

Lakeview School



We Roar with PRIDE



Lakeview School

2018-2019

Address: [3507 Dearborn Drive Durham NC 27704](#)

Phone: 919-560-2520

Hours of Operation : 8:00 am - 2:45 pm

Office Hours: 7:30 am - 3:30 pm

Enrollment : 150

Principal: Dr. Theresa McGowan

High School Assistant Principal: Dr. Lori Bruce-Jawo

Middle School Assistant Principal: [Titus Pollard](#)

School Masot: *Lion*

Schools Colors: *Purple and Gold*

School Website- www.lakeview.dpsnc.net



A MESSAGE FROM THE PRINCIPAL AND STAFF

Dear Lakeview School Students and Parents,

Welcome to the 2018-2019 school year at Lakeview School, we believe we represent a “Lion’s Pride with a Scholar Mind”! I am thrilled to begin the school year as your principal, along with teachers and support staff is excited for your return! We are looking forward to a great year with great successes!

As we begin and move forward with our new school year, we will continue to focus on improving student achievement, addressing the social and emotional learning needs and celebrating student success! Your teachers have worked hard to prepare a rigorous academic curriculum infused with the literacy, restorative practices, and collaborative learning opportunities.

Students and parents will use this handbook as a guide at Lakeview School; it is a resource that includes expectations and responsibilities for students and stakeholders. We challenge you to live through our motto: “We roar with Pride”! Have a spectacular year!

Dr. Theresa McGowan
Principal



OUR MISSION

At Lakeview School, we are committed to empowering and enhancing students by utilizing an individualized approach that includes rigorous academics, student support services and a safe, structured setting in an effort to assist students in achieving their future goals.

Vision

Our vision at Lakeview School is to inspire students to reach their full potential while providing a safe and positive learning environment that will prepare students to transition to their base school, move on to college, or in the workforce as productive citizens.

Lakeview School is an alternative program designed for students in grades 6-12 who have a history of chronic misbehavior and/or have received long-term suspension.

There are seven different components of the school developed to address the specific needs of our students. The staff works with students and their families to design curriculum and personal behavior plans based on each individual student's situation. Students remain in the designated program for a determined period of time or until they meet stated goals and then return to their home school or a less restrictive environment.

Lakeview School empowers each student utilizing a systematic approach that maximizes academic potential, promotes life-long learning, and develops skills necessary for re-entry into a traditional setting.



Academic Courses

Lakeview offers middle school and high school core subjects (English/Language Arts, Math, Science & Social Studies), plus electives such as Art, Career Management, Culinary Arts, Health & Physical Education, Learning Strategies, OCS, Media & Webpage Design, Parent/Child Development and Personal Finance

School Components

Middle and High Schools

The middle and high school offers a range of services that include the following: middle and high school standard course of study, counseling, crisis and behavioral management, and Reading/Math Remediation. Typically, eligible students are chronically disruptive in their home school and may be offered placement in the middle or high school as an alternative to out-of-school suspension. Students receiving long-term suspensions must attend our middle/high school programs to continue their academic studies in order to receive course credit

In compliance with federal law, Durham Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age in its programs, activities, and hiring.



Administrative Support Team

Office Support Staff	Position	Email	Ext
Christy Edwards	Registrar/Case Manager/Transportation Specialist	Christy.Edwards@dpsnc.net	41231
Rochelle Satterfield	Data Manager/Records/Attendance	Rochelle.Satterfield@dpsnc.net	41275
Jennifer Floyd	Bookkeeper	Jennifer.Floyd@dpsnc.net	41211
Student Services Team			
Wanda Ceres	Middle School Counselor	Wanda.Ceres@dpsnc.net	41254
Yvette Crawford	High School Counselor	Yvette.Crawford@dpsnc.net	41255
Brandon Evans	Social Worker	Brandon.Evans@dpsnc.net	41247
Mildred Harris	Mental Health Services	Mildred.Harris@dpsnc.net	41268
Darlene Hampton	Family Specialist	Darlene.Hampton@dpsnc.net	41242
Al Hughes	ISS Coordinator	Al.Hughes@dpsnc.net	41217
Anthony Rouse	HS Behavioral Specialist	Anthony.Rouse@dpsnc.net	41241
Serena Tedder	MS Behavioral Specialist	Serena.Tedder@dpsnc.net	41272
Shawnya Spruill	Curriculum Specialist	Shawnya.Spruill@dpsnc.net	41213



LAKEVIEW MIDDLE SCHOOL SCHEDULES
Regular Bell Schedule

HR	8:00	8:15
1st	8:15	9:00
2nd	9:00	9:45
Intervention	9:45	10:25
3rd	10:25	11:10
4th/Lunch	11:10	12:30
5th	12:30	1:15
6th	1:15	2:00
7th	2:00	2:45

LAKEVIEW HIGH SCHOOL SCHEDULE
Regular Bell Schedule

HR	8:00	8:15
1	8:18	9:41
Intervention	9:45	10:30
2/Lunch	9:45	12:08
3	12:11	1:21
4	1:24	2:45



SCHOOL HOURS

- Main office hours: 7:30am-3:00pm
- Students may arrive on campus at **7:45 am and go to breakfast or report directly to class**
- Students who are wandering in the hallway after morning dismissal instead of reporting directly to class may receive one or more the following: *Silent Lunch, Detention, ISS, OSS, or other consequences.*
- When school is dismissed students should immediately report to car pool, the bus or walk home if written permission has been provided by a parent or guardian. **The school is not responsible for students who leave and go to the public library or catch the city bus. Students may not return to campus for evening events if they leave without returning with a parent or guardian.**

SCHOOL VISITORS

All visitors must enter through the front entrance near the main office. Visitors **must check in at THE Lobby Guard and wear a signed badge. No visitor should go directly to their prearranged conference until instructed by office personnel. No visit should interrupt classroom instruction and all conferences as well as visits should be prearranged with the teacher.**

Safety and liability concerns prevent Lakeview from allowing former students and family guests to visit the campus during the school day.



Rev 5.23.18

DURHAM PUBLIC SCHOOLS – 2018/2019 TRADITIONAL CALENDAR
181 DAY STUDENT/STAFF CALENDAR

JULY 2018							FIRST DAY AUGUST 27, 2018		LAST DAY JUNE 11, 2019		JANUARY 2019						
5	M	T	W	TH	F	5	AUGUST August TBD, New Teacher Workdays August 17, 20, Teacher Workday August 21, Required Teacher Workday August 22, Required Workday—Central Office August 23, 24 Teacher Workdays August 27, First Day of School SEPTEMBER September 3, Labor Day Holiday September 19, Early Release Day OCTOBER October 17, Early Release Day October 26, End of Quarter October 29, Teacher Workday NOVEMBER November 12, Veterans Day Holiday November 21, Teacher Workday November 22, 23 Thanksgiving Holiday DECEMBER December 5, Early Release Day December 24, 25, 26 Winter Holiday December 27, 28, 31 Annual Leave JANUARY January 1, New Year's Day Holiday January 2, 3 Annual Leave January 4, Teacher Workday January 18, End of Quarter January 21, Martin Luther King, Jr. Holiday January 22, Teacher Workday FEBRUARY February 13, Early Release Day MARCH March 13, Early Release Day March 22, End of Quarter March 25-29, Spring Break for Students/ Annual Leave for Teachers APRIL April 3, Early Release Day April 18, Teacher Workday April 19, Spring Holiday MAY May 1, Early Release Day May 27, Memorial Day Holiday JUNE June 11, Last Day of School June 12, Required Teacher Workday June 13, Teacher Workday INCLEMENT WEATHER DAYS October 29 January 4 January 22 April 18 CALENDAR KEY: 🏠 First/Last Day of School A Annual Leave H Holiday ● End of Quarter ER Early Release I Inclement Weather NT New Teacher Workday W Teacher Workday RW Required Teacher Workday				5	M	T	W	TH	F	5
1	2	3	4	5	6	7					6	7	8	9	10	11	12
8	9	10	11	12	13	14					13	14	15	16	17	18	19
15	16	17	18	19	20	21					20	21H	22W	23	24	25	26
22	23	24	25	26	27	28					27	28	29	30	31		
29	30	31									FEBRUARY 2019						
AUGUST 2018											5	M	T	W	TH	F	5
5	M	T	W	TH	F	5					3	4	5	6	7	8	9
			1	2	3	4					10	11	12	13ER	14	15	16
5	6	7	8	9	10	11					17	18	19	20	21	22	23
12	13	14	15	16	17W	18	24	25	26	27	28						
19	20W	21RW	22RW	23W	24W	25	MARCH 2019										
26	27🏠	28	29	30	31	5	M	T	W	TH	F	5					
SEPTEMBER 2018												1	2				
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						1	10	11	12	13ER	14	15	16				
2	3H	4	5	6	7	8	17	18	19	20	21	22	23				
9	10	11	12	13	14	15	24/31	25A	26A	27A	28A	29A	30				
16	17	18	19ER	20	21	22	APRIL 2019										
23/30	24	25	26	27	28	29	5	M	T	W	TH	F	5				
OCTOBER 2018												1	2				
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7	8	9	10	11	12	13	17	18	19	20	21	22	23				
14	15	16	17ER	18	19	20	24/31	25A	26A	27A	28A	29A	30				
21	22	23	24	25	26	27	MAY 2019										
28	29W	30	31	5	M	T	W	TH	F	5							
NOVEMBER 2018												1	2				
5	M	T	W	TH	F	5	3	4	5	6	7	8	9				
				1	2	3	10	11	12	13ER	14	15	16				
4	5	6	7	8	9	10	17	18	19	20	21	22	23				
11	12H	13	14	15	16	17	24	25	26	27	28	29	30				
18	19	20	21W	22H	23H	24	JUNE 2019										
25	26	27	28	29	30	5	M	T	W	TH	F	5					
DECEMBER 2018												1	2				
5	M	T	W	TH	F	5	3	4	5	6	7	8					
						1	9	10	11	12RW	13W	14	15				
2	3	4	5ER	6	7	8	16	17	18	19	20	21	22				
9	10	11	12	13	14	15	23/	24	25	26	27	28	29				
16	17	18	19	20	21	22	30										
23	24H	25H	26H	27A	28A	29	CALENDAR KEY:										
30	31A						🏠 First/Last Day of School	A Annual Leave	H Holiday	● End of Quarter	ER Early Release	I Inclement Weather	NT New Teacher Workday	W Teacher Workday	RW Required Teacher Workday		

Note: The last day of school is an Early Release Day.



Student Class Supply List

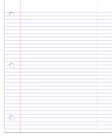
(Teacher may request additional materials at Open House)

Things you need for class...

1. One 3” Ring Binder



2. College Rule Notebook Paper (3 packs)



3. **Red** Composition Book- **Social Studies**
4. **Yellow** Composition Book -**ELA**
5. **Green** Composition Book -**Science**
6. **Blue** Composition Book -**Math**



7. Two additional Composition Book for Electives



8. Pencil Holder, Pencils, Pens, Yellow Highlighters





ATTENDANCE

Classroom progress can only be achieved when students are in attendance every day. The following are the only legally excused absences from school:

- Illness or injury which makes the student physically unable to attend school
- Isolation ordered by the State Board of Health or the Wake County Health Department
- Death in the Family
- Medical, dental or other appointment with a health care provider approved in advance
- Court when a student is under subpoena
- Religious observances, with prior approval
- **ANY OTHER ABSENCE MUST BE EXCUSED BY THE SCHOOL PRIOR TO THE ABSENCE.**

BEFORE SCHOOL

The school day at Lakeview School starts at 8:00 a.m. Students who arrive at school after 8:00 a.m. must sign in at the Lobby Guard to receive a pass.

Tardies excused under the attendance policy and those which are bus related will be excused; all others are considered unexcused.



AFTER SCHOOL

School dismisses at 2:45 pm. All students will wait for their bus numbers to be called in their classroom. Car riders and walkers will remain in their classrooms and will be released after buses have departed the school grounds.

WALKERS/CAR RIDERS

Students who plan to walk or bike home from school should have a letter on file in the main office from their parents giving them permission to do so. If students are car riders, they should make arrangements to be picked up in the main parking lot, **not the bus stop or church parking lot.**

STUDENT SERVICES

The purpose of the Student Services program is to help with educational and personal difficulties. To make an appointment with your grade level counselor, students should go to Student Services and complete a referral form. Counselors will contact students as soon as possible. **Students may not go to Student Services without a teacher's written permission.** Parents are encouraged to call Student Services at 560-2450.

MEDICATION

All medications must be kept in and dispensed from the medical dispenser in Student Services. School personnel are not allowed to dispense any medication, including aspirin or similar products, unless it is sent from home with parental permission. **Form 1702** must be completed by the student's doctor and kept on file in the office for students who take prescription medicine. Prescription medicines **must** be brought directly to Student Services by parents/guardians. All over

the counter medications should be sent directly to the office with a note from parents. Students are responsible for going to Student Services to take their



medication at the appropriate time. *Sharing or distributing medication may result in OSS.*

Students cannot have any kind of medication in their possession at any time during the school day.

HEALTH POLICY

A parent will be notified when a child is running a fever, vomiting, has diarrhea and for all head injuries. If the child's parents cannot be reached, the emergency phone number on his/her card will be called.

A CHILD MAY STAY IN THE FRONT OFFICE FOR 30 MINUTES BUT THEN MUST RETURN TO CLASS OR A PARENT WILL BE CONTACTED TO PICK HIM/HER UP. STUDENTS WHO RUN A FEVER, VOMIT OR HAVE DIARRHEA WILL NEED TO GO HOME.

It is vital that we have accurate information on how to reach both parents, plus at least two other people who will accept responsibility for the child if he/she is injured or sick at school. If during the year there are changes, (i.e. changes in job telephone number), please notify the office so we can keep our records up-to-date.



In the event of illness or serious accident, the parent will be notified at once and arrangements made for the child to be taken home or his/her physician. If the parent cannot be reached, the child will be taken to the nearest hospital emergency room or to the child's physician.

Children should be kept home when the following symptoms are present: **fever, diarrhea, nausea, vomiting, red and watery eyes with drainage, severe headache or undiagnosed rash. CHILDREN SHOULD REMAIN AT HOME UNTIL SYMPTOM-FREE (without benefit of medication – e.g. Tylenol for fever) FOR 24 HOURS.**

ACADEMICS

There are many ways to remain informed as to the progress of students.

- Parents are requested to check this agenda daily and discuss homework assignments with their child.
- In addition to scheduling conferences to discuss progress, many parents find it convenient to send notes, emails or call teachers to check on student progress. Conferences for teams can be set up with the administrative assistant.
- Parents are also encouraged to review Powerschool with their students.
- Students are allowed to make up work whenever absent from school.



INTERVENTION / ENRICHMENT TIME

Is a daily 30/60 -minute period which provides students additional instructional support in core and elective courses, test/quiz preparation, assessment make-up, free reading, time to work on homework, enrichment, organizational support and other assistance and student led conferences.

GRADING POLICIES

Meaningful evaluation shall include consideration of all activity that has occurred during a particular evaluation period. Such activities should include homework, projects/ reports, class participation and classwork. Formative assessments will count 20% of the student’s grade.

Summative assessments will count 20% of the student’s grade. Summative assessments include tests and major assessments.

Letter grades have the following values:

GRADING SCALE AND PROMOTION/RETENTION

Letter Grade	Numerical Average	Description
A	90 – 100	<i>Excellent</i>
B	80 – 89	<i>Above Average</i>
C	70 – 79	<i>Average</i>
D	60 – 69	<i>Poor</i>
F	0 – 59	<i>Failing</i>

Lakeview School adheres to the guidelines set forth by the Durham Public Schools Board of Education. See *DPS Board Policy 4100, 4101, 4102, 4103, 4104.*



POWERSCHOOL

Parents and students can access grades and attendance through the online services of PowerSchool. PowerSchool is an extremely important tool which allows parents and students easy access to information about current academic progress and performance in each course. Parent and student log-in information can be obtained through Student Services.

CONFERENCES

In order to maintain a full day's instruction for students, parents need to schedule all conferences in advance. All administrative conferences should be scheduled in advance through the MS/HS Counselor.

To schedule a conference with your child's teachers, call either the main office or Student Services at and leave a message for your child's counselors. To schedule a conference with one of the administrators, please leave a message for them in the main office.

PROCEDURE FOR CONTACTING SCHOOL PERSONNEL

When questions arise about classroom discipline, policies or grades, ***the first recourse for any parent is to contact the teacher to clarify the situation.*** Following this, if concerns continue about an issue, parents should contact the grade level administrator. The principal of the school is available should concerns continue after meeting with the teacher and grade level administrator.



EMERGENCY DRILLS

To ensure a quick and safe evacuation from the school building, emergency drills are held throughout the year. Instructions are posted in each classroom indicating how to evacuate the building. When the alarm sounds, everyone should walk without talking to the designated area and remain there until given further instructions. Students are expected to behave appropriately and follow all directions during drills. In addition, the school may have lockdown drills, safety checks, and tornado drills.

SUBSTITUTE TEACHERS

A substitute teacher is an educator whose impressions of our school will be carried to other schools and the community. The best impression of our school is conveyed to others, students are expected to be epically cooperative, helpful, and considerate when there is a substitute teacher in any class.

VALUABLES AT SCHOOL

It is strongly recommended that students do not bring valuable personal items such as money, cellphones , jewelry, etc. Each student is responsible for his/her valuables; the fewer problems arise from missing articles or theft. **The school assumes no responsibility !!!**

LOST AND FOUND

- Students should bring or report all lost and found items to Student Services.
- Simply “finding” an item does not mean students can claim ownership.
- If a student has lost any items while on campus, please check the “Lost & Found” in Student Services.

HALL PASSES



Students are required to have their teacher's hall pass whenever they are not with their class. Hall passes do not allow students to roam the halls. Students should go to the location instructed and return to their class in a timely manner. Hall passes must be given directly to the teacher who assigned the pass. No hall passes can be kept by a student.

TEXTBOOKS

All textbooks are loaned to students to use during the school year. Textbooks are to be kept clean and handled carefully. Please be sure your name, grade, and teacher are written on the book label in case the book is misplaced. Students are required to pay for lost, stolen or misplaced books.

CURRENT CONTACT INFORMATION

Students are expected to know their parents' home and work phone numbers so parents can be reached in case of an emergency. Please inform the main office or data manager if your address or phone number changes during the year.

MULTIPURPOSE LAB

Appropriate Use: All students are expected to exercise good judgment, use computer resources in an appropriate manner and adhere to school system policies as well as all applicable rules and regulations.

Specifically prohibited: Commercial use; Political use; Illegal or harassing use-Illegal use includes threatening another person or intentionally abusing, annoying or embarrassing another person.

Inappropriate Use: Includes using another's ID or password as well as plagiarism.



School system networks may not be used for purposes such as downloading entertainment software or music programs. Inappropriate use will result in lost iPad usage for the entire semester.

LAKEVIEW SCHOOL EXPECTATIONS

The faculty and staff of Lakeview believe that we must have a positive, safe environment where adults and students demonstrate mutual respect and trust. Through a partnership of students, school personnel, parents, and the community, appropriate behavior will be expected, taught, and reinforced.

All students are responsible for complying with and are expected to be familiar with the **DPS Code of Student Conduct** and DPS Board Policies governing student behavior and conduct. All **Code of Student Conduct Policies** are contained in the **DPS Student/Parent Handbook**, which is distributed to all students and parents at the beginning of each school year or upon enrollment in the DPS. If there is a conflict between the rules expressed in this agenda and the Code of Student Conduct Policies, the DPS Code of Student Conduct policies shall take precedence.

- The **DPS Code of Student Conduct** prohibits students from possessing any weapon, facsimile of a weapon or other object that can reasonably be considered a weapon.
- Students shall not possess tobacco or related products, alcohol, illegal drugs or intoxicants, gang paraphernalia or other items that represent a direct threat to the safety and security of students and staff at Lakeview School.



- The members of the Lakeview community expect students to complete all of their work to the best of their ability, to treat everyone with dignity and respect, to behave appropriately, **and to take responsibility for their actions.** Adults are expected to be role models of appropriate behavior and treat students with respect and dignity.
- Cell phones, iPods, and other electronic devices should be turned off in accordance with DPS policy and put in lockers or book bags upon arrival on campus. If these items are in use during the day, they will be confiscated and a parent or guardian must come to pick the phone or device up.
- No phone or device should be seen or out during the school day even lunch time. All devices seen and out will be taken.
- Parents should not text or call students during the school day. No exceptions will be made for any calls. If there is an emergency, parents should call to the main office.
- Disrespectful behavior and the use of profanity are unacceptable at Lakeview School. All faculty, staff and administrators will be treated and spoken to in an acceptable tone, manner, and with respect.
- **Assemblies:** Students are expected to sit with their class/teacher. Students should show respect for presenters by not talking, yelling, calling out or otherwise distracting from the assembly and should remain seated until dismissal.
- **Multipurpose/ Computer Lab:** Be polite and considerate of people and materials. Students may not have food, drinks, gum or candy in the multipurpose and computer lab. Individual students must have a pass from a teacher to come to the multipurpose and



- computer lab during the day. Students must follow established procedures for checking out books and materials.

STUDENT DRESS CODE

Lakeview's expectation is for all students to be appropriately dressed each day to maximize learning and teaching in all classes. Clothing that detracts from the learning environment will not be allowed. *Students will be asked to change into alternative clothes or parents will be called for a change of clothes to be delivered to the school. Students not meeting the dress code will be sent directly to ISS. Repeat offenders could receive multiple days of ISS or OSS.* Therefore, in accordance with DPS Board Policy 6410, Lakeview students will comply with the following dress code expectations and **shall refrain from wearing the following:**

Dress Code:

- Clothing may not be worn in such a manner as to reveal underwear, cleavage, or bare skin between the upper chest and mid-thigh
- Sleeveless shirts must be 4 fingers wide. No spaghetti straps, strapless tops, halter tops, see-through or mesh garments. No crop tops are allowed or other shirts that have midriff section exposed.
- Pants must be worn at the waist—no sagging pants for guys or girls.
- Skirts and shorts shorter must be mid-thigh in length.
- No holes in pants above the knee – *even if student is wearing something underneath*
- No headbands or scarves can be worn in school.
- No handkerchiefs/bandanas of any style or color are allowed to be worn in the school.



- Hats, caps, hood, sweat bands, bandannas, or other headwear may not be worn in the school building
- No clothing or any item with pictures of guns, drugs, alcohol, gang symbols, sexual connotations, or offensive language will be allowed on school campus.
- *The principal may make reasonable accommodations to the policy based upon a student's religious beliefs or medical conditions.*
- *Please refer to the DPS Dress Code under Policy #4301.*

This policy shall also apply to students at all times *on Durham Public Schools' Board of Education property*; on all school buses, after school events and games, as well as on other school vehicles. This policy does not apply to school sanctioned uniforms and costumes approved by the principal for athletic, choral or dramatic performances.

BUS EXPECTATIONS

According to DPS Board Policy 6400, "To ride a bus is a **privilege and not a right**. Based upon a student's conduct the privilege may be taken away." The following guidelines are necessary to provide the safest and most comfortable conditions possible for students who ride the bus.

1. The bus driver is in charge of the bus and ***student MUST obey the bus driver at all times.***
2. If assigned, students must sit in assigned seats at all times with arms and heads inside the bus.
3. Anything that compromises student safety will not be permitted on the bus, including but not limited to, eating, drinking, spraying perfumes/colognes, horseplay, wrestling, fighting,



4. throwing objects on the bus or out of the bus windows, and standing while the bus is in motion.
5. Students should maintain a reasonable noise level on the bus.
6. Students must ride their assigned bus and *may only get on or off the bus at their designated bus stop.*

BUS SUSPENSIONS

Violation of bus rules may result in temporary or permanent suspension from the bus. Every attempt will be made to notify the parents of the occurrence and number of days the student is suspended from the bus. **When a student is suspended from their assigned bus, they are not allowed to ride any other Durham Public School bus. Riding the school bus is a privilege.**

LAKEVIEW SCHOOL DISCIPLINE PLAN 2018-2019

Students, teachers, administrators, counselors and parents share the responsibility for administering the Lakeview School Discipline Plan consistently on a daily basis. In order for every student to have the opportunity to reach his or her potential, each student shall:

- Arrive on time each day with all required materials, complete assignments on time and work to his/her full potential
- Behave in a manner that does not disrupt classroom learning or the operation of the school
- Comply to directives from teachers, administrators and other school staff
- Refrain from aggressive or threatening behavior towards fellow students, teachers, or other school staff

- Refrain from the possession or use of any weapons (*this includes toys*) illegal drugs, alcohol or tobacco products



Lakeview School Classroom Behavior Expectations and Rules

PBIS “*Lion Pride*”

- **Preparation** –Be on time with all required materials
- **Respect**- Respect yourself, others and property in your language, behavior and attitude
- **Integrity**- Be honest, be true, take responsibility for your words & actions
- **Determination**- Persevere in all you do and maintain a positive attitude
- **Excellence**- Choose success and challenge yourself and others to go above and beyond

Consequences for Minor Infractions

1. Warning
2. Behavior Redirection (seat change, reflection activity, or conversation w/student)
3. Parent contact (email, text, phone)
4. Team Bouncing (no more than 3 bounces a week) and parent contact (email, text, phone)



5. Student Conference with Team and Parent
6. ISS and parent contact (email, text, phone)
7. Office Referrals

ISS – In School Suspension

In school suspension is a program of discipline and guidance designed to provide assistance to students in an isolated school setting. Students receive their regular classroom assignments. Failure to comply with the rules and procedures of ISS may result in an out-of-school suspension.

Positive Behavior Interventions & Support (PBIS) Goals

- Reduction of discipline referrals and suspensions
- Increased attendance
- Increase staff morale and retention
- Increase instructional time for students most at-risk for school failure
- Improve overall school climate
- Increase parent involvement

Shared Responsibility

Students: Throughout the year, you will be expected to assume the following responsibilities:

1. Be on time and present for class each day with the required materials
2. Treat all school staff and fellow students with respect
3. Demonstrate respect for the school by taking care of the facilities, property and equipment, and the property of others
4. Be a positive representative of the school at all times



5. Comply fully with all school and classroom policies, procedures and rules

Students who are placed in ISS or OSS will not be permitted to attend school functions, including but not limited to, dances and athletic events during the time the student is serving ISS or OSS.

Teachers: A preventative approach to discipline communicates to students that the focus of the school discipline process is to promote success and not to inflict punishment. Teachers should take proactive measures to prevent minor infractions, including but not limited to, behaviors observed in and out of the classroom such as excessive talking, extraneous noises, inappropriate comments, name calling, not following teacher directions, horseplay, disrupting the halls and breaking classroom rules.

Administrators and Counselors: The administrators and counselors have a shared responsibility for contributing to the maintenance of an educational environment conducive to teaching and learning throughout the school building. This orderly environment with high expectations for both students and teachers provides for the total growth and development of all students.

Parents: Administrators, faculty, staff members and parents have a shared responsibility for assisting in the total growth, development and maturation of all students. Parents are expected to be involved in the educational and social experiences of their children. Parents who attend



parent/teacher conferences and extra-curricular activities form a partnership with the school and staff that enhances the quality of their child's learning experiences.

The parent must assume responsibility for the student's regular attendance to school and class. Students must regularly attend school and be on time to each class in order to maximize instructional benefits. Parents are encouraged to visit the school during the school year; however, they must sign in at the front office before visiting throughout the school. Parents may call the school to schedule a conference with the student's teachers during the teacher's planning period or after school. The administrators and counselors are available as their daily schedules permit.

School-Wide Minor Offenses

Minor offenses will be handled by a student's team/teachers using the minor offenses listed above. These offenses can also result in assignment to ISS or OSS in aggravating situations.

School-Wide Major Offenses

Committing a major offense will result in out of school suspension (OSS) and possible legal action.

STUDENT REGULATIONS

1. Car riders must be picked up during normal school days at **2:45 pm**.
2. Students should remain quiet during announcements, school assemblies, fire drills, and other drills.
3. Electronic devices including, but not limited to music players, beepers, cell phones, laser pointers, and electronic games must be left at home. These items will be confiscated and



returned to parents. Parents will be called to retrieve items. Repeat offenses could result in ISS. **The school accepts NO RESPONSIBILITY for theft or loss of these items banned by this policy and will not reimburse students or parents if items are stolen or lost.**

4. Students will not be allowed to chew gum at school.
5. Refrain from inappropriate displays of affection (including, but not limited to kissing, embracing, and holding hands).
6. Students in the halls *must have a hall pass at all times*.
7. Students are expected to complete their own assignments.
8. Inappropriate behavior at assemblies may result in the student being banned from future assemblies.
9. No items (food, games, toys, cards, dice etc.) are to be sold or traded at school.
10. Students must be signed out by parent(s)/legal guardian(s) or emergency contacts only. A picture I.D. will be required.
11. When waiting for the school bus at the designated school bus stop location, , students are expected to abide by the same rules and regulations that apply while at school.
12. Students who ride public transportation home from school must have parental permission to do so.
13. **Students who are not riding a school bus home are prohibited from being in the bus lot after the closing bell. Students who are waiting on carpool must report directly outside to the front of the school. Students may not re-enter the building once they are in the bus lot or outside for carpool.**



Student/ Parent Handbook Acknowledgement Form

I, _____, (*student's printed name*) have read and understand the student / parent handbook. I understand that I am responsible for following the guidelines and expectations of Lakeview School.

Parent Name (Please Print) _____

Parent Signature: _____

Student Name (Please Print) _____

Student Signature: _____

Date: _____