LAKEVIEW ELEMENTARY SCHOOL







2026-2027 STUDENT HANDBOOK



Every day is a great day at Lakeview!

LAKEVIEW
ELEMENTARY SCHOOL



Soar • Learn • Lead • Succeed

401 Taswell Avenue
Colonial Heights, VA 23834

Phone: (804) 524-3435

Fax: (804) 520-4158

https://lakeview.colonialhts.net/o/les

Every day is a great day at Lakeview!



WELCOME

SECTION

Soar • Learn • Lead • Succeed

Welcome!

Dear Lakeview Families,

Welcome to another exciting year at Lakeview Elementary School! We are thrilled to welcome both new and returning families for the 2026–2027 school year. Our staff has been busy preparing engaging classrooms, and meaningful learning experiences.

At Lakeview, we are dedicated to educating the whole child. We strive to provide a high quality educational experience that supports students academically, socially, and emotionally. We recognize that every child is unique, with individual strengths, talents, and learning styles, and we are committed to helping each student reach their full potential.

This handbook is designed to be a helpful resource for you and your child throughout the school year. It includes important information about our policies, procedures, and daily practices so that together we can ensure a successful, safe, and positive experience for every student.

We believe that strong partnerships between home and school are essential to student success. We value your support, communication, and involvement, and we encourage you to reach out whenever you have questions, ideas, or concerns. By working together, we can create the best possible learning experience for every Owl.

Thank you for entrusting us with your child's education. We look forward to a wonderful school year filled with learning, growth, and success!

If you have any questions, please contact our office at 804-524-3435.
We are excited to have you as part of the Lakeview family!

Warmly,

Francine E. White

Francine White
Principal
Lakeview Elementary School

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Use this guide to quickly locate the information you need.

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.

Our Beliefs

- All students can learn, just not on the same day or in the same way.
- Every student is different, and every student is important.
- Every student is entitled to opportunities to succeed and to be supported by a safe and nurturing learning environment.
- The success of our students depends upon the teamwork and support of our village of school staff, families and the community.
- We will always do what's best for kids.

District Information

512 Boulevard | Colonial Heights, VA 23834

Phone: 804.524.3400 | Fax: 804.526.4524

Mr. Travis Ridley, Superintendent of Schools

Dr. Patrick Neuman, Deputy Superintendent

Dr. Megan Cornelius, Chief Academic Officer

Mr. Burke George, Chief Operations Officer

Mrs. Christy George, Director of Special Education

Mrs. Tanya Gentry, Director of Student Support Services

Mrs. Christine Carr, Director of Innovative Learning

Mrs. Melissa Lynch, Director of Finance and Budget

TBD, Director of Human Resources

Mr. Andy Hartman, Director of Maintenance

Mr. J. P. DiGiacomo, Director of Transportation

Mr. Aaron Robertson, Director of Food Services

School Board Members

Steven Neece, Chair

Angie Woody, Vice Chair

Lisa Kochuba

Keith Kapinskis

Debbie Walwer

Stephanie Kern, Clerk

Colonial Heights Public Schools 2026-27 Calendar

2026-27 Staff Directory

Grade/Subject	Staff Member	Location	Email Address
Principal	Mrs. White	Office	francine_white@colonialhts.net
Assistant Principal	Dr. Bailey	Office	natasha_bailey@colonialhts.net
Secretary/Bookkeeper	Mrs. T. Jones	Office	tracie_jones@colonialhts.net
Secretary	Mrs. Upadhyay	Office	sharon_upadhyay@colonialhts.net
School Counselor	Mrs. LeReche	Office	corinne_lereche@colonialhts.net
School Counselor	Ms. Shannon	Room 202	kate_shannon@colonialhts.net
Nurse	Ms. Tucker	Room 308/ Clinic	tonya_tucker@colonialhts.net
ECSE	Mrs. Staggs	Room 113	emily_staggs@colonialhts.net
Pre-Kindergarten	Mrs. Perryman	Room 111	charlisa_perryman@colonialhts.net
Pre-Kindergarten	Mrs. Schinkel	Room 113	morgan_schinkel@colonialhts.net
Kindergarten	Ms. Iles	Room 110	Lindy_Iles@colonialhts.net
Kindergarten	Mrs. King	Room 112	haley_king@colonialhts.net
Kindergarten	Ms. Vincent	Room 114	amanda_vincent@colonialhts.net
Kindergarten	Mrs. Young	Room 109	karen_young@colonialhts.net
Grade 1	Mrs. Ferguson	Room 106	megan_ferguson@colonialhts.net
Grade 1	Ms. Rollings	Room 107	summer_rollings@colonialhts.net
Grade 1	Mrs. Pentecost	Room 105	anna_pentecost@colonialhts.net
Grade 2	Mrs. Efird	Room 103	laurie_efird@colonialhts.net
Grade 2	Miss Clarke	Room 209	ginger_clark@colonialhts.net
Grade 2	Mrs. Hill	Room 214	sheena_hill@colonialhts.net
Grade 2	Mrs. Spaine	Room 207	Mary_Spaine@colonialhts.net
Grade 3	Ms. L. Walker	Room 206	lisa_walker@colonialhts.net
Grade 3	Mrs. Clements	Room 210	rose_clements@colonialhts.net
Grade 3	Mrs. Petrone	Room 208	anna_petrone@colonialhts.net
Grade 3	Mr. Velez-Gladding	Room 216	thomas_velez-gladding@colonialhts.net
Grade 4	Mrs. Izo	Room 218	deborah_izo@colonialhts.net
Grade 4	Mrs. Johnson	Room 219	angela_johnson@colonialhts.net
Grade 4	Mrs. Vance	Room 215	charita_vance@colonialhts.net
Grade 5	Ms. Blankenship	Room 222	aimee_blankenship@colonialhts.net
Grade 5	Mrs. Chance	Room 224	melissa_chance@colonialhts.net
Grade 5	Mrs. Ellenburg	Room 217	beth_ellenburg@colonialhts.net
Grade 5	Ms. Harrison	Room 221	leah_harrison@colonialhts.net
Title I Math	Mrs. McNulty	Room 101	emily_mcnulty@colonialhts.net
Title I Math	Mrs. Brown	Room 102	jennifer_brown@colonialhts.net
Title I Reading	Mrs. Lopez	Room 205	sarah_lopez@colonialhts.net
Literacy Extension	Mrs. Pantaleo	Room 205	cara_pantaleo@colonialhts.net
Music	Mrs. Slack	Room 403	molly_slack@colonialhts.net
Art	Mrs. Wilson	Room 404	leeann_wilson@colonialhts.net
Librarian	Ms. Southwell	Room 405	margaret_southwell@colonialhts.net
Physical Education	Mr. Cothron	Gym/ Room 223	lenny_cothron@colonialhts.net

2026-27 Staff Directory

Grade/Subject	Staff Member	Location	Email Address
Special Education	Ms. Duckworth	Room 309	elaine_duckworth@colonialhts.net
Special Education	Mrs. Sissell	Room 309	haley_chance@colonialhts.net
Special Education	Ms. Rogers	Room 701	tiffany_rogers@colonialhts.net
Special Education	Mrs. Williams	Room 701	petra_williams@colonialhts.net
Special Education	Ms. Thompson	Room 309	kourtney_thompson@colonialhts.net
Special Education	Mrs. Peterson	Room 104	tahisha_peterson@colonialhts.net
Speech (SLP-A)	Ms. A. Hall	Room 204	anna_hall@colonialhts.net
ESOL	Mrs. Brandow	Room 702	jennifer_brandow@colonialhts.net
Occupational Therapist	Mrs. L. Jenkins	Room 204	lauren_jenkins@colonialhts.net
CREATE	Mrs. Moseley	Room 111	sara_moseley@colonialhts.net
PROMISE	Mrs. Shindler	Room 111	kristin_shindler@colonialhts.net
K-2 Paraprofessional	Mrs. Nichols	Room 310	sara_nichols@colonialhts.net
3-5 Paraprofessional	Mrs. Pecht	Room 310	diana_pecht@colonialhts.net
PALS	Mrs. Newton	Room 201	michelle_newton@colonialhts.net
Title I Math Paraprofessional	Ms. Miles	Room 101	shanna_miles@colonialhts.net
Paraprofessional	Mrs. Haydon		susan_haydon@colonialhts.net
Paraprofessional	Ms. Choy		sabrina_choy@colonialhts.net
Paraprofessional	Ms. Stevens		miah_stevens@colonialhts.net
Paraprofessional	Ms. Smith		auyana_smith@colonialhts.net
Paraprofessional	Ms. Larkin		jonna_larkin@colonialhts.net
Paraprofessional	Ms. Anderson		tracey_anderson@colonialhts.net
Paraprofessional	Mrs. Helmich		tracy_helmich@colonialhts.net
Paraprofessional	Ms. Gonzalez		catherine_gonzalez@colonialhts.net
Pre-K Paraprofessional	Mrs. DeRosie	Room 111	teresa_derosie @colonialhts.net
Pre-K Paraprofessional	Ms. Murphy	Room 113	shaquana_murphy@colonialhts.net
PE Paraprofessional	Ms. Jones	Gym/ Room 223	jamilah_jones@colonialhts.net
School Security Officer	Officer Mayes	Room 315	les_sso@colonialhts.net
Technology Support Specialist	Ms. Thrower	Room 209	christina_thrower@colonialhts.net
Welcome Desk	Mrs. Hester	Lobby	natasha_hester@colonialhts.net
Custodians		Cafeteria/Food Services	
James Creighton		804-524-3453	
Jue Phanatonk		Mrs. Susan Foote, Manager	
Ob Netsan		susan_foote@colonialhts.net	
Theresa Register			

ABOUT LAKEVIEW

Our School. Our Community. Our Owls.

CONTACT LAKEVIEW

Lakeview Elementary School
401 Taswell Avenue
Colonial Heights, VA 23834
804.524.3435 | Fax: 804.520. 4158
https://lakeview.colonialhts.net/o/les

OUR SCHOOL TEAM

Principal: Mrs. Francine White
Assistant Principal: Dr. Natasha Bailey
Secretaries: Mrs. Tracie Jones | Mrs. Sharon Upadhyay
Counselors: Mrs. Corinne LeReche | Ms. Kate Shannon
Nurse: Ms. Tonya Tucker

ARRIVAL & DISMISSAL

Office Hours: 7:45 a.m. – 3:45 p.m.
Staff Hours: 8:10 a.m. – 3:25 p.m.
Student Arrival Begins: 8:20 a.m.
Student Instructional Day: 8:35 a.m. – 3:15 p.m.

SCHOOL COLORS & MASCOT

The school colors are **ROYAL BLUE** and **GOLD**.
Our mascot is Owlbert the Owl.

OUR STAFF

Lakeview Elementary serves approximately 420 students in pre-kindergarten through fifth grade. Our instructional team includes more than 65 educators who work together to support the academic, social, and developmental needs of our students.

In addition to classroom teachers, students are supported by staff in art, music, physical education, library, speech therapy, reading and math intervention, English language services, and special education. Additional services are provided by CREATE/PROMISE and occupational therapy staff.

Our school team also includes a principal, assistant principal, two school counselors, two secretaries, school nurse, paraprofessionals, and personnel supporting food services, custodial services, and transportation.

EARLY DISMISSALS

Students must be checked out at the **Security Desk** before leaving school during the school day. A student may only be released to a parent, guardian, or an individual authorized by the parent or guardian on the student's emergency card or through a verified, signed note.
Valid photo identification is required when picking up a student.

EMERGENCY INFORMATION

Each student will receive a Student Profile Sheet at the beginning of the school year. Parents and guardians should make corrections, if needed, then sign, date and return the document to the school. Parents and guardians should sign, date and return the Student Profile Sheet even if all the information is correct. This information is kept on file in the main office and is used to contact families in the event of an emergency.
Please notify the school promptly of any changes to your **address, phone numbers, workplace information, or individuals authorized to pick up your child**. Keeping this information current helps us contact you quickly when needed.

VISITORS

Parents and guardians who wish to meet with a teacher or administrator are encouraged to **schedule an appointment in advance** to ensure staff availability.
Students may not bring visiting friends or relatives to school during the instructional day.

ATTENDANCE



ATTENDANCE EXPECTATIONS

School Board Policy JED, Student Absences/Excuses/Dismissals, implements the compulsory attendance requirements of the Code of Virginia § 22.1-258. The following procedures will be used:

1. **Daily Attendance**
   Teachers will take attendance each day, and attendance information will be entered into the student data system.
2. **Notification of Absence**
   When a student is not present at the beginning of the school day, the school will attempt to notify the parent or guardian through the automated phone system.
3. **Parent Notification**
   Parents or guardians may notify the school by phone or email when their child will be absent. If notification is received early enough, the automated absence call may be disabled. A phone call, email, or social media message does not replace the requirement for a written excuse.
4. **Written Excuse**
   A written note from a parent, guardian, or doctor must be submitted to the school office when the student returns. The note must include:
   - Student's full name
   - Date or dates of the absence
   - Reason for the absence
   - Valid signature
   - Contact phone number

   All written excuses will be kept on file.

5. **Unexcused Absences**
   An absence will remain coded as unexcused until the required written documentation is received from a doctor.
6. **Medical and Dental Appointments**
   Whenever possible, parents and guardians are encouraged to schedule medical and dental appointments outside of school hours.
7. **Family Vacations**
   Families are encouraged to schedule vacations during school breaks and other non-school days to avoid interruptions to instruction.
8. **Full-Day Attendance**
   Students are expected to attend school for the entire scheduled school day unless excused by a parent or guardian. Absences will be coded as follows:

TYPES OF ABSENCES

An **excused absence** (**Code 5 in PowerSchool**) is any absence for which the school has received written documentation from a doctor to support the absence. These types of absences may include:

- Medical or dental appointments;
- Court appearance;
- Religious holiday observances;
- Death in the family; funeral

A **parent note absence** (**Code 6 in PowerSchool**) is any absence for which the parent has provided written documentation to support and explain the absence.

An **unexcused absence** (**Code 7 in PowerSchool**) is any absence for which the school has not received written documentation to support it. These absences include but are not limited to:

- Any absence not verified by a parent/guardian or deemed invalid by the school principal/designee:
- Truancy;

ATTENDANCE PROCEDURES & INTERVENTIONS

Regular school attendance is an important part of student success. Developing consistent attendance habits supports learning now and helps students build habits that will benefit them in the future. Families will receive communication from school staff when concerns arise regarding a student's attendance. Whenever possible, parents and guardians are encouraged to schedule family vacations and medical or dental appointments outside of school hours.

The following procedures may be used to address attendance concerns:

1. **Notification of Unexcused Absences**
   A system-generated letter will be sent to the parent or guardian regarding unexcused absences.

2. **Five Daily Absences**
   After five daily absences, an attendance plan may be developed with the involvement of the student and parent or guardian.

3. **Six or More Daily Absences**
   After six or more daily absences, school personnel may contact the parent or guardian to schedule an attendance conference.

4. **Excessive Unexcused Absences**
   Excessive unexcused absences may result in additional school interventions, community involvement, referral to the Division Attendance Officer, and/or possible legal action.

5. **Attendance Interventions**
   School personnel may use a variety of supports and interventions to address attendance concerns. These may include meetings with the school counselor, school resource officer, attendance officer, or administrators; referrals to community agencies; and alternative education programs. When appropriate, the Division Attendance Officer may also file a petition with the Juvenile and Domestic Relations Court.

6. **Withdrawal Due to Absences**
   Students will be automatically withdrawn from school after **15 consecutive unexcused absences**. If a student returns after being withdrawn, the parent or guardian must complete the re-enrollment process.

LATE ARRIVALS

Regular and timely attendance is an important part of student success. Arriving on time allows students to begin the day with their classmates and be fully prepared for instruction.

Students who arrive **after 8:35 a.m.** will be marked tardy. A parent or guardian must accompany the student to the building and sign them in at the **Welcome Desk**. Students will not be marked tardy when a school bus arrives late.

When a student has excessive tardies, the parent or guardian may receive a system-generated letter or phone call from the school. An in-person meeting may also be scheduled to address ongoing concerns.

EARLY DISMISSALS

The instructional day ends at 3:15 p.m. Students who need to leave school early must be picked up before 2:45 p.m. A parent, guardian, or authorized adult must sign the student out.

Parents and guardians are asked to call the school before arriving so that staff can have the student prepared for dismissal.

FAMILY TRIPS AND VACATIONS

Parents and guardians are encouraged to schedule family trips and vacations during school breaks whenever possible to avoid interruptions to their child's instruction. **Teachers are not required to provide classwork or homework for instructional time missed due to family trips or vacations.**

CHRONIC ABSENTEEISM

Missing 10% or more of the school year identifies a student as "chronically absent." Chronically absent students often struggle academically, as they miss critical instruction and learning opportunities. Students need to be present every day to ensure continuous academic progress.



PERFECT & OUTSTANDING ATTENDANCE

Students will be recognized for “Perfect Attendance” by meeting the following criteria:

- No absences/ tardies/ early sign outs during the school year

Students will be recognized for “Outstanding Attendance” by meeting the following criteria:

- No absences during the school year
- No more than a total of two late arrivals/early sign outs per semester

ACADEMICS



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.

Students in **grades 3–5** participate in Standards of Learning (SOL) assessments during the spring. Testing is administered as follows:

- **Grade 3:** Reading and Mathematics
- **Grade 4:** Reading, Mathematics, and Virginia Studies
- **Grade 5:** Reading, Mathematics, and Science

INSTRUCTIONAL PROGRAMS & STUDENT SUPPORT

Special Education

Lakeview provides individualized educational and related services for students identified with disabilities. Services may address areas such as learning, speech and language, emotional needs, autism, hearing or vision impairments, developmental delays, and other identified needs.

Each eligible student receives an **Individualized Education Program (IEP)** designed to address the student's specific needs. Services are provided in the **least restrictive environment** appropriate for the student.

Title I

Title I provides additional **reading and/or mathematics support** for students in grades K–5 who are identified as needing assistance.

Ongoing assessment is used to monitor student progress and help teachers adjust instruction to address individual learning needs.

INSTRUCTIONAL PROGRAMS & STUDENT SUPPORT

Virginia Language & Literacy Screening System (VALLSS)

VALLSS is a screening, diagnostic, and progress-monitoring system used to measure foundational literacy skills in **grades K–3**.

Students identified in the **High-Risk** band receive a Student Reading Plan and daily literacy intervention services based on their identified needs.

English for Speakers of Other Languages (ESOL)

ESOL services support students who are developing proficiency in English. Instruction is designed to strengthen students' **listening, speaking, reading, and writing skills** while supporting their success in the general education program.

Talented & Gifted Programs

PROMISE | Grades K–2
PROMISE (**Providing Real Opportunities to Make Individuals Successful in Education**) provides opportunities for students who demonstrate high academic ability and may have the potential for future identification as gifted.

CREATE | Grades 3–5
CREATE (**Creative Resources for Exceptional Academic and Talented Endeavors**) provides gifted students with learning experiences designed to develop higher-level thinking and help them reach their academic potential.

INSTRUCTIONAL PROGRAMS & STUDENT SUPPORT

After School Remediation (ASR)

ASR provides additional **reading and mathematics instruction** for students who need targeted academic support. Students receive instruction after school in a small-group setting. **Transportation is provided.**

Family Life Education

Family Life Education provides age-appropriate instruction related to family living and community relationships.

Families may choose to exempt their child from **some or all portions of Family Life instruction** by completing the opt-out form located in Parent Portal.

Physical Education (PE)

Students participate in physical education **twice each week** and must wear athletic shoes to participate safely.

If a student is unable to participate, a parent or guardian may provide a written note. A **doctor's note is required when a student needs to miss more than two consecutive days of PE**.

Resource Classes

Students participate in Art, Music, Library, and PE each week.

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.

CHPS ASSIGNMENT & GRADING EXPECTATIONS

GRADES K–2

ACADEMIC CODE		
M	Shows Mastery	+ Satisfactory – Improvement Needed
P	Progressing	
I	Improvement Needed	

GRADES 3–5

ENGLISH, MATH, SCIENCE, & SOCIAL STUDIES		
GRADE CATEGORY	WEIGHT	MINIMUM NUMBER OF GRADES PER QUARTER
Classwork	50%	7 for English 7 for Math 7 for Science/Social Studies combined
Tests, Quizzes, Projects	50%	2 for English 2 for Math 2 for Science/Social Studies combined

**Unit tests are mandatory, graded, and included in the gradebook.*



ELEMENTARY GRADES 3–5 SCALE	
A	90–100%
B	80–89%
C	70–79%
D	60–69%
F	≤59%



INCOMPLETE OR MISSING ASSIGNMENTS

All students are expected to complete and submit assigned classwork. If a student does not complete or submit an assignment, the student will be given **up to three opportunities** to do so. If the assignment is not completed after **the third and final opportunity**, the student will receive a **grade of zero.**

The teacher will contact the parent or guardian regarding the missing assignment before the **third and final opportunity.**

This practice will take effect:

- **Grades 3–4:** Beginning in the second semester
- **Grade 5:** Beginning at the start of the school year

MAKE-UP WORK

Parents and guardians requesting make-up work for an absent student should contact the school office **before 9:00 a.m.** to allow teachers adequate time to prepare assignments. If the work is ready by dismissal, it may be sent home with a designated student or picked up from the school office. Please pick up requested assignments **before 3:30 p.m.**

Parents and guardians should communicate with the teacher regarding an appropriate timeline for completing and returning missed assignments so that the student receives proper credit.

Teachers are not required to provide classwork or homework in advance for **unexcused absences, including family trips and vacations.** If requested assignments are repeatedly not picked up, completed, or returned, the school may discontinue providing work in advance. In that case, the student will complete missed assignments upon returning to school.

REPORT CARDS & INTERIM REPORTS

Report cards are issued to students in **grades K–5 at the end of each of the four nine-week grading periods.** Interim reports are provided midway through each grading period to give families an update on their child's academic progress.

Parents and guardians are encouraged to communicate with teachers and schedule conferences as needed throughout the school year to discuss their child's progress.

The report card for the first three nine-week grading periods is sent home in the student's folder. The final nine-weeks report card will be mailed home. Report cards can also be viewed in Parent Portal.

PROMOTION AND RETENTION

Students who are not meeting grade-level expectations in reading and/or mathematics may be considered for retention. Decisions regarding retention are made carefully and include ongoing communication between the school and the student's parent or guardian. Factors such as academic performance, maturity, developmental readiness, attendance, age, and individual learning needs may be considered when determining the most appropriate placement for a student. **The final decision regarding promotion or retention rests with the principal.**

Kindergarten

Students are promoted to first grade unless the teacher, with the approval of the principal, determines that remaining in kindergarten for an additional year would be in the student's best interest.

Grades 1–5

To be promoted, students must successfully complete Language, Mathematics, Reading, Science, and Social Studies.

A student who does not meet the requirements for promotion **may be placed in the next grade level at the discretion of the principal.**

STUDENT AND FAMILY SERVICES

SCHOOL COUNSELING SERVICES

The school counselor is an important part of Lakeview's student support team. The counselor assists with student registration, maintains student records, and provides academic, social, and emotional support to students.

Students may meet with the counselor individually or in small groups for support in areas such as:

- Peer relationships and conflict resolution
- Managing emotions
- Organization and study skills
- Self-esteem and confidence
- Anxiety and stress
- Family changes, including separation or divorce
- Behavioral or social concerns

The school counselor also provides classroom guidance lessons on topics such as positive relationships, bullying prevention, test-taking strategies, decision-making, and other age-appropriate skills.

Parents and guardians may also contact the school counselor for assistance in understanding and supporting their child's academic, personal, and social development.

ACCESS TO STUDENT RECORDS

Access to student records, including cumulative and special education records, is maintained in accordance with applicable laws and regulations. Parents and guardians have the right to review records pertaining to their child.

To request access to or review your child's school records, please contact the school counselor to schedule an appointment.

COURT ORDERS & CUSTODY DOCUMENTS

If a custody order, protective order, or other court document affects your child, a current copy must be provided to the school and kept on file.

Without appropriate legal documentation on file, the school cannot restrict a parent's access to or ability to pick up their child based solely on verbal or written requests from another parent.

Parents and guardians should contact the school counselor to provide documentation or verify that current court or custody documents are on file.

RESIDENCY REQUIREMENTS

Students attending Colonial Heights Public Schools must meet the school division's residency requirements. A student must reside with a parent or legal guardian within the City of Colonial Heights and meet all applicable enrollment requirements.

Parents and guardians are responsible for providing documentation establishing residency. The school division may verify residency when necessary.

If it is determined that a student does not legally reside within the City of Colonial Heights, the student may be required to withdraw from Colonial Heights Public Schools. The parent or guardian may also be responsible for the cost of educating the student during the period in which the student was not a legal resident, based on the division's established per-pupil cost.

Please note: Some properties have a Colonial Heights mailing address but are located outside the City of Colonial Heights. A Colonial Heights mailing address alone does not establish eligibility to attend Colonial Heights Public Schools.

For complete requirements, families should review the Colonial Heights Public Schools residency policy.

SCHOOL LIFE



COMMUNICATION

Lakeview uses several methods to keep families informed and connected throughout the school year.

Teacher Communication

Teachers communicate with parents and guardians through school email and the Rooms app, which provides two-way messaging between families and school staff.

Student Grades

Student grades and academic information are available through the Parent Portal.

Communication Folders

Each student will receive a communication folder. Parents and guardians are encouraged to check the folder daily for important school information, notices, and returned assignments.

Parent-Teacher Conferences

Parents and guardians are encouraged to communicate with their child's teacher whenever questions or concerns arise. **The classroom teacher should be the first point of contact.** If additional assistance is needed after speaking with the teacher, an administrator may be contacted.

SOCIAL MEDIA

To protect the privacy of students, families, and staff, teachers may not connect or communicate with students or parents and guardians through their personal social media accounts. Families should use official school communication channels when contacting staff.

HUG & KISS GOODBYE ZONE

For the safety and security of our students, parents and guardians may not escort students into the building during morning arrival, **including on the first day of school**. Staff members will be available in the drop-off area to greet students and assist them as they enter the building.

Families who would like to walk their child to the entrance should **park their vehicle first** and then accompany their child to the door for a quick hug and kiss goodbye.

SCHOOL SUPPLIES

Parents and guardians are encouraged to provide the school supplies requested for their child and replenish them as needed throughout the year.

We want every student to have the materials needed to be successful. Families who need assistance with school supplies should contact the main office. We are happy to help.

LIBRARY BOOKS & MATERIALS

Students are expected to care for library books and materials and return them on time. Taking responsibility for school materials is an important part of being a responsible member of the Lakeview community.

Families may be responsible for the replacement cost and applicable processing fee for library books or materials that are lost or damaged.

FIELD TRIPS

Field trips are an extension of classroom instruction and provide students with opportunities to learn beyond the school setting.

Cost & Refunds

Field trip costs are calculated based on the anticipated participation of all students. Therefore, field trip payments are nonrefundable.

Parent Participation

Teachers will be accompanied by additional school staff to provide appropriate student supervision. Therefore, parent chaperones are not required. Field trips are planned as instructional experiences for students and school staff, and parent attendance is not included as part of the field trip experience.

Student Expectations

All school rules and expectations outlined in the Standards for School Conduct and the Parent/Student Handbook remain in effect during field trips.

If there are concerns about a student's ability to participate safely and appropriately, the school may require a parent or guardian to accompany the student or may determine that the student is unable to participate.

Permission to Attend

Students must have written permission from a parent or guardian to participate in a field trip. A Field Trip Permission Form will be sent home before each trip.

Telephone permission cannot be accepted in place of a signed permission form.

CLASSROOM CELEBRATIONS

Food provided for classroom celebrations must be store-bought, sealed in its original packaging, and clearly labeled with a list of ingredients. This requirement helps us protect students with food allergies and other dietary restrictions.

Classroom celebrations are limited to students enrolled in the classroom.

BIRTHDAYS & PARTY INVITATIONS

Birthday Treats

Families are welcome to recognize their child's birthday by sending store-bought cupcakes or another individually distributed treat to be shared during lunchtime. Homemade food may not be distributed.

All treats must be sealed in their original packaging with the ingredient list clearly visible. While families are welcome to send an approved birthday treat, birthday parties are not permitted at school.

Party Invitations

Students may distribute personal party invitations at school only when every student in the class is invited.

Participation in parties held outside of school is entirely at the discretion of each student's family.

HEALTH & SAFETY



CLINIC & STUDENT HEALTH

School Clinic

The school clinic provides basic first aid and care for students who become ill or injured during the school day. If a student requires additional care or needs to go home, a parent or guardian will be contacted.

Please keep all contact and emergency information current throughout the school year. Each student should have **at least three emergency contacts** on file. When a student must be sent home because of illness or injury, parents/guardians should arrange for pickup **within 30 minutes of notification whenever possible**.

When Should My Child Stay Home?

Please keep your child home if they have any of the following:

Fever: 100°F or higher. Students must be fever-free for at least 24 hours without fever-reducing medication before returning.

Vomiting: Any vomiting within the previous 24 hours.

Stomach illness: Diarrhea, significant stomach pain, or cramping.

Eye symptoms: Red, swollen, or irritated eyes, with or without drainage.

Respiratory symptoms: Frequent coughing or other symptoms that interfere with participation in the school day.

Significant nasal drainage: Drainage requiring frequent care.

Contagious illness: A contagious condition for which the required treatment period has not been completed, or the student has not been cleared to return.

Head lice: Untreated head lice or the presence of live lice or nits.

Other illness: Any symptoms that prevent your child from comfortably participating in normal school activities or that may place others at risk.

Students who are ill cannot fully participate in learning and may expose others to illness. If you are unsure whether your child should attend school, please contact the school nurse.

Assistive & Medical Devices

If your child needs crutches, a walking boot, cast, sling, or another medical device at school, please provide a note from your child's healthcare provider. The note should indicate how long the device is needed and any activity restrictions or special instructions.

MEDICATION AT SCHOOL

Whenever possible, medication should be administered at home. When medication must be given during the school day, families must follow Colonial Heights Public Schools medication procedures.

Prescription Medication

Prescription medication administered at school requires **written authorization from both the parent/guardian and the prescribing healthcare provider**. Authorization must be renewed each school year.

A separate medication form is required for each medication.

The healthcare provider's instructions must include:

1. Name of medication
2. Exact dosage
3. Reason for the medication
4. Time the medication is to be administered
5. Order of administration when more than one medication is prescribed
6. Clear instructions written without medical abbreviations
7. Specific conditions under which an additional dose may be given, when applicable

Instructions such as **"repeat as necessary" are not sufficient.**

Bringing Medication to School

For student safety:

- Prescription medication must be **delivered to school by a parent or guardian**. Students may not transport prescription medication to or from school.
- Medication must be in its **original, properly labeled container**.
- The prescription label must match the healthcare provider's written order.
- All required authorization forms must be completed and on file before school personnel can administer medication.
- The **first dose of a new medication should be administered at home** under parent/guardian supervision.

The school clinic maintains required documentation of medications received and administered.

Non-Prescription Medication

Non-prescription medication may be administered only with **written parent/guardian permission** specifying the medication, dosage, and time it should be given.

Medication must be in its **original container** and delivered to the school by a parent/guardian.

Students in grades K–5 may not self-administer medication except as permitted for certain emergency or medically necessary medications.

ASTHMA, DIABETES & LIFE-THREATENING ALLERGIES

Students diagnosed with asthma, diabetes, or life-threatening allergies may be permitted to carry and self-administer approved medication or medical supplies when the school has:

- Parent/guardian consent; and
- Written authorization from the student's healthcare provider confirming that the student is capable of safely and responsibly managing the medication or supplies.

This may include approved asthma medication, auto-injectable epinephrine, diabetes supplies, an insulin pump, glucose-monitoring equipment, and appropriate emergency carbohydrates.

Approved students may access these medications or supplies on school property, on school buses, and during school-sponsored activities in accordance with division procedures.

END-OF-YEAR MEDICATION PICKUP

Families will be notified of the clinic's closing date near the end of the school year.

All medication and medical supplies must be picked up by a parent/guardian by the designated deadline. Items remaining after that date will be sent for appropriate disposal in accordance with division procedures.

BLOOD & BODILY FLUIDS

For health and safety reasons, clothing soiled with blood or bodily fluids, including vomit, **may not be sent home on the school bus**. A parent/guardian must pick up the soiled clothing before the end of the school day. If the student is able to remain at school, the family must provide clean clothing for the student to change into.

Soiled clothing that is not picked up by the end of the school day will be discarded.

SCHOOL CLOSINGS & DELAYS

If schools are closed or opening is delayed because of inclement weather or another emergency, families will be notified through ThrillShare. Updates will also be posted on the school website, Lakeview's Facebook page, and the Colonial Heights Public Schools website.

Emergency Dismissal Plans

Parents/guardians should make emergency childcare arrangements in advance and submit an Emergency Dismissal Plan for their child through Parent Portal. Paper copies are available upon request.

Because school phone lines must remain available during emergencies, students will not be permitted to call home for dismissal instructions. Please make sure your child understands the dismissal plan you have submitted.

Delayed Openings

When schools operate on a two-hour delay, buses will generally run approximately two hours later than their regular schedule. Weather and road conditions may cause additional delays.

Please do not drop students off before the announced opening time. School staff also report on a delayed schedule, and supervision will not be available before the designated arrival time.

SAFETY DRILLS

The safety of our students and staff is a top priority. Throughout the school year, students and staff participate in required safety drills to practice appropriate responses to emergency situations. These exercises help students and staff become familiar with safety procedures and respond appropriately in an emergency.

Drills may include:

- Fire drills
- Tornado drills
- Lockdown drills
- Earthquake drills
- School bus safety drills

VISITORS TO OUR SCHOOL

To help maintain a safe and secure learning environment, all visitors must follow Colonial Heights Public Schools visitor procedures.

Entering the Building

All exterior doors remain locked during the school day. Visitors must enter through the main entrance using the left accessible entrance and ring the doorbell for assistance.

Visitors who will enter the building beyond the main office must present a valid government-issued photo ID. Identification will be processed through the Raptor Visitor Management System, which screens visitors against national sex offender registries.

Approved visitors will receive a visitor badge that must remain visible throughout the visit.

While Visiting Lakeview

Visitors must:

- Enter and exit through the main entrance.
- Sign in at the Welcome Desk or main office.
- Obtain and wear a visitor badge while in the building.
- Go only to the location indicated on the visitor pass.
- Sign out and return the visitor badge before leaving.

Classroom Access

Students may not enter classrooms before 8:20 a.m. or after 3:15 p.m.

Students and parents/guardians may not enter a classroom unless the teacher is present, including to retrieve homework, supplies, or personal belongings.

VOLUNTEERS

We value the involvement of families and community members who give their time to support Lakeview students and school activities.

Anyone who wishes to volunteer at school or participate as a volunteer at supervised events such as Field Day, Fun Day, the Book Fair, or Spooktacular must:

- Complete a Volunteer Contract.
- Successfully complete the required background screening.
- Present a valid government-issued photo ID when required.

Please allow at least one week for background screening to be completed.

For the safety and supervision of all students, volunteers may not bring younger children with them while volunteering or participating in school events in a volunteer capacity.

Volunteer forms are available in the main office. Parents, guardians, grandparents, relatives, and community members are encouraged to become involved. Families are also encouraged to join the Parent Teacher Organization (PTO) and support its work throughout the school year.

FUN DAY / FIELD DAY

Fun Day and Field Day are special activities designed for **Lakeview students**. Students may participate only during their class's scheduled time and may not attend with a sibling unless the sibling is in the same grade or is scheduled to participate at the same time.

Parents and guardians may bring younger siblings; however, **younger children must remain in an infant carrier or stroller at all times** while attending the event.

PAYMENT BY CHECK

Lakeview Elementary School accepts personal checks for certain school fees, activities, and other approved payments.

A $15 fee will be charged for any check returned for insufficient funds or nonpayment. After more than one returned check during the school year, the school reserves the right to discontinue accepting personal checks from that individual. In that situation, payment may be made by cash or money order.

LOST & FOUND

Please label your child's coats, jackets, lunch boxes, water bottles, backpacks, and other personal belongings with their first and last name whenever possible. Clearly labeled items are much easier to return to their owners.

If your child is missing an item, please have them check the school's Lost & Found or contact the main office for assistance.

Unclaimed items will be removed from the school at the end of the school year.

STUDENT EXPECTATIONS



District Standards for Student Conduct (Policy J FC-R)

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

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 J FCD.

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 schoolwork 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 addition to the Colonial Heights Public Schools Standards of Student Conduct, Lakeview has established schoolwide expectations designed to promote a safe, respectful, and productive learning environment. These expectations apply to all students and are consistently 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.

Hallway Expectations – Students are expected to walk at all times while in the building and use quiet voices to avoid disrupting instruction.

Cell Phones and Electronic Devices – Students who bring cell phones or other electronic devices to school must keep them turned off and stored in their book bag while riding the school bus and throughout the school day. Failure to follow these expectations may result in a referral to the office.

Work Habits – Students are expected to complete assigned work, stay on task, and use instructional time wisely.

Toys and Personal Items – To minimize distractions and maximize instructional time, students should not bring toys or other personal items, such as stuffed animals, Squishies, dolls, gadgets, or electronic devices, to school unless requested by the teacher or designated for a special event or spirit day.

LaBubus and other book bag ornaments should remain attached to the student's book bag during the school day. The school is not responsible for personal items that are lost, stolen, or damaged.

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.

STUDENT DRESS CODE

Students are expected to follow standards of dress and appearance that support a **safe, respectful, and productive learning environment**. Our dress code is guided by expectations similar to those found in the workplace. Student attire should promote health and safety, support the educational process, and allow the school to operate without disruption.

Parents and guardians are asked to partner with the school by helping students make clothing choices that follow these expectations:

Prohibited Clothing and Personal Items

Students may not wear or carry clothing, jewelry, book bags, or other personal items that:

- Depict profanity, vulgarity, obscenity, violence, alcohol, tobacco, or illegal drugs.
- Threaten the health or safety of students or staff.
- Are reasonably likely to disrupt the educational environment or school operations.

Dress & Appearance Requirements

Appropriate Coverage: Clothing must cover the body from the chest to the upper thigh with opaque (non-see-through) fabric on the front, back, and sides. Undergarments must be covered. The chest, genitals, and buttocks must be fully covered with opaque fabric.

Footwear: Shoes must be worn at all times except when changing for physical education or athletic activities, or when otherwise directed by a teacher or administrator.

Activity-Appropriate Clothing: Clothing must be appropriate for all scheduled activities, including physical education, science labs, CTE classes, and other settings where unique safety concerns may exist.

Specialized Attire: Certain courses or activities may require specific attire, such as athletic uniforms or safety equipment.

Headwear: Hats and other head coverings, including hoodies, bonnets, beanies, and bandanas, are not permitted unless approved for religious, medical, or other reasons by school administration.

Dress Code Enforcement

Dress code concerns should be addressed in a manner that minimizes disruption and protects instructional time.

- Whenever practical, a dress code concern should be addressed by a staff member or administrator of the same gender as the student.
- Conversations regarding student attire should be handled privately and discreetly, away from other students whenever possible.
- Students should be given reasonable options for correcting a dress code concern, such as removing the item or obtaining appropriate clothing from available school resources.
- Any school-directed change to a student's attire should be the least restrictive and least disruptive option available.

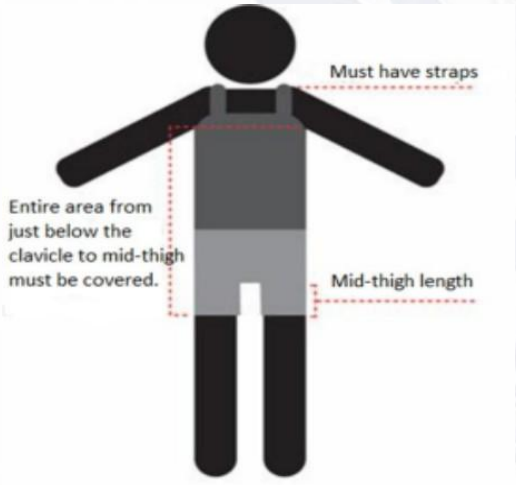
Fair & Consistent Application

The dress code will be applied fairly and consistently, without regard to race, gender, or other inherent traits or characteristics.

The principal or designee will make reasonable accommodations when appropriate for:

- Religious reasons
- Educational purposes
- Medical or disability-related needs
- Cultural celebration
-

The dress code applies whenever students are on school property or attending an official school-sponsored event.



DISCIPLINE PROCEDURES

At Lakeview Elementary School, we believe students are most successful when families and school staff work together to promote responsibility, self-discipline, and respect for others. Parents and guardians are important partners in helping students develop positive behaviors and make responsible choices.

Our staff recognizes and encourages positive behavior through praise, classroom incentives, and other age-appropriate supports. When behavioral concerns occur, they are addressed in a fair, consistent, and supportive manner, with the goal of helping students learn from their choices and make better decisions moving forward.

Progressive Discipline

In most situations, behavioral concerns will be addressed using the following steps:

1. Classroom Intervention
The teacher addresses the behavior with the student and provides an opportunity to correct it.

2. Parent/Guardian Contact
If the behavior continues, the teacher contacts the parent or guardian to discuss the concern and identify strategies for improvement.

3. Administrative Intervention
If additional support or intervention is needed, an administrator will meet with the student and determine an appropriate response. Depending on the behavior and circumstances, consequences may include:

- Office time-out
- Silent lunch
- Parent/guardian conference
- Exclusion from a school activity or field trip
- Walking laps during recess
- In-school intervention
- Out-of-school suspension

Parents or guardians may also be responsible for restitution when a student damages school property.

Behaviors Requiring Immediate Administrative Intervention

Some behaviors are serious enough to require immediate administrative intervention and may not follow the progressive discipline process. These include, but are not limited to:

- Fighting
- Threats
- Possession of weapons or look-alike weapons
- Possession of drugs or other prohibited substances

These behaviors may result in suspension or other disciplinary action in accordance with the Colonial Heights Public Schools Code of Conduct.

Make-Up Work During Suspension

Students assigned an out-of-school suspension (OSS) will be provided an opportunity to complete missed assignments and receive credit for completed work during the suspension period in accordance with School Board Policy JGD/JGE.

Year-End Student Recognition

At the end of each school year, Lakeview Elementary recognizes students for their academic achievement, citizenship, effort, and contributions to our school community.

Academic Achievement

All A's Honor Roll
Students in grades 3–5 are recognized for earning an A average in every academic subject for the school year. To be eligible, students must have attended Lakeview or another Colonial Heights elementary school for at least one semester (90 or more days).

A & B Honor Roll
Students in grades 3–5 are recognized for earning an A or B average in every academic subject for the school year. To be eligible, students must have attended Lakeview or another Colonial Heights elementary school for at least one semester (90 or more days).

President's Award for Educational Excellence
Fifth-grade students are recognized for achieving a combined GPA of 3.5 or higher, based on the second semester of fourth grade and the first semester of fifth grade, and earning a Pass Advanced score (500 or higher) on a Reading or Math Standards of Learning (SOL) assessment.

Citizenship & Character

Citizenship Award
One student from each class is recognized for demonstrating outstanding citizenship throughout the school year. Students must have attended Lakeview for at least one semester (90 or more days) to be eligible.

Owl Award
One student from each grade level is recognized for consistently demonstrating Lakeview's Four Expectations for Owls:

- We are kind.
- We are honest.
- We are respectful.
- We do our best.

Health & Wellness

Virginia Wellness Award
Students in grades 1–5 are recognized for demonstrating improvement in cardiovascular endurance, muscular strength, muscular endurance, flexibility, and body composition as measured through pre- and post-assessments and Virginia assessments.

Service to Lakeview

Library & Music Helpers
Students in grades 4–5 who assist in the library or music room during the first or second semester are recognized for their service to the school community.

Perfect & Outstanding Attendance

Students who have had no absences, tardies or early sign outs during the entire school year will be recognized for Perfect Attendance.

Students who have had no absences and no more than a total of two late arrivals or early sign outs per semester will be recognized for Outstanding Attendance.



TRANSPORTATION

TRANSPORTATION

Student and staff safety is our first priority during arrival and dismissal. Students may travel to and from school by bus, car, daycare van, walking, or bicycle. Please follow the procedures below for your child's method of transportation.

Important Times

Morning Arrival: 8:20–8:35 a.m.
Afternoon Dismissal: 3:15–3:25 p.m.
Transportation Changes: Notify the school by 2:45 p.m.
Speed Limit on School Property: 5 mph

Bus Riders

At the Bus Stop

- Students should arrive at their assigned stop **five minutes before** the scheduled bus arrival.
- An adult should accompany students in **PreK–2** to the bus stop.
- In the afternoon, students in **PreK–2 must be met by an adult**. If an adult is not present, the student will be returned to school.
- Students should wait safely and avoid running, fighting, wrestling, throwing objects, or other unsafe behavior.

On the Bus

Students are expected to follow school behavior expectations while riding the bus.

- Remain seated while the bus is moving.
- Keep aisles clear and all body parts and belongings inside the bus.
- Do not throw objects.
- No fighting, horseplay, profanity, or behavior that distracts the driver.
- Food and drinks are not permitted.
- Cell phones must be turned off and stored in the student's book bag.
- Glass objects, dangerous items, live animals, and insects are prohibited.
- Large items that cannot fit on a student's lap or under the seat may not be transported.
- Students may only exit at school or at their assigned bus stop.
- Emergency doors should only be used during an emergency or when directed by the driver.

Bus drivers may assign seats and will report unsafe or inappropriate behavior to administration. Bus transportation is a privilege, and serious or repeated misconduct may result in suspension of bus privileges.

Emergency bus evacuation drills are conducted twice each school year, once each semester.

Car Riders

Morning Drop-Off

Car riders should arrive between 8:20 and 8:35 a.m.

- Follow the directions of staff and the School Resource Officer.
- Students in grades 3–5 enter through the red doors at the front of the school.
- Students in PreK–2 enter through the green doors near the playground.
- Remain in the designated traffic pattern.
- Do not double-park or leave your vehicle unattended in the drive-through area.
- If you need to walk your child to the entrance, park in a designated parking space.
- The front entrance is a fire lane and must remain clear.
- The speed limit on school property is 5 mph.

Car Riders

Afternoon Pick-Up

Each car rider will receive a dismissal number. Families will receive two number cards to display in vehicles used for afternoon pick-up.

- Please arrive no earlier than 3:00 p.m. to help prevent traffic congestion.
- Display your dismissal number where staff can clearly see it.
- Enter the car rider line and remain in your vehicle.
- Staff will call your child's number and assist with dismissal.
- Do not double-park or park in spaces designated for daycare vans.
- If you plan to remain on the playground after dismissal, move your vehicle to a designated parking space.

If a person picking up your child does not have the assigned dismissal card, the school must be notified in advance. The individual will be required to present a valid government-issued photo ID.

Need replacement dismissal cards? Contact the school office.

Daycare & Van Riders

Daycare vans should arrive:

Morning: 8:20–8:35 a.m.
Afternoon: 3:15–3:25 p.m.

Students will be called to meet their daycare vans at the front of the school.

Walkers

Parents or guardians must notify the school in writing if their child will walk to or from school.

Families are encouraged to review safe walking practices with their children.

Bike Riders

Students in grades 3–5 may ride bicycles to school.

- A bike permit is required and is available from the school office.
- Students must use appropriate safety equipment.

Changing Your Child's Transportation?

Notify the school **no later than 2:45 p.m.** Send a note with your child or contact the school by phone.

If someone other than the parent or guardian will pick up the student, provide the person's name and a telephone number where the parent or guardian can be reached for verification. The person picking up the student must report to the office and present **valid identification**.

NUTRITION

Food Services

Breakfast & Lunch

Breakfast and lunch are provided to all students free of charge. Students may choose from available lunch options each day. Selections and serving options vary by day.

The current school meal menu is available on the district website: View School Meal Menus

À La Carte Items

Optional items are available for purchase:

- Bagged chips and cookies: $1.00
- Ice cream: $1.25

Cafeteria Expectations

Lunch provides students with an opportunity to eat, socialize, and enjoy time with classmates. Students are expected to demonstrate good manners and help maintain a safe and pleasant cafeteria environment.

Students should:

- Talk quietly and follow staff directions.
- Walk at all times.
- Clean up food and trash on, under, and around their table.
- Keep food to themselves and not share food with others.

Positive behavior is encouraged and recognized throughout the lunch period.

Parents and guardians are welcome to have lunch with their child during the child's regularly scheduled lunch period.

- Visitors must sign in at the main office and obtain a visitor badge before entering the cafeteria.
- Lunch schedules cannot be changed to allow siblings in different classes to eat together.
- Parents and guardians may eat with their own child only at the designated Guest Lunch Table.
- Classmates may not join a student and their visitor at the Guest Lunch Table.

Food Deliveries

Lakeview Elementary does not accept food deliveries from third-party delivery services, such as DoorDash, Uber Eats, or Grubhub. Delivery times cannot be guaranteed, and deliveries may arrive without adequate student identification or be left unattended.

Parents and guardians may bring lunch to their child or join their child for lunch during the regularly scheduled lunch period. Please follow the procedures outlined under Lunch Visits above.

FAMILY INVOLVEMENT

Parent Teacher Organization (PTO)

Lakeview's PTO works in partnership with the school to support our students, staff, and school community. Funds raised by the PTO are returned to Lakeview through student programs, activities, and support for teachers and classrooms.

Families are encouraged to get involved by joining the PTO, attending meetings, and supporting PTO-sponsored activities and fundraisers.

Annual Membership: $5.00
Contact: lakeviewpto@colonialhts.net

Student Activities

Lakeview is proud to offer a variety of activities and special events that enrich the school experience. Opportunities vary by grade level and may change from year to year.

Activities may include:

- Veterans Day Program
- Jump Rope for Heart
- Talent Show
- DARE Graduation
- Spelling Bee
- Character Development Activities
- Dr. Seuss Week
- Book Fair
- Fine Arts Festival
- School Sing-Along
- Career Day
- Fun and Field Day
- KEES Recitals
- Little Feet Meet