Student/Parent Handbook

2024 – 2025

“Lions today, Leaders tomorrow”

455 Rural Hill Road
Nashville, TN 37217
Phone: 615.360.2912

Dr. Shantrell Pirtle, Executive Principal
Angela Davis, Interim Executive Principal

Mrs. Ashley Costner
Assistant Principal

Dr. Benjamin Simmons
Assistant Principal

Lakeview New Construction



Welcome to Lakeview Design Center!

We hope that our Student-Parent Handbook will serve as a guide and answer your questions regarding policies, rules, and regulations. We want you to share in the genuine excitement that is a part of Lakeview Design Center (LDC), Our faculty and staff are striving to do the very best job possible to provide a quality education for each and every student. The strength and unifying ingredient of Lakeview is our mutual partnership involving students, teachers, staff, and parents. Working together, we can accomplish tremendous things!

VISION STATEMENT

"Lakeview Design Center exisits to inspire learning to reach their maximum potential by developing the whole person."

Lakeview School Hours

7:30 a.m. Pre-K-5 Students may enter the building.

8:00 a.m. Pre-K-5 School Begins

2:00 p.m. Pre-K Dismissal

3:00 p.m. K-5 Dismissal

- Please do not drop off your child any earlier than 7:30 due to lack of supervision.
- Car riders should be dropped off in the car rider line.
- Instruction begins at 8:00 A.M.
- Students arriving after 8:00 are tardy and must be signed in by an adult in the office.
- Walkers are dismissed and escorted to the corner of Bell Road and Edge-O-Lake Drive.
- Car riders are picked up in the side parking lot. Please remain in your car until your child is brought to you.

Early Dismissal

- Our teachers use every minute of the instructional day, early releases create a disruption for students.
- NO students will be dismissed after 2:30 PM (1:30 PM for PreK). Exclusions to this policy include religious training, doctor/dentist visits, guidance sessions, or other activities approved by the principal.
- Our school cares about the safety of your children. Therefore, children will not be dismissed from their classrooms. All parents and visitors must come to the office to sign a student out of school. Office personnel will then call the appropriate classroom, and have the child dismissed to the office. Students will only be dismissed to adults listed on the student profile form. **Anyone picking up a child must show identification.**
- If it is necessary to dismiss early or close schools due to weather, local radio and television stations will notify the community.

Changes in Transportation

- We do not accept changes to a child's transportation over the phone. You must send a note to the teacher if there is a change.

Bus Rider Information

Please be sure to wait at the bus stop with your child. Kindergarteners are required to have an adult at the bus stop for pickup and drop off. If an adult is not at the bus stop for drop off, kindergarteners will be brought back to the school. No school supervision is provided at the bus stops.

Additional Bus Information

A bus driver's job is an EXTREMELY difficult task. Bus discipline is handled using progressive discipline.

Bus Rules

- Obey the bus drivers' instructions
- Remain in your seat on the bus
- Keep your hands, feet, and objects to yourself
- Talk quietly
- Students who live at least 1.25 miles from school may ride the bus
- Bus drivers must approve any requests for additional passengers- this must occur a day in advance of the request
- Should a driver bring a child into the office and file a formal complaint, the student is given a warning.
- Additional trips to the office will result in a gradual loss of bus privileges, in some cases; students may lose the privilege of bus transportation for the remainder of the school year.

- Please be sure to read MNPS rules for riding the bus with your child, sign, and return the appropriate copy to school.

After School Care

Lakeview YMCA Fun Company: On site-Lakeview Cafeteria
615-259-3418
Registration: ymcafunco.org

Before and aftercare for K-5 Students only.

School Breakfast and Lunch

- Free breakfast and lunch are provided daily.
- Only one extra snack or juice may be purchased each day.
- Students are not allowed to bring soda or extra snack unless it is part of a lunch that is brought from home.
- If you choose to send a lunch, please be sure it includes a complete meal (protein, fruit, veggie, carb). For example, a turkey sandwich, chips, an apple, and a yogurt.

Birthday and Classroom Celebrations

- Birthday parties are not allowed during school hours. However, parents may choose to send cupcakes or a healthy snack to be eaten during lunch time in the cafeteria. Please be sure you have enough snacks for every child in the classroom. Snacks may not be shared with students in other classrooms.
- Birthday party invitations may not be given out at school.
- Teachers will have three classroom parties per year: a Winter Celebration, a Valentine's Day Celebration, and End of the year Celebration.



PK-5th Dress Code Policy

Uniforms are not required

School clothing should appropriately reflect the entire academic, social, and safety of the students' learning day.

- All shirts must have short or long sleeves and fit at the waist. Spaghetti straps, strapless, tube tops, off the shoulder, open backs, or muscle shirts are not allowed. Midriff "tummy" must be covered.
- T- shirts with inappropriate or offensive content are not allowed.
- All pants must be pulled up to the waist.
- All shorts, capri pants, skirts, skorts, or jumpers should be no shorter than mid-thigh.
- Leggings and yoga pants should be covered by a skirt or a shirt that falls to the middle of the student's thigh.

- No denim jeans with rips or tears in inappropriate areas or are higher than 7 inches above the knee. Holes, equal to or larger than the palm of your hand are not allowed.
- No Pajamas or slippers.
- No oversized coats, hoodies, or jackets with hoods can be worn inside the classroom. Please send a light sweater or light jacket w/o hood for students that may get cold inside the classroom.
- No headwear (except for religious reasons). This includes caps, sweatbands, bandannas, skull caps, baseball caps.

Attendance

- Regular attendance is extremely important. Please make every effort to have your child at school each day.
- If a student has five or more unexcused absences, a referral will be made to the Metro Schools Attendance Office or to the Attendance Review Board, an arm of the Metropolitan Nashville Davidson County Juvenile Court.
- Excused Absence: student illness, family quarantine, death in the family, religious holiday, or family emergency when the student is needed to help with family responsibilities.
- Vacations are unexcused. Teachers are not required to give make up work.
- It is recommended that students miss no more than 7 days during the school year.

Absences

- Always bring a note when you return to school to explain your absence.
- Please send an excuse note with your child upon his/her return to school if the absence is to be excused.
- The note can be written in your native language, and our interpreters can translate it for you.
- If your child is absent for 3 or more consecutive days, they must bring a doctor's note.

- Parents may only send 3 written excuse notes per semester. After 3 parent notes, the child must bring a doctor's note for any additional absences. Excuse notes must include the student's name and the date(s) they were absent.

2/10/22

Dear Ms. Jones,

Please excuse Joe Smith from school on 2/9/22. He had a sore throat and a fever.

Thank you,

Jane Smith

When Your Child is Sick

Your child's health is extremely important to us, and we need your help in maintaining a healthy environment for all of our children. Please be

protective of your child and other children by not sending your child to school if he/she exhibits any of the following signs of illness:

- Fever above 100 degrees
- Diarrhea or vomiting

Any child with these symptoms must be kept home a full 24 hours without symptoms before returning to school.

Head Lice- If your child should become infested with head lice, it is the policy of the district that he/she may not return to school until you have obtained a statement from your doctor or the Health Department stating your child is nit-free. A student's absence will only be excused three days following being sent home for lice.

Communication with the School

- The school will often communicate by sending notes home in your child's folder.

- Be sure to check your child's folder EVERY night.
- If you would like to talk with your child's teacher, it is best to make an appointment. You can do this by sending a note (even in your own language) or by calling the office.
- Teachers can meet before or after school during their planning time, but they are not available during classroom instruction.
- The school often uses our phone system to share information with parents. The message will be read in English, Spanish, and Arabic. Please remain on the line to hear your preferred language.
- Please be sure to alert the school anytime your phone number changes.

Lakeview P.A.W.S
Positive Attitude, Act responsibly, Work hard & Show respect

School Rules

Lakeview Design Center rules for faculty, students, and visitors:

Classroom Expectations:

Positive Attitude	Act Responsibly	Work Hard	Show Respect
Stay in assigned area Bring all material to school	Use school & personal property appropriately Listen follow directions the first time Raise your hand accordingly	Complete your assignments in timely manner Come prepared & ready to work	Focus on your work so that you do not disturb others. Be truthful, polite & work cooperatively with others

Hallway Expectations:

Positive Attitude	Act Responsibly	Work Hard	Show Respect
Be kind and courteous Use finger wave as hallway greeting	Be aware of your space (3 spaces from wall, on the right, level 0 & Stop at each paw print) Keep hands, feet & objects to yourself Know where you are going	Walk purposefully to your destination Maintain a calm body	Listen and follow directions Raise your hand for an adult Level 0

Cafeteria Expectations:

Positive Attitude	Act Responsibly	Work Hard	Show Respect
Use your manners (say please thank you) Enter and Exit quietly	Raise hand when needed Get all lunch items before sitting Remain in your sit while eating Have good table manners (Food on your own tray, use utensils appropriately, throw trash in bins)	Clean your area/Put everything in trash Stay with your class Line up calmy and quietly	Cup System (Red-Level 0/ Blue-Level 1) Listen to adults & follow directions the first time.

Playground Expectations:

Positive Attitude	Act Responsibly	Work Hard	Show Respect
Show Sportsmanship (i.e. Kind word) Wait your turn patiently Resolve conflicts quietly	Take turns Use equipment appropriately (i.e., down the slide, swings front to back) Tell an adult if someone is hurt	Exercise your body Level 0 leaving and entering the building Use appropriate language	Use kind hands Listen to adults and follow directions the first time. Line up quietly & quickly

Restroom Expectations:

Positive Attitude	Act Responsibly	Work Hard	Show Respect

Wait patiently Use appropriate language	Wait your turn at level 0 One person in the stall Do your business, wash your hands and go back to class	Keep sink and floor areas clean/DO NO write on walls Always Flush Use no more than 2 pumps of soap & 2 pumps of paper towels.	Give people privacy. Keep hands and feet to yourself Throw paper towels in trash Use restroom hand single (finger cross)

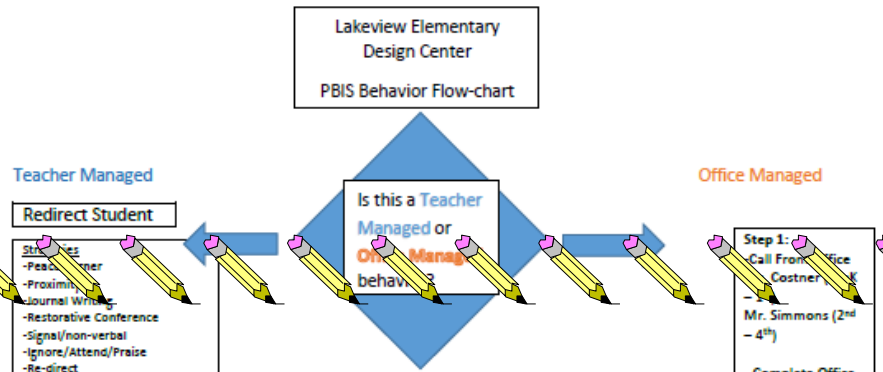
Arrival/Dismissal Expectations:

Positive Attitude	Act Responsibly	Work Hard	Show Respect
Be kind & courteous Wait patiently	Always walk calmy Have all your belongings Walk directly to your classroom at arrival Walk directly to your dismissal area with the teacher	Listen and watch attentively at a level 0 for your number or group to be called	Keep hand and feet to yourself Listen to adults & follow instructions, the first time.

Positive Reinforcement

Ticket System

1. Students Can Receive Tickets from Faculty Members for Positive Behavior
2. Bi-weekly office Drawings
3. Classroom ticket system



Toys

Toys, games, trading cards, music players, game players, headphones, and other like items should not be brought to school. If an item of this nature is brought without the teacher's permission, it will be held at school until picked up by a parent. The school is not responsible for any toys that are lost or stolen.



How to Help Your Child At Home

- Check your child's backpack and folder every night for homework.
- Homework may be different for each grade level.
- All students should read for 20 minutes every night even if there is no other homework.
- If your child is not a reader yet, you can read to him/her in English or your native language. We have books in both Spanish and Arabic available in our library for check out.
- Before starting the homework, have a conversation with your child about what he/she learned in school that day.

- Have a consistent area where your children can keep their schoolwork and supplies.
- Minimize distractions (TV and cell phones off, keep other children busy).
- Be sure your child gets to bed at a reasonable time (8:00 or 9:00PM) to ensure they are well-rested and ready to learn at school.

Emotional Support at Lakeview

If your child is struggling with a concern or problem, please reach out to our school counselors:

- Brittany Thatcher Pre-K-2 615.360.2921
- Yashica Smith – 2nd-5th 615.360.2912

They can help connect your child to a variety of services including:

- School Social Worker
- Center Stone Counselor
- Behavior Support

- Uniform Support
- Food Boxes
- And More! ☺

Get Involved at Lakeview!

We always have opportunities for parents to be involved at Lakeview. Be sure to check your child's folder for flyers for upcoming events! Opportunities include:

- Title 1 Open House
- School Choice Fair
- Family Reading and Math Nights
- Family Data Nights
- Fall Festival
- Grade Level Concerts
- Valentine's Dances

- Disney Musical
- And much, much more!! ☺

Contact the Lakeview Office Staff for more information!

615.360.2912



See here for translated calendars.

[District Calendar - Metro Nashville Public Schools (mnps.org)]