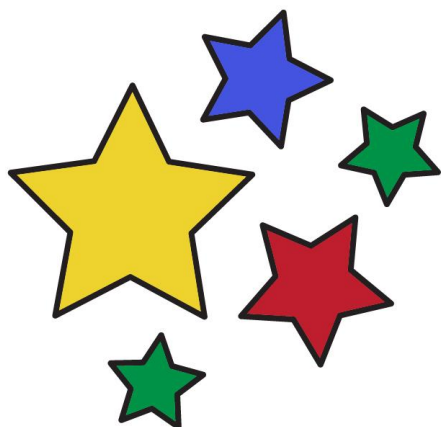




Lakeview Elementary School

S T A R S

Parent/Student Handbook

660 Center Street

Greenwood, SC 29646

864.941.5760

website:

<http://lak.gwd50.org>

Facebook: @LakeviewElementaryStars

*Lakeview Elementary will effectively
prepare students for the future.*

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EVENT CALENDAR	
July 24	Students Return to School
August 15	In-service day (no school for students)
September 1	Labor Day (schools and offices closed)
September 29 - October 10	Intersession Break
September 30 - October 1	Remediation Days
November 26 - 28	Thanksgiving Holiday (School and offices closed)
December 17	Exams (half-day dismissal)
December 18 - 19	Remediation Days
December 22 - January 2	Winter Break (school and offices closed)
January 5	In-service Day (no school for students)
January 19	Martin Luther King Holiday (school and offices closed)
February 16	In-service day (no school for students)
March 23 - 27	Intersession Break
March 24 - 25	Remediation Days
March 30 - April 3	Easter/Spring Break
April 3	Good Friday
May 25	Memorial Day (schools and offices closed)
May 27 - 28	Half-Day Dismissal
May 29 - June 2	In-service days (no school for students)
June 3 – July 22	Summer Break

Weather Make-up day January 5th, February 16th and May 29th

Note: This calendar is published with the understanding that changes in state law or inclement weather could necessitate changes to this document.

ABSENCES/ATTENDANCE /HOURS OF OPERATION

School Hours: 7:50 AM – 2:40 PM (Students arriving after 7:50 AM must be signed in by a guardian)

Office Hours: 7:30 AM – 4:00 PM

State law and district policy set specific guidelines for lawful and unlawful absences. Immediately upon returning to school from an absence, the student must provide a written excuse. Tardies and early dismissals can also interfere with the learning process. **A total of two tardies and/or early dismissals will disqualify a child for perfect attendance purposes during a nine weeks period.** Please make every effort to see that your child is in school on time, unless the child is ill or there is serious illness or death in the immediate family.

Parents may provide hand written notes, but are limited to ten (10) per year. **After ten parental excuses, medical notes are required.** Excuses should be written on a full sheet of paper and should include the following: the current date, the date of the absence, the reason for the absence, the student's name, the teacher's name, and the parent's signature.

All excuses will be kept on file. The Student Support Facilitator will work with families of students having excessive absences as directed by district guidelines. After three (3) consecutive or a total of five (5) unlawful absences, an attendance intervention plan must be developed. This plan will discuss ways to improve attendance. **If a student has more than fifteen (15) absences (excused or unexcused), he/she is subject to loss of credit for the school year or retention per school board policy.**

Work missed during any absence should be made up within five (5) school days of the student's return to school. It is the responsibility of the student or parent to request missed assignments from the teacher. A student who has a serious illness or injury causing him/her to be absent for more than a week may be eligible for instruction at home by a certified teacher. It is recommended that family trips be scheduled around the school calendar, since absences for family vacations will be counted as unexcused absences. Any parent having questions about attendance, absences, or upcoming absences should speak with the attendance clerk or principal, since teachers do not approve student absences from school. **Good attendance is necessary for optimal student achievement and success!**

ADMISSIONS

To register a student, the following items are necessary: a legal birth certificate, an updated South Carolina Certificate of Immunization, and current proof of residence. Proof of residence may be a rent receipt, telephone bill, power bill or cable bill with the parent's name and address. If the student is living with a relative or friend and cannot provide proof of residency, an affidavit to verify residency must be completed, notarized and approved. It is important that the school has current contact information. **If changes in address or phone number occur, alert the office immediately.**

Kindergarten students must be 5 years old on or before September 1 of the school year in which they are enrolling. First grade students must be 6 years old on or before September 1.

ARRIVAL AND DISMISSAL

Children enter their rooms at 7:30 AM and begin their morning work. **The day begins at 7:50 AM, and attendance is taken at 7:50 AM.** Students arriving after 7:50 AM are tardy and must be signed in at the office. Children may report directly to the cafeteria for breakfast up to 7:40 AM.

The earliest a child may be dropped off is 7:10 AM. All buses and daycare vans will use the bus loop off of Center Street. All students who are car riders will be dropped off in the front loop/Zone 1 off of Center Street. Students who are car riders in K4-2nd grade will be picked up in the front loop/Zone 1 off of Center Street. Students who are car riders in 3rd-5th grade will be picked up in the back loop/Zone 2 off of Tackett Way. If you have multiple students, the students will go to the area of the oldest child. ***There should be no drop off in teacher parking?***

All students will be dismissed at 2:40 PM. Parents are urged to pick their children up promptly when school is dismissed. **Under no circumstances should any student be at school after 3:00 PM, since there will be no teacher on duty to supervise them.** Please limit early dismissals only to emergencies. We cannot allow this to be a daily routine. If you must have your child dismissed early for an appointment, please do so by 2:00 PM. We will not call children up after 2:00 PM as this is disruptive to our routine. If a student changes his mode of travel to or from school, he/she should bring a written and

signed explanation of the change. **Without written parental permission, students must be transported by their normal means. Students are not permitted to ride on buses other than the bus which they are zoned to ride.**

Arrival Procedures

- Students can only be dropped off in the car lines.
- Students will not be allowed to be dropped off in the car parking lot and cross the drop off lane.

Dismissal Procedures

- Students will only be dismissed and picked up through the car lines.
- Parents may not park and come across to pick up their children.
- As cars arrive, they should pull up behind the last car in line.
- Having students on the correct bus, in a car line, or van is very important as we get ready for dismissal. While emergencies may occur, we ask that when you do have a need to change your child's mode of transportation you notify the school before noon of the day.

With the cooperation of all, arrival and dismissal will be a quick process. When cars park or pass, the safety of all is threatened. Our primary concern is the safety of the students. Thank you for your assistance and cooperation.

Anyone dismissing a student at any time must present a current photo ID.

BATHROOM SAFETY

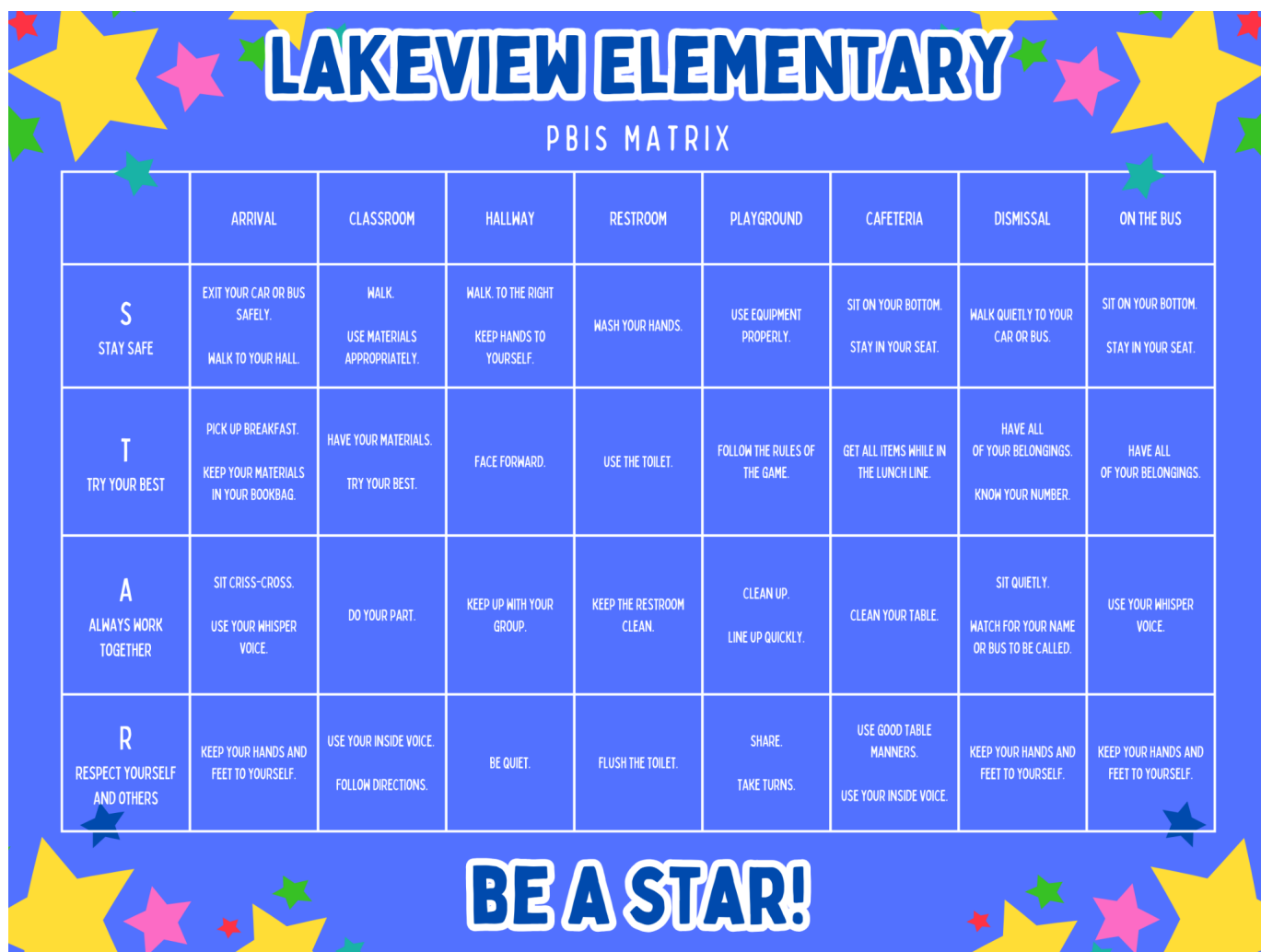
Students in K4 - 2nd grades have bathrooms in their classrooms and are allowed to use throughout the day as long as instruction is not taking place. 3rd through 5th graders have many scheduled and monitored bathroom breaks between classes. All students are expected to use the restroom before class begins each morning and before going to related arts. No backpacks are allowed in the bathrooms.

BEHAVIOR/DISCIPLINE

Students will learn school-wide behavior expectations. The expectations, agreed upon by the staff, serve as an effective way to be proactive in managing behavior. As part of the **Positive Behavior Interventions and Supports (PBIS)** model, we have established several school-wide expectations for student behavior in all areas of our school. We will explicitly teach these expectations to the students and reward them frequently with positive reinforcement for their good choices.

We will apply consistent consequences and positive reinforcement for all students. By detailing every expected behavior and teaching each in a positive way, we will provide a common language for everyone in our building, including students, teachers, office staff, and our paraprofessionals.

We will focus on positive behavior and good choices. Class disruptions will be handled in a calm, reasonable manner. The *Student's Rights and Responsibilities* for Greenwood School District 50 is located on the district website, under the student tab, and is what we follow for behavior consequences. When a student's behavior affects others, the district's policy for breach of conduct will be applied. Please read and review this information with your child. We believe that by helping students practice good behavior, we will build a school community where all students have an environment where they can think, dream, believe, and achieve!



BREAKFAST

Breakfast is provided free of charge to all students. Doors are opened at 7:10 AM, and breakfast is served in the cafeteria until 7:40 AM. After 7:40 AM, students will get a bag breakfast and go to the classroom.

BIRTHDAY LUNCH

On your child's birthday, **two** adults may bring lunch and eat with the birthday child during their lunch period. Cupcakes **only** will be allowed as a class treat but they must be store-bought and will be passed out during lunch or recess as decided by your child's teacher. Balloons and gifts cannot be delivered to classrooms. Please be respectful of these guidelines and do not ask for exceptions - only two adult visitors checked in at the front office - and only store-bought cupcakes, no other food, if you wish to provide a class treat. Direct any questions to the school principal.

BUS TRANSPORTATION

Students living 1.5 miles or more from Lakeview and are zoned for Lakeview are provided bus transportation. State laws and regulations govern bus conduct and safety for your child. Riding a bus is a privilege not a right. Student safety is of the utmost importance as students are being transported to and from school. A student may only ride the bus to his/her home address as listed on school records. **Students may not ride home with another student on a different bus.**

All students are under the supervision and authority of the bus driver and/or monitor. Failure to follow driver and/or monitor directives will result in disciplinary action, which may lead to a child not being permitted to ride the bus. Bus rules are in the *Students' Rights and Responsibilities*. If a child is removed from the bus for behavior, it is the parents' responsibility to get the student to and from school. Absences resulting from a child being removed from the bus will be "unexcused" and may apply toward a child being marked truant.

CHANGE OF ADDRESS

It is important that the school office have your current address and phone number. Please notify the school immediately upon changing your address or telephone number. **You will need to provide the office with a current proof of residency.**

CHILD ABUSE

Any teacher, nurse, counselor or other school professional acting in an official capacity who has reason to believe a child under age 18 has been subjected to or adversely affected by physical, mental, or emotional abuse/neglect **must** make a report to the County Department of Social Services or appropriate law enforcement agency in accordance with the SC Child Protection Act of 1977.

COMPUTERS

We strive to prepare students to be contributing members of society, including literacy in technology and computer use. All students have access to computers. The Internet is available in every classroom. Students are scheduled into the computer lab weekly. See the *Student's Rights and Responsibilities* for the Internet Acceptable Use Policy.

DRESS CODE

In an effort to have a school environment that is safe, orderly, and conducive to learning, students are expected to dress in an appropriate manner. Greenwood School District 50 Board of Trustees Policy states the following:

- All pants will be worn at/above the hips.
- Clothes or accessories that depict alcohol, drugs, tobacco, racial slurs/epithets, sexual suggestions/insinuation, inappropriate language, or gang association are prohibited.
- Halter tops, tank tops, and see-through clothing are prohibited. Cleavage will not be shown.
- All garments (shorts, skirts, etc.) should be of appropriate length with no holes above the knees.
- Hats nor hoods will not be worn in the building.
- Extremely short clothing and garments made of clinging material (form-fitting knit fabric) should be avoided. No holes in pants above the knees.
- For your child's safety, shoes must be worn at all times. Tennis shoes or closed toe shoes are best for days on which your child has physical education (PE) classes.

Students who are dressed inappropriately will be allowed to call home for appropriate clothing or will be given a written warning (first offense unless severe violation is noted). Students continuing to wear inappropriate clothing may be sent home. The student will wait in the health room until the clothing arrives.

ELECTRONIC COMMUNICATION DEVICES (CELL PHONES, etc)

An "electronic communication device" is a device that emits an audible signal, vibrates, displays a message, image or otherwise summons or delivers a communication to the possessor. The following devices are examples of ECDs: cellular and wireless telephones, Smartphones/tablets (iPhones, Androids, iPads), Nooks, Kindles, laptops and other e-readers, Wi-Fi enabled or broadband access devices, two-way radios or video broadcasting devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text or other information.

Students may not use ECDs to access and/or view Internet web sites that are inappropriate or otherwise blocked to students at school while on school property or at a school-sponsored activity. Students are prohibited from using ECDs to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures, video) of any student, staff member or other person in the school or while attending a school-related activity without expressed prior notice and explicit consent for the capture, recording or transmission of such words or images. Using an ECD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students are prohibited from using ECDs to take pictures or record video/audio in locker rooms, bathrooms, or on school buses or other district vehicles. The use of ECDs to take pictures or record video/audio is also prohibited in classrooms, unless deemed appropriate by the teacher and used for educational/instructional purposes only.

Students are prohibited from using ECDs in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. Students are also prohibited from using an ECD to capture and/or transmit test information or any other information in a manner constituting fraud, theft, cheating or academic dishonesty. Likewise, students are prohibited from using ECDs to receive such information. Violations of this policy may result in disciplinary action and/or confiscation of the ECD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity.

Unless instructed by the school staff cell phones are to be turned off or on silent and placed in bookbags and not on the person during the school day.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

According to the Family Education Rights and Privacy Act of 1988, the parent or eligible student has a right to:

- Inspect and review the student's education records
- Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent
- File with the U. S. Department of Education a complaint under #99.64 concerning alleged failures by the agency or institution to comply with requirements of the act and the part, and
- Obtain a copy of the policy adopted under #99.64.

If you do not want identifiable information published as directory information, you must notify the school in writing stating the specific information you do not want classified as directory information.

FIELD STUDIES

Educational field studies are planned to provide experiences correlated with curriculum objectives. Students are required to have written permission from a parent or guardian prior to going on field trips. Buses are reserved in advance of the trip. Each student's share of the cost of the bus and the cost of any admission is calculated at the time the bus is reserved. Therefore, **it is not possible to refund field trip fees if a student is not able to go on the trip.**

GIFTED AND TALENTED

The mission of gifted education is to maximize the potential of gifted and talented students by providing programs and services that match the unique characteristics and needs of these students. Each school year, students will receive the Greenwood School District 50 Gifted and Talented brochure. The brochure contains specific details on the South Carolina Department of Education's identification and placement process, along with eligibility criteria.

GUIDANCE

The philosophy of our guidance program is aimed toward the total development of students. Developmental in nature, school guidance and counseling focuses on preventing problems through classroom, group, and individual activities. Our counselor works for and with all children. Referrals for guidance services may be made by parents, teachers, or the students themselves. Parents are encouraged to call the school counselor to discuss concerns, problems, or to schedule a conference.

HEALTH SCREENING

Each year a basic health screening is conducted as recommended by South Carolina's Department of Health and Environmental Control. Children's vision, hearing, teeth, etc. are checked by our school nurse and a team of trained assistants. If concerns are detected, the parent is notified via letter. This screening does not take the place of a regular physician or dentist exam. If you do not wish for your child to participate, please notify the school nurse in writing at the beginning of the school year.

HOME COMMUNICATION

Good communication between home and school is vital to your child's success. Check your child's book bag, homework folder, etc. daily for notes from the teacher. Teachers send papers home every Wednesday in our Red Folders. Information from Lakeview will also be sent each Wednesday in the Red Folders. You can follow the school on Facebook: LakeviewElementaryStars, our website: <http://lak.gwd50.org> or Class Dojo. Please make sure to sign up for Parent Portal.

HOMEWORK

Homework is given to provide extra practice, enrichment, and an opportunity to develop responsibility. We realize the importance of participation in other activities after school; however, a definite time for reading and/or homework should be planned each day. Please emphasize to your child that reading is just as important as a written assignment. Parents should have their child read at home every day.

INCLEMENT WEATHER/SCHOOL CLOSING NOTIFICATIONS

Information on school closings, early dismissals, or delayed openings will be communicated to radio and T.V. stations and posted on the Greenwood School District 50 website (www.gwd50.org). In addition, you may call the Emergency Weather Hotline at 941-5511. In case of an emergency situation during the school day, parents are asked not to call the school for information. Information will be given on the radio and television. In an emergency it is vital that the phone lines be available for use by those who are directing emergency procedures.

Radio Stations

WZSN 103.5 FM	WCZZ 1090 AM
WSSL 100.5 FM	WJMZ 107.3 FM
WLMA 1350 AM	WHZT 98.1 FM
WHZQ 94.1 FM	WCRS 1450 AM

T.V. Channels

WSPA (Channel 7)
WLOS (Channel 13)
WYFF (Channel 4)

A 2 hour delay means that all opening activities will begin 2 hours later than usual – (example buses that pickup at 7:00 am will begin picking up at 9:00 – 2 hours later).

INFORMATION SHEETS – ILLNESS, INJURY, OR PICK-UP

Please complete the forms as accurately as possible. In case of illness or injury, your child will be cared for temporarily by the school nurse or a staff member. If emergency medical treatment is necessary, a parent/guardian will be contacted. Therefore, current telephone and cell phone numbers are requested along with the student's family doctor.

If there are changes in the information during the year, please contact the office to make the needed changes. Also, the names and phone numbers of the persons we can call in an emergency should be current. **Any person that you arrange to pick your child up from school needs to be listed on the information sheet.** If they are not, we ask for picture identification and will call you to confirm the person has your permission to pick up your child.

LOST AND FOUND

Students are asked to turn in lost and found items to the school office. Students are urged to check the area for lost items. Please mark all jackets and sweaters with the proper name. Items not picked up will be donated to a charity.

LUNCHROOM/CAFETERIA INFORMATION

Breakfast and lunch are served daily beginning Wednesday, July 24, 2024. A carton of milk is included with lunch. **Breakfast and lunch are free for elementary students.** Menus are posted on the district's webpage.

MEDIA CENTER

The Media Center has a large selection of books and other media. All students are issued a checkout card, which must be used to check out a book. The media center is available to all students during the school year for reference work, individual study, and for checking out books. We believe that the media center should be the most used room in the school. Every child is encouraged to check out books as needed. Additional books may not be checked out until overdue books are returned. Students may also renew books. We ask your assistance in getting books back on time. Students have been instructed in the proper care of books and will be charged for damaged or lost books.

MEDICATION

All student medications must be checked in with the school nurse.

Prescription Medication Requirements:

- Form signed by a healthcare provider
- Form signed by the parents
- Individual pharmacy labeled container
- Student's name
- Name of medication
- Dosage
- Strength
- Mode of Administration
- Physician's name
- Pharmacy name and address

Over-the-Counter Medication Requirements:

- Form signed by a healthcare provider
- Form signed by the parent
- Medicine in original container
- Dosage appropriate for the age of the child

District employees can not administer Over-The-Counter medications at school without a medical order from the child's health care provider. At the end of the year, the nurse will contact parents/guardians to pick up all medications. They cannot be sent home with students.

MTSS (Multi-Tiered System of Support)

<https://sites.google.com/gwd50.org/gwd50mtss/home>

PARENT CONFERENCES/VISITS

Parents who wish to have a conference with a teacher may make an appointment by contacting the teacher or calling the school office. Sometimes the teacher may find it possible to talk with the parent during the school day. Otherwise, **conferences may be scheduled before or after school hours.**

PARENT-TEACHER ORGANIZATION (PTO)

PTO meetings provide excellent opportunities for communication between parents and teachers. Lakeview is fortunate to have a PTO that supplements the school program with special activities. The PTO provides many "extras" for our children. Please be sure to join.

PARKING

Parking for visitors and parents is located in the front of the school and is marked with a sign (Visitor Parking). Since driveways and lanes provide access for buses, service vehicles, and emergency vehicles, please do not park next to the curb or driveways.

PARTIES

Each year, students will only have two class parties. A class party will be held before Winter Break and at the end of the year. Parents will be able to sign up to send food through the teacher, and items must be checked by the nurse for allergies for all students in the classroom. All food must be store bought, and the ingredients must be listed on the outside of the package.

PICTURES AND YEARBOOKS

Individual pictures will be made in the fall of the school year. The photos are used for permanent records and for our yearbook. Parents are offered the opportunity to purchase pictures if they wish. Proofs are sent home, and pre-orders are taken. Class photos will be taken in the spring.

Yearbooks will be for sale from the beginning of the year through March 22, 2026. After March 22, 2026 no orders will be accepted.

PROMOTION/RETENTION

South Carolina law states that students must not have more than 10 absences to be considered for promotion. The principal can excuse up to 15 absences for good reason. The following criterion have been established for promotion from one grade to the next:

Grades K-2

The school will evaluate children in the primary grades on their progress through the South Carolina performance standards. The school may assess the standards by methods that include state assessments, diagnostic tests, teacher-made tests and other assessments identified as appropriate. In addition, the school may use teacher judgment to evaluate student progress.

Grades 3-5

The school will determine the progress of the students using a combination of student performance assessment results and teacher judgment. The student performance assessments will include the SC Ready tests in all subjects tested by the state. At the end of the school year, appropriate school personnel will review the student's performance. If the student's work has not been at grade level, the student may be retained or required to attend summer school for promotion.

RELEASE OF STUDENT INFORMATION

Candid shots and videos of student activities are made and used in the school, on the school webpage, in district publications, and in local newspapers throughout the year. Additional information, such as the student's name, grade, and reason for recognition, may also be included. If you do not want your child included, please stop by the office and make a written request for exclusion. This must be done within the first 15 days of school.

Under certain circumstances, such as an official request by law enforcement, personal student information (home address, telephone number, date of birth, parents' names, etc.) may be released. Under no circumstances will information on any student be released over the telephone. Persons requesting information about a child must appear at the Lakeview office with proper photo identification and proof of relationship to the student.

REPORT CARD GRADING SYSTEM

The primary purpose of the grading system is to inform students and parents of the quality of work being done and of progress being made. Report cards are issued following the completion of each nine week grading period. Parent/teacher conferences are scheduled following the completion of the first nine week grading period. Interim reports are issued midway through each grading period. Please note the grading system is a ten-point scale.

The following guidelines are used for grades 2 – 5:

Letter Grade	Range
A = Excellent	90-100
B = Good	80-89
C = Satisfactory	70-79
D = Poor	60-69
U = Unacceptable	59 and below

Students in K4, K5, and 1st grade receive printed report cards that focus on individual skills.

Related arts teachers (art, music, P.E.) will use the following letters to indicate achievement: S (Satisfactory), P (Shows Improvement/Progressing), or N (Needs Improvement).

HONOR ROLL

The "A" honor roll, means a student must have all "A's" in their core subjects, with all "S's" in the other subjects, including art, music, PE, etc. The "A/B" honor roll, means a student must have all "A's and B's" in their core subjects, with all "S's" in the other subjects, including art, music, PE, etc.

SCHOOL IMPROVEMENT COUNCIL (SIC)

Representatives of the Lakeview SIC include elected parents, appointed parents, teachers, community members, and administrators. Duties include assisting the principal with preparation of the School Renewal Plan, assisting with the school budget, and establishing and evaluating school goals.

SCHOOL SAFETY

Having a safe school has become our number one priority. All doors will be locked throughout the day. To enter the building, all individuals will be required to enter through the main entrance and report immediately to the office, show their current photo ID, sign in, and receive a visitor's pass before going to any other place in the school. This pass allows all staff members and students to know that you have signed in at the office. If you are in the building without a pass, you will be escorted to the front office.

STUDENT SUPPORT FACILITATOR

A student support facilitator is available to assist with special family/school issues. Our student support facilitator also monitors attendance, absences, and tardies. If you need assistance, please call 941-5764.

TESTING

The following standardized tests are administered throughout the school year:

- ACCESS - ELL students are assessed on their English language proficiency progress in the spring.
- COGAT-This is an aptitude test given to identify academically gifted students. It is given to 2nd grade students and selected 3rd, 4th, and 5th graders in the fall.
- DIAL 4 - The screener will be given to all students who register for K4.
- Iowa Test - This test is a standardized achievement test designed to give a common measure of students' performance. It is given to second graders in the fall.
- Kindergarten Readiness Assessment (KRA) - All students entering kindergarten will take this readiness assessment in the fall of the year.
- MAP Reading Fluency - Students in K5, 1st, and identified 2nd grade students take the screener three times throughout the year. The assessment is also used as the Dyslexia screening tool.
- Measures of Academic Progress (MAP): - Students in grades K5-5 will take this test three times during the school year. Reports will show growth over a period of time.
- myIGDIS - All K4 students will be given the assessment in the areas of literacy and mathematics in both the fall and the spring. Students will also take an additional literacy piece in the winter.
- SC READY - Students in grades 3-5 will take state tests in the spring. 3-5 all take ELA (Writing and Reading) and Math. 4th grade takes science as well.
- South Carolina Performance Tasks - Used for further assessment for students whose COGAT/Iowa scores indicate they are potential qualifiers for the academically gifted program.

TEXTBOOKS

The State of South Carolina provides books for each student. However, the student is responsible for the care of the textbooks. The parent must pay for lost and damaged textbooks. Additional textbooks or replacement textbooks will not be issued until the lost books have been paid for in full.

TITLE ONE

[Greenwood 50 Title One Webpage](#)

VALENTINE'S DAY

Any deliveries or drop-offs for Valentine's Day will be held until the end of the day. Students will be called up right before dismissal to get their item(s) to take home. Students may not take anything glass or balloons on school buses.

VISITORS

Anyone who visits our school, including parents, must stop by the office to sign in. Although parents are welcome, we need to keep down interruptions to class work and keep our students safe. Parents who wish to visit a classroom must make arrangements in advance. A visitor's pass will be issued, provided that you have a current photo ID, preferably a

driver's license. You may call or stop by the office to schedule a conference. **CLASSROOM VISITS ARE NOT PERMITTED without permission, and all visitors will be escorted throughout the building.**

VOLUNTEERS

Lakeview Elementary School has a formal community volunteer program. If you feel that you might be interested in giving a few hours of your time each week on a regular schedule, we would welcome your help. For the safety of all, **a SLED background check is required for all volunteers and/or chaperones**. This process takes approximately two weeks. **For the complete process, check the district website (gwd50.org) under the Human Resource tab, the last option is Volunteers.**

WITHDRAWALS AND TRANSFERS

In order for a student to withdraw, the parent/guardian must come into the main office to complete the required forms prior to the student's withdrawal. It is the student's responsibility to return books, school issued Chromebook, pay all fees and fines, and clear all obligations due to the school before he/she can be released.