

Lakeside Elementary



2023-2024 Family Handbook

Principal:	Holly Drake
Associate Principal:	Jessica Winegar
Student Support Teacher:	Kelly Shaffer
Family Advocate:	Jennifer Iyanda
School Counselors:	Julia Carney Julia Morton

OFFICE HOURS:	7:50 A.M.- 4:00 P.M.
SCHOOL HOURS:	7:50 A.M. – 2:40 P.M.

ADDRESS:	6700 Cedar Croft Street Henrico, VA 23228
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PHONE:	804-261-5050
FAX:	804-261-5069

Dear Lakeside Families,

Welcome to the 2023-2024 school year at Lakeside Elementary! This year, Lakeside will extend our theme “reach for the stars” as we focus on the continued academic, social, and emotional growth of our students.

Please take some time to review this handbook carefully and reach out if you have questions. The last page includes a signature page that you will need to sign, date, and return to your child’s teacher by **September 8**. In addition, a copy of the Policies and Regulations Manual of Henrico County Public Schools is available to students, employees, and the public on the HCPS website, www.henricoschools.us. Any person unable to access the online policy may request a copy of a specific policy by contacting the Policy and Constituency Services Specialist at (804) 652-3714.

Please be on the lookout for ongoing information from our school. We encourage you to check our website and join our Facebook page. We look forward to another wonderful year at Lakeside!

In Partnership,

Holly Drake, Principal

School Hours

In order to ensure success, students are expected to attend school each day on time. The regular school day for grades K-5 is from 7:50 a.m. to 2:40 p.m.

7:50 a.m.- Students may enter the building. **Students should not arrive at school before 7:50 a.m., as there is no supervision until that time.**

8:10 a.m.- School begins. Students arriving after this time will be marked tardy.

2:35 p.m.- Dismissal begins. In order to ensure a safe and orderly dismissal, students will be released from their classrooms.

*Anyone arriving at school after 8:10 a.m. must be signed in by a parent in the front office. If a reason for the tardy is not excusable, the tardy will be marked unexcused.

Arrival

School doors do not open prior to 7:50. A few guidelines to help students and parents stay safe:

- Students should not be dropped off unsupervised prior to that time either at the front steps or at the car loop doors on the side of the building.
- Dropping students off at the bus loop is not permitted at any time.
- Do not drop students off on the street in front of the school and allow them to walk across the bus loop at any time.
- The parking lot is not a drop-off zone. If you choose to use the parking lot, you must PARK and WALK YOUR CHILD TO THE FRONT OF THE SCHOOL. Dropping students off in the lot and allowing them to cross the car loop alone is not permitted. This is a high traffic area during arrival and it is NOT SAFE for students to navigate it alone.
- When walking students into school, parents are encouraged to say good-bye in the hug zone in the front foyer, allowing students to walk to their classroom on their own.

Absences

According to Henrico County policy guidelines, excused absences include the following: illness of pupil, serious illness in family which reasonably necessitates the absence of a pupil, medical appointments, court appointments, death in the family, or special and recognized religious holidays regularly observed by followers of a particular faith. It is felt that this policy would not penalize a student who makes an effort to regularly attend school.

When a student is absent, a parent/guardian is asked to call the school at (804) 261-5050 by 9:00 a.m. Please be sure to provide the office with a phone number where you can be reached during the day in case of illness, absence, and/or emergency. Any student who has been absent from school must bring a note from a parent/guardian or medical provider upon his/her return.

The principal may require a written statement by a physician, when a pupil misses more than ten (10) days during the school year because of illness.

Whenever any pupil fails to report to school for a total of five (5) scheduled school days during the

school year and parents have provided no indication of the reason for the absences, these absences will be considered unexcused and a meeting to develop a plan of action will be required. Meetings will also take place at ten unexcused absences. If a pupil continues to accumulate unexcused absences, the parent/guardian may receive a court summons.

When family plans require the absence of a child for an extended period of time, parents are asked to notify the principal and appropriate teachers. All absences for vacations must be approved by the principal. The principal may excuse up to five days for family vacations. An effort will be made to provide assignments that are requested, but it should be noted that all missed work might not be able to be made up due to the nature of the activities. When a child is absent, every effort needs to be made to make up all assignments within a reasonable amount of time.

Tardies

The tardy bell rings at 8:10. It is important for all students to be in their classroom, ready to learn by 8:10. Students who arrive after 8:10 will be marked tardy and will miss important information and instruction.

Dismissal

We will begin dismissal at 2:35. For the safety of all students, we ask that parents refrain from coming to the office to pick up students after 2:15. Before 2:15, when it is necessary that a student be dismissed before the end of the school day, a note should be sent to the student's teacher stating the request and the dismissal time. Please come to the office in order to sign out your child prior to 2:15 with an ID. At that time, the student will be called to the office by intercom. If a child needs to leave school with an individual other than a parent/guardian, the parent must give written permission. If the person is on the authorized pick-up list the parent is giving permission for them to come to school at any time during the day to pick up the child. If a person is not on the list, the office must have the individual's name, address, and relationship to the child. Alternate transportation arrangements must also be made in writing. The office will be unable to accommodate phoned-in requests, however you may fax in transportation changes. Due to the fact that teachers may not be able to check email during the school day, email should not be used as a means for changing transportation.

Change of Address/Phone numbers

Please notify the school when phone numbers change or a move is anticipated. If you move within the school zone, all documents supporting the new address must be presented within 10 days of the move. If you move from the school zone/district, your child(ren) must be withdrawn and registered at the proper school within your new school zone within ten days.

Cafeteria Breakfast and Lunch

All Lakeside students will receive free breakfast and lunch for the 2023-2024 school year.

Breakfast- Breakfast is offered to all students from 7:50 – 8:10 a.m. in the cafeteria. The cafeteria will provide a “Grab and Go” breakfast for students. Students will eat breakfast in the cafeteria, and then report to class.

Lunch- Students will eat lunch in the cafeteria. Lunch times will run from 10:10-1:30 each day and will last 25 minutes. Students will be assigned a seat and will remain in the cafeteria during their classes lunch time. Teachers and staff will teach and reinforce our PBIS cafeteria expectations.

Lakeside PBIS Expectations:

Be Respectful

Be Responsible

Be Ready

Be Safe

Clinic/Health Services The School Nurse is on duty during school hours to administer First Aid for injuries, which are received at school. School personnel as described in the American 8 Red Cross First Aid Manual, shall give no treatment, other than basic First Aid. Parents will be notified either by phone or note if your child visits the clinic for reasons beyond basic First Aid.

Medications

No medicine shall be given pupils by school personnel except as herein provided. Parents are advised to give medications at home and on a schedule other than during school hours, if possible. First dose of a new medication should be given at home unless otherwise determined by a letter from the physician. If it is necessary that a medication be given during school hours, the procedures set forth in this regulation shall be followed.

Prescription Medication for Students

1. The parent of any student under medical care and using prescribed medication during school hours is required to present to the school clinic attendant, a physician/nurse practitioner's order stating the name of medication prescribed for the student, the time to be administered, the dosage of medication, the total duration of treatment, and the diagnosis or reason the medication is needed, unless reason should remain confidential. Administration of medication at school also requires the written signature of the parent/guardian of the Medication Permission Form.

2. All medication will be secured in the health office in its ORIGINAL CONTAINER or in an appropriately labeled pharmacy container. All medications will be under lock when not in use.

3. It is required that the parent/guardian transport prescription medication to the student's school and deliver to authorized personnel.

4. Only one week or less supply of medication should be brought to school unless medication is to be taken daily throughout the school year. For short-term medications (less than 10 days), i.e. antibiotics,

the prescription label on the bottle may be accepted as the physician/nurse practitioner's order. Unused medication should be picked up by the parent/guardian or it will be discarded. Parents must understand that medications may be given by unlicensed personnel if the RN is not available.

5. All students will come to the school health office for administration of medication.

6. Attempts (letter and/or phone call to parent) will be made to return prescription medications at the close of the school year if not previously returned.

7. Exceptions to these regulations may be necessary depending on individual circumstances. Exceptions may only be authorized by the principal, school health services supervisor or the school nurse.

Non-prescription Medication for Students

1. Written permission must be provided indicating the name of the medication, dosage, time to be given, the reason for its administration, and the parent/guardian's signature on the Medication Permission Form.

2. Included on the Medication Permission Form is a signed parental statement relieving the school of any responsibility for the benefits or consequences.

The medication and the Medication Permission Form **MUST** be delivered to the school by the parent/guardian. Medication must be **UNOPENED** and in its **ORIGINAL CONTAINER**. Expiration dates will be followed.

3. Any nonprescription medication that is to be given for more than three consecutive school days must be authorized by a physician/nurse practitioner in writing.

4. Herbal medications will **NOT** be given in Henrico schools without written order by physician/nurse practitioner that shall include desired and adverse effects.

5. Exceptions to these regulations may be necessary depending on individual circumstances. Exceptions may only be authorized by the principal, school health services supervisor or the school nurse.

6. No medications will be sent home with students. Under certain conditions during a short-term illness, a parent may come to the office and administer required medication to his/her child.

The protocol for sending a child home with a **fever** will be "any student with an oral temperature greater than 100.4 degrees F or 38 degrees Celsius" will need to be removed from school as quickly as pickup can be arranged. In case of serious injuries or illness, every effort will be made to immediately contact the parent or guardian. Each child must have an emergency form on file for this purpose. The emergency form requests an alternate contact person and phone number. This person

will be called to pick up your child in the event that we cannot contact you. This person does not necessarily have the authority to authorize medical treatment. If the student requires treatment beyond First Aid and if the parent or guardian cannot be reached, the student will be taken by the rescue squad to the nearest hospital for emergency treatment.

1. If you are called by the Nurse or clinic attendant to come pick up your child, please do so as soon as possible, as we have only two beds in the clinic. We cannot let sick children remain in the classroom and we do not have the facilities to care for a sick child for an extended period of time.

2. Do not send your child to school if he/she is already experiencing the following symptoms, which may be characteristics of a communicable disease: "A communicable disease may be suspected when a combination of any two or more of these symptoms is present: headache, watery and inflamed eyes {pink eye} and nose, cough, elevated temperature, skin eruptions, sore throat, vomiting and diarrhea." If a child has experienced an elevated temperature (anything over 100), he/she should not return to school within 24 hours of this temperature returning to normal.

3. If a child has been diagnosed with a positive culture and has been placed on an antibiotic, he/she should not return to school until 24-48 hours after the medication has begun, or as directed by the child's physician. Periodic Screening Tests will be conducted, by the clinic attendant, for identification of possible problems involving hearing and vision. Specific grade levels will be involved on a routine basis. Parents are notified and advised when referral to a physician is indicated by the screening tests.

Communication

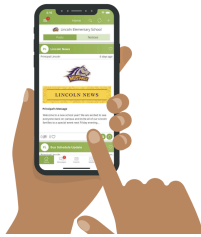
It is encouraged that parents and teachers develop a strong, cooperative communication system. Telephone contact and/or conferences may clarify concerns and problems while eliminating frustrations and apprehension. Conferences may be scheduled at any time upon request. Parents are encouraged to refrain from "impromptu" conferences before or after school. A call to the school office, an email, or a note written to the teacher will initiate the scheduling of a conference at a mutually convenient time. Parent conference days are scheduled throughout the school year. These dates are indicated on the Henrico County school calendar that is sent home to all parents. Specific reminder notices from the principal will also be sent home. Notes, newsletters, etc. will be sent home from the school periodically. These may be official school notices, teacher communications, PTA newsletters and notices, or other information approved by the School Board. Please read them carefully. Information about school events can be found on the school's website. New this year, we will be using ParentSquare to communicate with our school community. More information will be coming soon. Please take some time to download this app.

Download the
ParentSquare app today!

Stay involved with your student's learning
and activities at school. From anywhere.



 ParentSquare



Positive Behavior Interventions and Supports (PBIS)

Lakeside Elementary is a PBIS school. Positive Behavior Interventions and Supports focuses on teaching school-wide common expectations in every area of the school (classroom, hallway, cafeteria, bus, etc.). The philosophy behind PBIS is that expectations are taught and retaught in the same way we teach and reteach content areas such as math and reading. Positive behavior is reinforced using tickets (House Bucks) that students can use in our ROAR Store.

We encourage you to review these expectations at home with your child.

Lakeside PBIS Expectations:

- Be Respectful
- Be Responsible
- Be Ready
- Be Safe

Students are expected to follow Henrico County Public School's Code of Student Conduct at all times. The Code of Conduct can be found at

<https://henricoschools.us/wp-content/uploads/CodeofStudentConduct.pdf>.

While Lakeside emphasizes a positive and proactive approach to student behavior, please note that violations of the Code of Conduct could result in disciplinary action.

House System

We are excited this year to continue our House System at Lakeside! We are split up into 4 houses. Our motto is four houses, one family. All returning faculty and students have been assigned a house. Faculty and students will remain in that house until they leave Lakeside. We will be assigning houses to kindergarten students and students new to Lakeside during the first nine weeks. Any students who come later in the year, will be assigned a house during his/her first week of school. Students will strive to earn house points by going above and beyond to show they are safe, respectful, responsible, and ready. Each of our house names are a type of leopard. Our four houses are: Amur, Marozi, Javan, Tulliana. During our unity activities, students will be asked to wear their house shirt or a shirt that's their house color (Amur house- purple, Tulliana house- red, Javan house- blue, and Marozi house- green).

Cell Phones and Other Electronic Devices

We encourage all cell phones and electronic devices to remain at home. We do recognize that many of our older students use this to communicate with families if they walk home alone. In this case, cell phones and electronic devices should remain off and in a student's backpack during school hours. If the student's cell phone disrupts classroom instruction, it will be confiscated and a parent will have to come to school to pick it up. ***School staff are not responsible for any damage or loss of a cell phone or electronic device while at school.***

Dress Code

The HCPS dress code policy permits any student to wear any religiously, ethnically, or culturally specific or significant head covering or hairstyle, including hijabs, yarmulkes, headwraps, braids, locs, and cornrows. All students will be subjected to the same set of expectations regardless of gender. Staff are prohibited from applying the dress code by direct physical contact with a student or a student's attire and from requiring a student to undress in front of any other individual. This policy is in compliance with the Code of Virginia. The administration of every school has the authority to notify students and parents of modifications to the dress code for spirit days and other school celebrations, as particular items pose a disruption, or as other circumstances warrant. Students **may not** wear the following items unless otherwise stated:

- ***Hoods (on heads) or hats inside school buildings, during regular school hours, unless required for religious or medical reasons.***
- ***Sunglasses (worn indoors), unless prescribed by a physician.***
- ***Clothing must reach the tip of the thumb when hands are placed at the sides (arms straight with palms flat).***
- ***Messages on clothing, chains, jewelry, and personal belongings that pertain to drugs, alcohol, tobacco, sex, gangs, vulgarity, or messages that negatively represent a religion, ethnicity, culture, gender, or people, or that could cause a substantial disruption to the learning environment.***
- ***Spiked jewelry, chains, and items which could cause student injury.***
- ***Beachwear (which includes bathing suits and trunks) and sleepwear.***
- ***Clothing that reveals undergarments.***
- ***Cut-off jeans, cut-off sweatpants, or torn, ripped, or slashed clothing that reveals undergarments or body parts excluded by other parts of this code.***
- ***Clothing that is see-through, revealing the midriff (while sitting or standing), or resembles undergarments.***
- ***Bedroom slippers or shoes with wheels, also known as "Heelys."***

The administrative team in each school shall have discretion regarding code decisions. Parents of students who violate the dress code may be contacted to provide appropriate clothing for their child(ren), if necessary.

Bus Transportation

Bus transportation to and from school is provided to students who live outside of our community 'walking routes'. Bus transportation is a privilege and also follows the HCPS Code of Conduct to ensure safety for all students and bus drivers. The Code of Conduct is enforced while students are waiting at the bus stop and on the school bus. Consequences for violating the Code of Conduct are listed below. Parents will be notified by the school administration for each violation.

School bus violations and consequences include, but are not limited to:

Level 1 or 2 Violations:

- ***Eating and/or drinking on the bus.***
- ***Failing to remain seated (standing or kneeling while the bus is in motion).***
- ***Delaying bus schedule.***

Level 1 or 2 Consequences:

- ***First Offense: Verbal and/or written reprimand from the school principal or designee.***
- ***Second Offense: Parent/Guardian Conference.***
- ***Third Offense: 3-day suspension from the school bus.***
- ***Repeated Offenses: 5 to 10-day suspension from the school bus and assigned seat.***

Level 3 Violations:

- ***Disrupting, distracting, and/or disobeying the driver.***
- ***Failing to utilize seatbelts (elementary students) on the bus.***
- ***Failing to remain seated (moving from seat-to-seat while the bus is in motion).***
- ***Yelling, directing inappropriate remarks and/or spitting out of the bus window at other students, pedestrians, or motorists.***
- ***Boarding or attempting to board a bus other than the student's assigned bus, without proper permission.***
- ***Exiting or attempting to exit a school bus at an unassigned bus stop, without proper permission.***

Level 3 Consequences:

- ***First Offense: Verbal and/or written reprimand from the school principal or designee.***
- ***Second Offense: 3 to 10-day suspension from the school bus and assigned seat.***
- ***Third Offense: 10-day suspension from the school bus and assigned seat for the rest of the school year.***
- ***Repeated Offenses: Suspension from the school bus for the remainder of the school year.***

Level 4 Violations:

- ***Threatening and/or making physical contact with the bus driver and/or bus attendant.***
- ***Placing head, arms, or legs outside the window when the bus is in motion.***
- ***Using profane and/or abusive language.***
- ***Pushing, shoving, and/or fighting on the bus.***

- ***Vandalizing of seats or other bus equipment.***
- ***Smoking/vaping on the bus.***
- ***Throwing objects out of the bus window that could cause physical injury and/or damage.***
- ***Throwing objects at a bus that could cause physical injury and/or damage.***
- ***Opening and/or exiting a school bus emergency door without being directed by bus driver or bus attendant.***

Level 4 Consequences:

- ***First Offense: 1 to 10-day suspension from the school bus and assigned seat.***
- ***Second Offense: 10-day suspension from the school bus and assigned seat for the remainder of the school year.***
- ***Repeated Offenses: Suspension from the school bus for the remainder of the school year and a possible ban from riding the school bus.***

Emergency Plan/Evacuation

A fire drill is held the first week of school, and again before the end of the first month of school. Additional fire drills will be held once a month thereafter to ensure safe evacuation of the building should a fire or any emergency occur. Students are to follow procedures explained by the teachers. An evacuation diagram is posted by the exit door in each classroom. Emergency drills will also be conducted on buses throughout the school year. A Crisis Intervention Plan has been devised for the entire school should any unforeseeable disaster or crisis occur. Every effort will be made to notify you, should this occur.

Lakeside will conduct several other safety drills throughout the school year. These drills will include fire, tornado, and earthquake. In accordance with 22.1-137.2 of the Code of Virginia, we will also conduct Lock-and-Hide drills. These drills are conducted in partnership with our Administrative Team, Henrico County Police Department, and our School Resource Officer. Our teachers and staff will provide age-appropriate information regarding the drill procedures. Please note that we will not have kindergarten participate in our first Lock-and-Hide drill. We will simply explain the procedure to them.

Emergency School Closing

Henrico County's Superintendent of Schools authorizes any closings or cancellations. Should these occur, parents are urged to adhere to the following guidelines:

1. Whenever there is a possibility of a cancellation or early closing, please listen to the radio or watch your local television channel for any announcements. Please do not call the school! It is difficult to handle hundreds of phone calls and prepare for dismissal at the same time. Local radio stations are contacted the same time we are, so please stay tuned to your radio. It would be wise to continue listening, as conditions often deteriorate as the day progresses, and the school system may need to change from the original announcement.

2. Develop an emergency plan with your child. Make sure your child and your child's teacher know what to do if there is an early dismissal. Each parent is requested to complete and return an "EMERGENCY DISMISSAL FORM" for each child. Each classroom teacher will follow the instructions

listed on the form, should such a dismissal be necessary. The top copy should be returned to the school and the bottom copy retained by the parent.

Expenses for Field Trips

Grade levels will take at least one field trip during the year. These trips are learning experiences away from the school grounds, which are chosen to enrich and support the grade level Standards of Learning. These may or may not require a fee. Written permission from parents or guardians must be granted in order for a child to participate. There are also inhouse programs that may require a fee. You must have a volunteer form on file in the office a week in advance if you want to be a chaperone.

Insurance

Student accident insurance is available. Specific information will be sent home during the first week of school.

Pictures

Individual pictures will be taken in the fall and class group pictures again in the spring. Purchase of these pictures is optional. Our school receives a percentage of the cost, which is used to purchase instructional materials.

Homework

Homework should be designed to develop responsibility, develop independent work/study habits, and reinforce the learning process that takes place during the school day. Parents are encouraged to emphasize the importance of establishing strong study habits within the homework routine. Although the actual work is the responsibility of each student, parents should review homework assignments with their child(ren) nightly. It is suggested that a specific time and area be designated for children to study in order to help them develop good work habits and to manage their time efficiently and effectively.

Time allotments for homework are as follows:

Kindergarten - No specific time allotment; opportunities for reading readiness, enrichment, and language awareness are encouraged. Homework will be assigned nightly.

Grades 1 & 2 - 30 minutes per evening

Grades 3 - 40 minutes per evening

Grades 4 & 5 - 60 minutes per evening

When a child is absent, every effort needs to be made to make up all assignments within a reasonable amount of time. Two days allotted for each day absent is a good rule of thumb. Tests will be given as soon as possible after a child returns to school.

Teachers allot appropriate time each afternoon before dismissal to organize and prepare students for homework. In an effort to develop a strong sense of responsibility and accountability in each child, it

is requested that one not return to school for “forgotten” homework materials after the school day ends.

Please encourage your child to check for homework and other items before leaving for school each day. Office phones are available only in emergency situations.

Instructional/Resource Programs and Services

Lakeside’s vision centers on the goal that all students will be on or above grade level in reading and math within three years of arriving at Lakeside Elementary and will make at least one year’s growth each year.

Henrico County Schools’ core curriculum, which is based on grade-specific objectives correlate with the Standards of Learning (SOLs) as developed by the Virginia Department of Education. These goals are now referred to as the Curriculum Framework and include concepts, skills, and strategies that will be emphasized so students can successfully progress to the next level of learning. Although this is the framework upon which we construct the elementary curriculum and is designed to promote effective teaching and learning, the instructional staff at Lakeside continually strives to provide additional opportunities to address the needs of all students. A variety of special programs are available to students who meet specific criteria. Parents will be notified if/when their child qualifies for involvement in these activities.

Lost and Found

The Lost and Found is located by the entrance of the clinic. It is requested that all outerwear and other personal items are labeled with the child’s name whenever possible. “Lost and Found” items, which go unclaimed, will be given to a local charity at the end of each 9 week marking period.

Parties/Treats/Gifts

Please reach out to your child’s teacher if you are interested in providing treats or gifts for your child’s class. We encourage non-food items. If you provide edible treats, please ensure they are store bought and you are aware of any food allergies. Another excellent way to celebrate your child’s birthday is to purchase a book suggested by the librarian and donate it to the library. A donation nameplate will be placed in the front of the book.

PTA (Parent Teacher Association)

Lakeside has a supportive and engaged PTA (Parent Teacher Association). Families are encouraged to join the PTA and volunteer and/or attend events. Members will receive emails with updates. You can also join the Lakeside PTA Facebook page for information regarding membership, events, and activities.

Solicitation/Fundraising

According to Henrico County school policy, students shall not be involved in any fundraising activity that requires the sale of items during the regular school day or in a door-to-door canvas of residences

or businesses, when done in the name of the school or organizations within the school. It is not intended to exclude money making activities by the school itself or by organizations within the school, so long as such activities do not involve selling by students during the school day or in door-to-door solicitation.

Special Activities/Assemblies

Assemblies and other special activities are considered to be important elements of the instructional program and will be presented throughout the school year. Students are expected to conduct themselves in an appropriate manner and are to be respectful and courteous at all times.

Student Achievement

Teachers will make every effort to ensure success for their students. Supplementary reports will be sent to parents of students experiencing difficulty. Teachers will consult with the principal, school counselors, and other school personnel to develop strategies for working with the child. Teachers will confer with parents and offer suggestions for assisting the child in overcoming any difficulties. To ensure communication regarding student progress, report cards will be sent home at the completion of each nine-week grading period. Please refer to the “key” and/or “explanation of grading symbols” to assist you in interpreting these report cards.

Grades – *Kindergarten and first grade will use a four point scale.*

The Four Point Scale:

- 4:** Student’s performance exceeds standards/expectations and student consistently produces outstanding work. This is going above and beyond grade level expectations.
- 3:** Student’s performance meets standards/expectations and student consistently produces quality work. A 3 is considered meeting grade level expectations.
- 2:** Student’s performance is approaching standards/expectations and the student inconsistently applies learned skills.
- 1:** Student’s performance is below standards/expectations and student frequently requires reteaching.

Grades 2, 3, 4, and 5: Work will be evaluated using the scale below.

An explanation will also be listed on the progress report and can be monitored using the Parent Portal

A = 90 – 100 (Excellent)

B = 80 - 89 (Very Good)

C = 70 - 79 (Satisfactory)

D = 65 - 69 (Marginal Progress)

F = Below 65 (Failing)

In LAMPS (library, art, music, PE, school counseling) work habits, conduct, and handwriting, the S and N scale will be used to indicate achievement.

The progress report is to be reviewed, signed by the parent(s) or guardian(s). Report cards do not need to be returned to the school.

Promotion/Retention – The Henrico County School Board supports an academic program with high expectations for its pupils. It is believed that student success is contingent upon the mastery of certain basic academic skills in grades K-5. Decisions as to whether pupils are to be promoted to the next grade or retained are made with primary emphasis on academic performance, taking into consideration what is best for each individual child. Classroom teachers will keep in close contact with parents throughout the school year. This ongoing communication is to assure parents of intervention procedures that are being employed to assist the child in attaining vital academic skills.

Transportation

Any changes in a child's normal transportation pattern must be made each time in writing by the parent or guardian. Each NOTE will be directed to the office for approval. *This is to help ensure your child's safety! Please do not wait until the end of the day to communicate a change of transportation over the phone. **We are not permitted to take transportation changes by phone.** If you do need to make a change during the day you may fax transportation changes to the following number: (804) 261-5069. Please do not rely solely on email to communicate a change in transportation.

Bus – Since riding the school bus is a privilege, students are expected to obey the rules of the bus drivers and those stated in the Code of Student Conduct, which is provided to all students. (Please see bus behavior and expectations above). Students in grades K-5 ride the bus in the afternoon as in the morning and must use the same bus stop at all times. If there are exceptional circumstances which make it necessary for a child to ride a different bus on a particular day or disembark at a different bus stop, it is required that a NOTE be sent to school requesting permission. The primary use for HCPS buses is for transporting students to and from school. Respect of others and others' property is expected while waiting at bus stops. Students are to stand well back and away from any road surface and traffic, and are to exhibit appropriate and safe behavior.

Day Care – Parents are requested to contact day care facilities in the event their children will not be attending on a specific day. Please be sure a handwritten note is sent to your child's teacher in the event of a change.

Car Riders – The school bus loop at the front of the school should **NOT** be used to pick up or discharge anyone from private vehicles. The car loop is located at the side of the school next to the parking lot. Children should not arrive at school earlier than 7:50 a.m. and should be picked up promptly at the end of the school day. Dismissal begins at 2:35. By 3:00pm, all students are to be picked up from school.

The car rider area is a busy place in the mornings and afternoons. In order for the drop-off process to be as expedient as possible without compromising the safety of our children, parents are requested to adhere to the following guidelines:

1. Those who drop off and pick up children in the car loop are asked to do so with extreme caution!

2. Students should exit and enter from the vehicle's passenger side closest to the building only.
3. Cars should pull up to the designated drop off/ pick up station. Other cars should follow the same procedure so that all designated drop off and pick up stations are being used at the same time. School personnel will be available in the car rider area and at designated stations to assist in ensuring that students being dropped off or picked up are safe. In the morning, drop off is done in a single file line only. Parents should take care of all notes, last-minute plans and "fond farewells" before arriving at school.
4. If parents have a need to extend their time with their child, they may pull into a space in the parking lot and then walk their child to the front of the building to drop off.
5. During afternoon dismissal, students will be dismissed from their classroom by their family number (assigned at open house or first day of school). The family number will be entered on a Google document that is projected in the classroom for the teacher and class to monitor.
6. During afternoon departures, if your child needs to return to the building for "forgotten items" please drive into the parking lot, so other cars may continue with the routine procedure.
7. If you live within the "bus riding zone" rather than bringing your child to school on inclement weather days, an alternative would be to drive to the bus stop and wait there for the bus.
8. Pets are not allowed on school property during school hours, unless the principal grants special permission.

Walkers – Those students who walk should be instructed about precautions to take to ensure a safe trip to and from school. All are cautioned NOT to cut through yards or private property. Walkers should also remember that they are under the jurisdiction of the school, both to and from school, and all rules and regulations are in effect. Kindergarten students should be accompanied by an adult or authorized person.

Bike Riders – Lakeside students are permitted to ride their bikes to school. Because we want to do everything we can to assure that riders are educated in the safe and responsible operation of their bicycles, there are certain conditions that will have to be met before the school's permission to ride will be granted. These conditions are:

- Parent or guardian's permission must be given by signing this handbook and providing a handwritten note to the front office
- Student will sign this handbook, agreeing to observe all conditions.
- Students must be in walking distance of the school.
- Student will always wear a bicycle helmet when operating the bicycle.
- Students must walk their bike once they are on school property.
- Student will make sure the bicycle is locked securely to the bike rack during school hours.
- If any of the conditions of this contract are not observed, student riding privileges may be withdrawn.
- Although we try to provide a safe and secure area for bicycle storage, neither Lakeside Elementary or Henrico County Public Schools can take responsibility for lost, stolen or vandalized bicycles on either school property or while en route to or from school.

Visitors/Guests/Parent Volunteers

Lakeside will return to our pre-Covid procedures for all visitors and volunteers. Please reach out to your child's teacher for opportunities to visit or volunteer. All volunteers must complete an HCPS Volunteer Form and be approved before an event or field trip.

Any visitor coming to eat lunch with a student must be on the approved contact list/emergency contact list that is completed by parents and guardians. However, any visitors not listed on the contact list will require the following:

- A written note from the student's parent/guardian is required each time a visitor wants to eat lunch with the child.
- The note must indicate the child's name, visitor's name, the date of the visit, and it must be signed by the parent/guardian.
- Phone calls, emails, or text messages will not be accepted because the sender cannot always be authenticated.
- Visitors will need to have a valid ID with them

In an effort to safeguard the wellbeing of every student attending Lakeside Elementary, all visitors, guests, and parent volunteers are asked to report to the office upon arrival. Our security system requires visitors to scan their driver's license and have a visitor's pass printed. Visitors must wear their visitors badge while in the building.

A copy of the Policies and Regulations Manual of Henrico County Public Schools is available to students, employees, and the public on the HCPS website. Any person unable to access the online policy may request a copy of a specific policy by contacting Records Management at 652-3828.

Please sign and return this page by September 8, 2023.

I acknowledge that I have read and understand the policies and procedures outlined in the Lakeside Parent and Student Handbook and in the HCPS Code of Conduct.

(Student Name)

(Student Signature)

(Date)

(Parent Name)

(Student Signature)

(Date)