be made and a satisfactory conference with an administrator must take place. ***Students are not allowed on school property for any reason while on suspension.***

1. All students shall commit themselves to following the discipline guidelines as written in the ***Portsmouth Public Schools Student Code of Policy Handbook***. This document can be found on the Portsmouth Public Schools website under the Students tab.
2. Students shall follow all school-wide expectations aligned with our PBIS matrix (Be Respectful, Be Responsible, and Be Safe)
3. Students shall complete all assigned work on time.
4. Students shall leave all chewing gum, candy, and toys at home.
5. Students shall remain on school grounds until dismissal or given permission to leave.
6. Students shall walk quietly in the hallways, take pride in our building, and assist in keeping the grounds and facilities clean.
7. Students shall avoid physical contact, such as hitting, pushing, fighting, or wrestling other students, at school, on school property, at school events or field trips, or on the way to and from school.
8. Students shall be honest, truthful, and courteous to others, and practice good citizenship at all times.
9. Students shall avoid behaviors that are identified as **"bullying"**, such as name calling, physically or verbally harassing others, or deliberately excluding peers. It is the responsibility of the parents/guardians to monitor their children at home regarding **"cyber bullying"** and all social media usage.

### DRESS CODE

All students and visitors are expected to dress in a manner appropriate for the promotion of learning and in accordance with the Portsmouth Public Schools Dress Code. Appearance shall not be disrespectful, indecent, dangerous to the health and welfare of students, or disruptive to the school environment. Specific dress code standards are as follows:

1. Tennis shoes are required for participation during Physical Education classes. All shoes must be secured to the foot, therefore, flip-flops, clogs, bedroom shoes, slide-ons, etc. are not permitted. Sandals must have ankle straps in order to be secure.
2. Shorts, skirts, and dresses of an appropriate length are acceptable (Use the finger-tip test to measure. They must come past the fingertips when arms are straight and at the sides.)
3. Clothing which overexposes the body is unacceptable. (Stomachs, shoulders, and bare skin on legs above the knees).
4. Lewd, suggestive, or offensive attire may not be worn.
5. Apparel which advocates, advertises, or symbolizes any illegal substance or substances illegal for use by minors may not be worn.
6. Hats and scarves may not be worn inside the building.
7. Any item of jewelry or clothing that might create a hazard to a student's safety may not be worn. This includes hair picks and chains in pockets.
8. Holes/slits in clothing should be avoided. Skin/Flesh may not be visible.
9. Sleeves and straps need to cover the shoulder area so shoulders are not exposed and undergarments are not visible.
10. Students wearing clothing/accessories that do not meet "Dress Code " guidelines will be required to contact a parent to receive an appropriate change of clothes. For more information, please refer to the **Portsmouth Public Schools "Code of Student Policy."**

#### EARLY RELEASE AND INCLEMENT WEATHER

Please note the dates on the school calendar when the school closes early for parent-teacher conferences or staff development. Early dismissal occurs at 1:30p.m. Inclement weather conditions such as snow, hurricanes, or other threatening situations may at times require the immediate closing of school. Announcements of late opening, early dismissal or closing of school are made on local radio and television stations, our PPS website, as well as voice-mail messages sent electronically and automated phone calls. Parents are encouraged to make arrangements for their children's care when school closes early for any reason. Please discuss these procedures with your children in advance to avoid confusion if school should close unexpectedly.

#### ELECTRONIC DEVICES & PHONES

##### CONFISCATION OF ITEMS

Cellular phones or other electronic devices (cell phones, and other electronic devices radios, iPads, IPODs, mp3 players, earbuds, etc.) are not to be used, seen, or heard during school hours. (This includes but is not limited to: the use of phones for texting, talking, listening, alarms, cameras, videos, etc.) Any electronic device or cell phone in violation of

this policy will be confiscated and held for the parent/guardian. Repeat offenders will face disciplinary actions according to the student code of policy. Portsmouth Public Schools is not responsible for electronic devices brought to school or on school grounds. Valuables should be left at home.

### HOMEWORK/SIGNED PAPERS

Homework is an important part of the educational experience, as students need time to practice skills taught in school. **Every student in grades K-6 will receive homework Monday-Thursday, in addition to reading for 15-20 minutes nightly.**

Students in grades 3-6 will receive an agenda book to record their assignments, upcoming tests or projects, and provide room for parent/teacher communication. You are welcome to include notes to the teacher in the agenda; please review nightly. Lakeview issues one agenda to each student in grades 3-6 as a gift. If it is lost, a \$5 fee will be required to purchase another.

Each grade level will send home a plastic green folder with flyers, graded assignments, and communication of student progress on Thursdays. Please sign and return the papers in the “return to school” pocket the very next school day, and keep the papers from the “keep at home” pocket. Lakeview issues one communicator folder to each student. If it is lost, a \$2 fee will be required to purchase another.

### MEDICATIONS

If a student needs to take prescription medication at school, a signed doctor’s order must be completed and filed with the nurse stating the name of the medication, amount to be given, time of day to be administered, and the length of use. This includes all prescription medication, including asthma pumps/inhalers. Over-the-counter medication (ex. Aspirin, Tylenol, cough syrup) must have a note signed by the doctor before it can be administered to the child. This also needs to be on file with the nurse.

School Board policy states:

“...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”.



Please note that medication cannot be given unless the procedures outlined above have been followed.

Medication may not be transported by students. Parents/guardians need to deliver the medication to the school nurse with a doctor's authorization form.

### PARENT - TEACHER ASSOCIATION (PTA)

We invite all parents and teachers to join the PTA. The cost is minimal at \$6.00. With the accumulation of the membership fees, the PTA is able to help support the school with student needs. Everyone is welcome and all are encouraged to attend the PTA meetings. They are generally held on the **third Thursday** of every month at 6:00pm. Notices will be sent home prior to the scheduled PTA meetings. Teachers and staff are challenged to reach 100% membership, so we challenge our parents to do the same. Please be sure to join!

## STUDENT SUPERVISION

Students are under the supervision of the school during school hours and while riding the bus to and from school. Parents are responsible for their child/children from the time they leave home until the time their child reaches school (walkers) and from the time they leave home until they board/disembark the bus (bus riders). The same is true for the trip home. Parents are encouraged to supervise their children when they are at the bus stop. Parents are also encouraged to monitor their children until the doors of the school open at the start of the school day. The school is not responsible for students dropped off before instructional hours begin.

## REPORT CARDS & PROGRESS REPORTS

Report cards are issued each nine weeks and are supplemented by progress reports at the midpoint for each marking period. Students are evaluated on achievement, work-student habits, attitude, and behavior.

### Grading system for students in grades K-2

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- O (90-100)** - **Outstanding:** Consistently exceeds grade level standards and objectives
  - S (80-89)** - **Satisfactory:** Consistently meets grade level standards and objectives.
  - P (70-79)** - **Progressing:** Making progress towards meeting grade level standards and objectives
  - N (64-69)** - **Needs Improvement:** Experiences difficulty meeting grade level standards and objectives.
  - U (63-0)** - **Unsatisfactory:** Does not meet grade level standards and objectives.

### Grading system by %for students in GRADES 3-6

93 – 100 = A	77 – 79 = C+	64 – below = F
90 – 92 = A-	73 – 76 = C	
87 – 89 = B+	70 – 72 = C-	
83 – 86 = B	67 – 69 = D+	
80 – 82 = B-	64 – 66 = D	

**\*\*\*At the completion of each school year, students need to receive passing grades in order to be promoted to the next grade level.\*\*\***

## PPS POWERSCHOOL PARENT PORTAL

This resource is a web-based communication tool that allows parents and guardians to access their child's grades, assignments, and attendance information in real time. Each student has unique login credentials. All IMPORTANT FORMS MUST BE SIGNED through the parent portal system. To get assistance, visit the Families tab on the PPS website or contact our front office. Although the *PowerSchool Parent Portal* is a very useful tool, it is not intended to replace direct communication between students, parents, and other staff members.

## SECURITY AND ACCOUNTABILITY

Each parent/guardian will receive a separate Access ID and Password for each student. Once each parent/guardian enters the Access ID and Password, they will be able to create their own account, specifying their email address and the password they want to use. The Access ID and Password is randomly generated and provided to parents. Students are given their own Username and Password. The Access ID/Password and Username/Password are confidential and should not be shared with others. If you have more than one student, you will enter the Access ID and Password for each student in the account you created. Note: Students **cannot** change their passwords.

The ability to access your student's grade information and monitor their progress is a privilege for parents. The PPS *PowerSchool Parent Portal* site is governed by the [Division's Acceptable Use Agreement \(AUP\)](#). In addition to this main agreement, there are also product-specific terms detailed on the Conditions of Use Pre-Login Entry Page. Any misuse or abuse of this account will result in denial of access.

## STUDENT DEVICE - DAMAGED, LOST, STOLEN INFORMATION

Device	Price
1 <sup>st</sup> Accidental Damage, Lost, or Stolen* Chromebook/Power Cord 2 <sup>nd</sup> and subsequent Accidental Damage	Free Letter home to parents
1 <sup>st</sup> Intentional Damage, 2 <sup>nd</sup> Lost, or Stolen* Chromebook	\$100
2 <sup>nd</sup> Intentional Damage, 3 <sup>rd</sup> Lost, or Stolen* Chromebook	\$200
3 <sup>rd</sup> or more Intentional Damage, 4 <sup>th</sup> Lost, or Stolen* Chromebook	\$240
2 <sup>nd</sup> or more Lost or Stolen* Power Cord	\$25

1. All cases and prices are subject to administration decision.
2. Fees to be paid to the Main Office.
3. Receipt required before issuing a replacement Chromebook or power cord.

\* For stolen devices, a police report must be completed within 10 business days and a copy provided to the school administration.

## Title I

Lakeview Elementary School is one of 12 Title I elementary schools in the Portsmouth Public Schools school division. A Title I school benefits from the federal law and federal funding that is intended to improve basic programs in low income schools by providing all children a significant opportunity to receive a fair, equitable, and high-quality education by closing educational achievement gaps. Through Title I funding, we are fortunate to have a Parent &

Family Liaison, Ms. Jamille Thomas, who will be a great resource to parents and families. She can be reached at 757-465-2901 or [jamille.thomas@portsk12.com](mailto:jamille.thomas@portsk12.com). We will also have monthly events sponsored through the Title I program to support our academic goals here at Lakeview.

The following information can be found on our Lakeview Elementary School website ([les.ppsk12.us](http://les.ppsk12.us)):

- Title I Assessment Opt Out Policy
- Title I Right to Know Letter
- Title I Parent & Family Engagement Policy

### TRANSPORTATION AND BUS INFORMATION & REGULATIONS

Students who live 1/2 mile or more from school are eligible to ride the school bus. Students are assigned to a bus and a designated bus stop according to the home address. Students are not to ride on any other bus and must go to the bus stop assigned to them by transportation, unless you send a note to the school requesting a change, a reason the change is needed, and the date(s) for the change, with your signature and phone number included. Students in Kindergarten or grade 1 will only be dismissed from the bus in the afternoon when a parent or guardian is present at the bus stop. If a parent/guardian is not present, the student will return to school and wait for the parent.

In order to provide safety for our students, bus change requests (whether temporary or permanent) will need to be made at least 24 hours in advance and **MUST** be in writing. If ever a bus change request is needed, please follow the procedure of sending a **written request** to the teacher stating the child's name, requested bus number, requested bus stop, dates for the change, address the child will go to once off the bus, phone number for the parent to be contacted, and a brief summary of why a change is needed. A copy will then be provided to the office staff and the Office of Transportation.

### **BUS REGULATIONS**

Riding the bus is a privilege and should be appreciated. Improper conduct on the bus can result in transportation being suspended temporarily or permanently. **THEREFORE, THE RESPONSIBILITY OF THE CHILD ARRIVING TO SCHOOL IN A TIMELY MANNER WILL BE THE RESPONSIBILITY OF THE PARENT/GUARDIAN.** If you discover that your child experiences a problem on the bus please speak to the driver. Students are expected to follow the following safety rules while riding the bus:

1. Bus students are under the supervision of the bus driver and the school staff while loading, unloading, and riding the bus.
2. Bus students are to use only the bus and bus stop assigned.
3. Bus students are to remain seated, facing the front when the bus is in motion.
4. Bus students are to keep their head and limbs inside the bus at all times.
5. Bus students are not to play, push, or make loud noises on the bus.
6. Bus students are not to eat, drink, or litter the inside of the bus or throw objects at, out of, or on the bus.

7. Bus students are to stand in an orderly, single file line, several feet from the curb before boarding the bus.

***Please review these expectations with your child(ren).***

Please contact Ms. Mangum-Parker, Assistant Principal, if you have questions pertaining to bus procedures, concerns, incidents, or disciplinary actions. Infractions of the above expectations will be brought to the attention of parents through Bus Contact Notices and/or phone calls. Students are allowed only one warning, which will be communicated to parents by way of a bus contact notice or phone call. ***The second offense may result in a suspension from the bus.*** Students who continually abuse their bus privileges will have their bus transportation privileges revoked. Serious offenses on the bus may result in school suspension as well.

### VISITORS

For the safety and protection of students and staff, all persons entering the building are required to report to the office and sign in to receive an identification badge, which is to be displayed while on school grounds. All visitors are requested to enter and exit through the MAIN entrance of the school. Sex offenders may not come onto school grounds. Weapons, Tobacco, alcohol, and drugs (including marijuana) are prohibited on school grounds; this includes our parking lot. **\*Due to the Covid-19 pandemic, the admission of visitors is limited at this time. Thank you for your understanding.\***

### VOLUNTEERS

We welcome the support of volunteers. At the beginning of the school year, we send home a volunteer survey asking how you or another family member would like to volunteer. Please complete the form and return it to school. We appreciate support by helping at the school during the day and/or helping complete tasks at home for the teachers. As much or as little time you'd like is appreciated. **\*Due to the Covid-19 pandemic, we are pausing our volunteer program. As soon as we are able to open our doors to volunteer opportunities, we will communicate that information to our community. Thank you for your understanding.\***

