

Lakeview Elementary School Parent Handbook 2022-2023



Lakeview Elementary
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Dear Lakeview Parents/Guardians,

We have designed this campus handbook in an effort to give you important information that we hope you will find helpful. We have a strong desire to provide the best possible education for your precious children! We also have a strong desire to be a campus where students feel safe and are safe at all times. Thank you in advance for helping us with the safety procedures. There is much more detailed information found on the district website in our **NPS Return to Learn Plan:**

<https://www.normanpublicschools.org/returntolearn>

Each teacher will communicate often with the families they serve. Parents will receive emails regarding school events and celebrations from me as well. We send home an electronic newsletter each week that includes a school calendar link along with event reminders. If you must have a paper copy, please notify the office. The Lakeview School and PTA website is a great place to visit, too.

Our students do a great job with school life. Our staff works hard to make sure every child feels valued and successful. We want you to know that we value you as well. We believe that we partner with parents in an effort to create the very best possible learning environment. We want you to volunteer as much as you would like. I encourage you to contact your child's teacher to see where you can help. It is awesome to see parents reading to students, working with them in small groups, and helping with PTA events.

We are hoping that by sharing this handbook, school life is more predictable for you and your children.

Thank you for allowing us to work with your awesome children!

If you have questions or ideas about items included in this handbook, please contact me at paulap@normanps.org. I encourage parent input and ideas!

Sincerely,
Paula Palermo, Principal

Back to School Night/Open House:

Elementary Back to School Night (BTSN) is Wednesday, August 17th @ 5:30-7:30. Class lists will be posted at the school and/or online between 4:00 PM - 5:00 PM on Wednesday, August 17th. Students may want to bring supplies throughout the first few days if they are not able to bring them on BTSN. ([Supply List Link](#))

- The numbered Car tags will be distributed to families during BTSN or may be picked up from the office on or after 8/18/21.
- Transportation is planning on emailing bus information to families. The transportation phone number is 405-366-5965 if you have any questions.

First Day of School:

The first day of school is Friday, August 19th. The doors open at 7:25 AM and school begins at 7:50 AM. We encourage parents to take advantage of Back to School Night to meet teachers and tour the building. We will be using our daily arrival/dismissal routines on the first day of school. We encourage parents to say goodbye to their children outside of the building.

Visitors/parents entering the building at any time will need to check in through the office. You will need to show a valid ID to check in and receive a visitor badge. Parents of PK/Kindergarten and New families may stop in to visit PTA's BooHoo Yahoo Breakfast.

Academic Plan:

Teachers will utilize the Oklahoma Academic Standards, the NPS adopted curriculum and district pacing guides to ensure all students have equitable access to a guaranteed and viable curriculum. PK-5 elementary students will participate in three reading and math benchmark assessments per year. Data from these assessments are used to track academic growth/progress as well as identify academic gaps and enrichment needs.

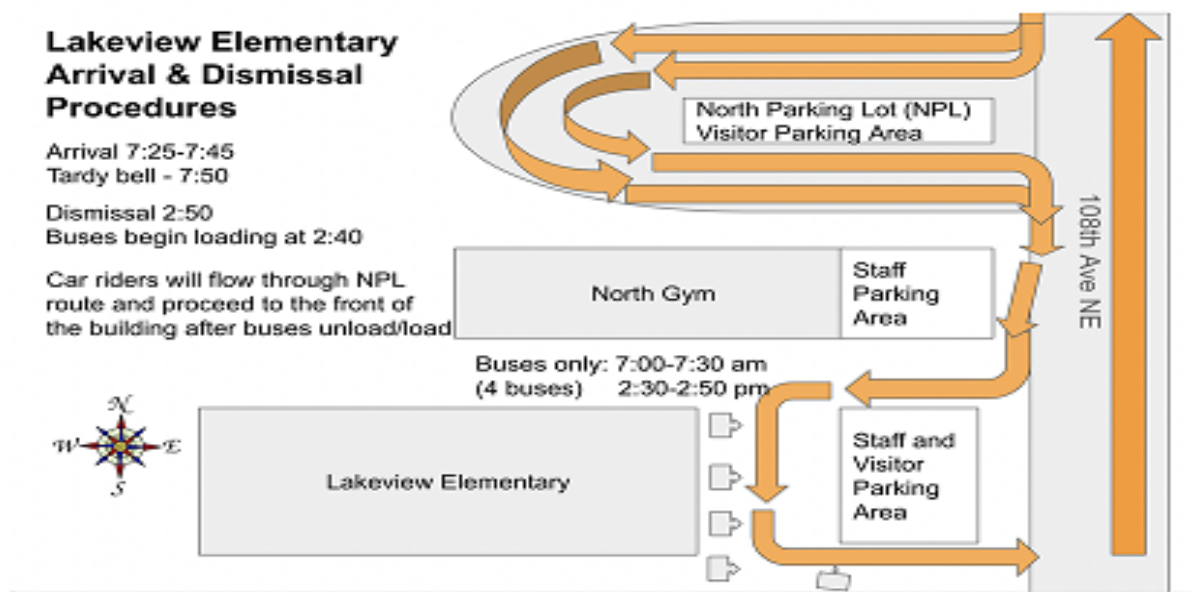
Before/After-school child care:

AlphaBest Education will provide high-quality, after school programming for Pre-K - 8th grade students beginning this school year. We are also pleased that AlphaBest is able to offer before-school programs (beginning at 6:30 a.m.) for those who need early morning care. For more information on hours, rates, and registration, [click here](#) or visit AlphaBEST.org/normanok.

Arrival & Dismissal procedures:

The Lakeview vehicle student drop-off and pick-up area begins in the North Parking Lot, which is located on the north side of the Old Gym and ends in the front of the school building. If you are driving from the south, continue past the line of vehicles, turn into the north part of the parking lot to follow the flow. PLEASE do not block 108th Avenue traffic to enter the front parking area from the south. Staff will assist students with unloading and loading. For student's safety, please do not park or get out of your vehicle while in the flowing line. Car riders will be issued a schoolsafe id placard to hang on their rearview mirror that has their student's assigned number for easy staff identification.

We appreciate the patience that our parents/guardians have with our drop-off and pick-up procedures.



Arrival:

The doors to the school are open at 7:25 AM. **Our staff members begin their day at 7:25.** Students should arrive between 7:25 and 7:45. School staff will be on front drop off supervision until 7:50. Buses will unload first, beginning at 7:25 when the doors open. Once the buses have finished unloading students, vehicles may follow (7:30). Those who arrive in the building after 7:50 are recorded as tardy. If students are tardy, a parent must walk them into the office and check them in. For everyone's safety, please park to walk them in. Bus students will not be counted tardy if the bus arrives late. Breakfast is served in the cafeteria each morning if your child wishes to eat they should arrive by 7:35 to allow them enough time to eat. Students gather in the gym in the morning where they visit with their friends or walk around the gym. We ask that parents do not walk students to the gym or to classrooms except for the first week of school and on Live @ Lakeview days.

- 7:25-7:50 - Greeters will be available to assist students as they exit their bus and vehicles. Students will be able to enter through the main hallway entry during this time. We ask parents to remain in their vehicles as they drop off students for safety and to keep the line moving.
- 7:25-7:50 - Breakfast is served in the cafeteria. If students are not eating breakfast they will walk directly to the gym.
- 7:45 - teachers will meet students in the gym for T-Bird Take-off (pledges, movement, and announcements).
- 7:50 - teachers will return to classrooms to begin instruction.

Late Arrival

- Parents of students who are dropped off after 7:50, will need to provide tardy information and check the student in through the main office. Students must be walked in by the parent.

Assemblies:

Each Friday morning we have Live @ Lakeview at 7:50am. This assembly is led by our music teacher, Jordan Nguyen and our fifth grade students. We also begin each day together in the gym to recite our pledges, lunch menus, and special announcements. Starting the day all together helps create the family environment that we all love about Lakeview. Parents are welcome to attend the Friday assemblies. We appreciate that parents sit in the bleachers. Students may sit with their own parent if they would like, but for safety reasons, we ask that no other students sit with other families. During award assemblies, we ask that all students remain with their class.

Attendance:

Attendance is extremely important to school success. Students who frequently attend school feel more connected to their community and develop strong social skills and friendships, which are important life skills. Their grades and reading skills often improve and they are much more likely to graduate from high school. As always, students, teachers and staff are expected to stay home if they do not feel well. The district's fever policy will continue to be enforced, and individuals with a temperature above 100.4 will not be permitted at school. If your child is absent from school due to illness, principals and school staff will work with families to ensure students do not fall behind in their school work. **We would appreciate that you call the school office if your child is going to be absent for any reason (405-366-5899). We are required to document the reason for each absence.** If a child has a medical appointment during the school day, please ask the medical office for a school note so the absence can be medically excused.

Birthday parties:

Party invitations are not allowed to be distributed at school unless there are enough invitations for the entire class. (Please do not invite other students using the school as delivery). We will celebrate students' birthdays by allowing parents to bring a treat for everyone in the class on the day of their child's birthday. We do hope that you will choose something that is non-edible as we have so many families who want to watch how much sugar their child ingests. We also have students who are gluten free and have other allergies as well. Please communicate with your child's teacher if you are sending something to celebrate your child.

Books:

We try to instill in our students the love of books and the need for care in their use. Parents are asked to pay for books that are lost or damaged.

Bus:

Students must obey the bus driver. Norman Public School Bus Drivers will refer students to transportation for disciplinary action when needed.

Clothing:

Please mark all outdoor-type clothing (i.e. jackets and hoodies) with your child's first and last initials. We want to make sure that our students have the best chance of finding their items if they are lost. Lost and found items are located in the hallway across from the gym.

- **Advertisements, phrases or pictures on clothing** should always be in good taste and not promote violence or any product that would be illegal on the school's premises or in the possession of a minor.
- **Caps/hats** may be worn on designated "hat days" that are planned as part of a special week. On these days, students may wear caps that would be appropriate for school. **Hoods of hoodies are not to be worn in the hallways or public areas.**

Communication:

Teachers communicate frequently with parents/guardians through newsletters which include academic and classroom information. We will also message parents using SeeSaw and School Status. Lakeview folders are sent back and forth from school to home each week. *Thank you for returning the folders to school each week so items can be placed in it for the following Thursday.*

Conduct and discipline:

We desire for Lakeview to be a physically and psychologically safe environment for all students. This requires that relationships between faculty and students and among the students themselves be based upon mutual respect. Through modeling of appropriate behavior and setting expectations, we hope to set a positive climate for our students. We want them to love coming to school!

Most instances of misbehavior are minor and are handled by classroom teachers. In instances of recurrent and/or significant misbehaviors, parents will be contacted by either the teacher or principal.

In cases of extreme misconduct, or when attempts to modify behavior have been unsuccessful, the principal may require "short term" (ten days or less) or "long term" suspension from school. ***We try very hard not to use suspension from school at Lakeview.***

The NPS Student/Parent Policy Handbook provides more information regarding district policies that govern disciplinary issues.

Deliveries:

At times, parents may want to have flowers or other items sent to the school for their child. Students will be called to the office to see the item as soon as possible after the item is delivered. These items are kept in the school office until the end of the day so as not to be a distraction in the classroom.

Departure from school:

Students must always be checked out from the office if leaving early. All early checkouts, if possible, must take place before dismissal begins. Students who leave early will be counted "left early" on their attendance. Please call before 2:00 PM if the dismissal procedure changes unexpectedly for the day.

If you have a special guest that you have made arrangements with to check out your child (who is not listed on the contact list), please send a written statement (email) if possible to the office.

We want to make sure we are using the best plans to provide a safe environment for all our students. Verify by phone as necessary.

Dismissal

Staff and students will utilize the SmartDISMISSAL ([video linked](#)) for individual car riders. Parents will enter the North Parking Lot (NPL) by traveling from the north to south on 108th. Please do not enter any parking area driving from the south, as this is very dangerous and blocks northbound traffic along with bus and vehicle entry/exit. If you travel from the south, please go past the NPL line of cars and turn around on Tecumseh to travel south into the NPL line. A teacher located in the NPL will be entering the numbers that are assigned to families. Vehicles will be directed safely to the front of the building after the buses exit the front area.

- We highly encourage all guardians to stay in their cars and go through the loop during dismissal. An adult will assist students getting into the vehicle.
- It is best if students enter their vehicle on the passenger side to avoid crossing in front of another vehicle.
- Please pull away from the line to assist children with safety belts as this will help eliminate line congestion.

School dismisses at 2:50. This is a busy time for everyone at Lakeview. If there is a change in a child's usual after-school departure plans, please notify the office by 2:00 pm if possible so that we are able to notify both the student and the teacher.

Children who attend AlphaBest Education are picked up by an AlphaBest Education representative that takes daily attendance for this program.

Emergencies:

We hope that emergencies do not occur. However, at times, emergencies do happen. It is very important that the office has current student information. Please call or email the office if there are any changes in your child's information during the year.

Homework:

Homework may be assigned as an extension of the school day or if a student did not complete a class assignment for which adequate time was given to finish. We appreciate your help in working with your child to complete this task.

Illness:

A child who becomes ill at school will be brought to the office. NPS employs a full-time nurse at Lakeview who is trained in CPR and First Aid. If the student cannot, in our judgment, remain at school due to illness, the office/Nurse will contact the parent(s) or the emergency person listed to pick up the child. *Please see "Student Illness and Contagious Diseases" in the NPS Student/Parent Policy Guide for more information.*

Learning Management System (LMS):

The Learning Management System (LMS) used for elementary level is Seesaw. Teachers will use Seesaw as an online platform to communicate and share academic/school information with

parents. Students may access Seesaw to watch pre-recorded lessons and complete activities and assignments. Parents are encouraged to interact and familiarize themselves with Seesaw. Teachers will send out parent login information once we begin the school year. Seesaw may be used to ensure learning continuity during any necessary school closures. If students must quarantine due to illness from COVID-19 or miss school due to other extended illnesses, students can use Seesaw to transition between in-person and remote learning.

Lunch information:

Money may be added to a child's lunch account by sending a check to school (please include your child's name and student ID# if you know it on the check) by paying through the Parent Portal or by paying directly in the cafeteria. If you send cash, please send it in a sealed envelope labeled with your child's name, ID number and "Lunch Money". Students are welcome to bring their lunch from home. Milk may be purchased from the cafeteria.

Hand hygiene practices will be strongly encouraged before and after mealtimes, recess, and restroom breaks. Students will again eat meals in the cafeteria. Due to the size of our cafeteria and the number of students, there is limited seating for parent visits during lunch, please let the office know if you are planning on attending lunch. There are picnic tables located on the south side of the building if parents would like to take their child outside to eat on nice days. Please visit the district website for meal cost information and menus. Menus will also be shared with parents in the weekly newsletter and are available to pick up in the front office.

Parent Portal:

The NPS Parent Portal is an important tool that we hope you access to view your student's grades, attendance, lunch balance, etc. To create an account, please click on the Parent/Student Portal link from the NPS home page at: www.norman.k12.ok.us

Parent/Teacher Conferences:

Our Lakeview Staff has a strong desire to help both students and parents. We are pleased to meet with parents anytime during the year. You may contact your child's teacher or Mrs. Palermo to set up a meeting to discuss your child's needs and/or your concerns. Teachers are very busy teaching and/or supervising students throughout the day. Teachers are able and willing to meet with parents either during their planning period or after school if able.

District planned Parent/Teacher Conferences are held at the end of the first and third nine-week periods. November 3 & 4 / March 9 & 10. The second semester conferences are student-led. At this time, students share projects and school progress. It is amazing to watch them as they share this information. They are always so proud to have parents here at school to share their learning experiences and growth with them.

Parent-teacher conferences and meetings regarding Individual Education Programs (IEP) and 504 plans will be held in person. Virtual meetings and phone conferences may be utilized as necessary.

Parties:

Three school parties are held each year, Fall, Winter, and Valentine's Day/Friendship Day. Each classroom will have a "Homeroom Parent" through PTA who coordinates with the teacher and

then enlists help from the other classroom parents to make each party a fun time for the students.

Recess:

Students' ability to participate in unstructured play is an important component for children to develop physical, mental and social skills. Parents may not accompany their child(ren) to the playground for recess. Additional details about recess procedures will be provided by your child's teacher.

Safety:

Every effort is made to protect your child at school. Please encourage your child to come to the school office if they are ever concerned about what to do before, during or after school so that we can help them. Or if they have questions or concerns about any safety related issues at school. We have a Safe School Committee that meets every semester. This committee is composed of students, parents and staff. We discuss and address all concerns that are raised from each of these groups at these meetings and at any time needed throughout the school year, also.

School Connect app: NPS uses a free app available for Apple or Android platforms. See *the NPS home page for more information at: www.normanps.org.*

School office/check in/volunteering: Our NPS policies require us to know who is in the building at all times. Therefore, please enter the school through the office and check in if you are planning to go past the office during the day. Everyone must use the kiosk to check in. Front Office staff can help you with this. ***It is helpful if you get the app on your phone so that you don't always have to get out your driver's license. Thank you for helping us in this way! We know that you depend on us to keep your children safe!***

We welcome you to bring needed items to your child. If you need to speak to your child, we are happy to call them to the office. If you do not, the office staff is happy to make sure they get the item.

Social / Emotional Support:

We understand the possible trauma and/or anxiety that students may be experiencing from many factors. Our goal is to provide a stable and positive school environment for students to feel safe. In addition to programs such as Second Step, our school counselor and site prevention lead, April Thompson, will be collaborating with classroom teachers to identify specific individual student needs. Please contact Ms. Thompson if you have a concern or feel your student needs additional support.

- Second Step is a district-provided curriculum resource that builds a foundation for a positive, inclusive culture through developing social-emotional competencies. These include perspective-taking, empathy, processing emotions, understanding and resolving conflicts, and building positive relationships.

- Lakeview utilizes the Positive Behavior Interventions and Supports (PBIS) program.
 - Students will be given opportunities to be recognized as a VIP (S.O.A.R.) while demonstrating they are **Showing** respect, **Outstanding** effort, **Always** safe, and **Responsible** students.
 - Systematic common area procedures and routines are established throughout the building as an element of PBIS

Student Council:

Fifth grade students will have the opportunity to run for an office in the Student Council. Offices are President, Vice President, Secretary, and Treasurer. Student Council serves to plan special spirit days for Lakeview students, organize service projects and other worthwhile school and service oriented events.

Toys/Electronics at school: Personal toys, electronics and cell phones are not permitted in the classroom on a regular basis. If a student forgets and brings a personal toy or an electronic device to school, the regular teacher may collect it and it will be returned to the student at the end of the school day. At times, we do have special “media/device days” where students are allowed to bring an electronic device to school. These days will be announced throughout the school year. On these specific days, students are allowed to bring an electronic device to school. If students have a phone, it must be off and kept in their back pack during the school day.

Visiting Lakeview: To protect our students, teachers, staff and volunteers, visitors must be approved by the building principal. All visitors will report to the front office to sign in using SafeSchoolID which requires a valid driver’s license. Anyone entering the school building is welcome to wear a face covering.

Volunteering in NPS Schools: We appreciate volunteers working with us to support our students. Please complete the Volunteer sign up and Volunteer agreement that is found on the district website under the Programs button. [Volunteer Page Link](#)

Weather dismissal: School closings due to weather will be announced on local radio and TV stations in the morning prior to the school day. NPS also has a phone notification system that will be activated in the event of school closure during the day.

Water Fountains: Students are encouraged to use refillable water bottles and use the schools’ bottle-filling stations. The water bubblers have been turned back on and are available as well..