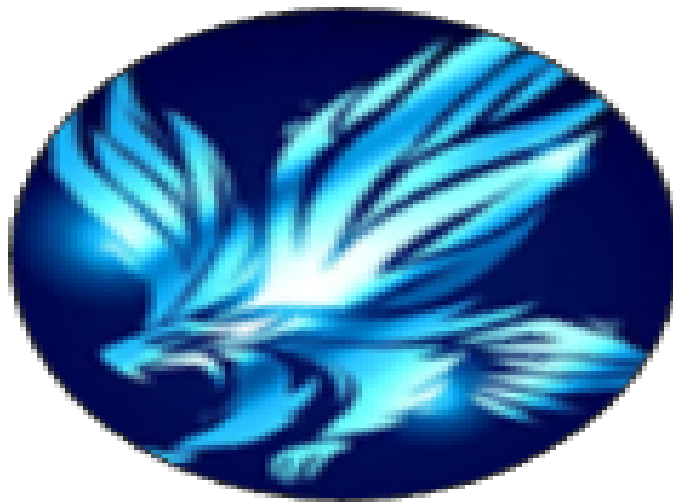


# DPLC/HOLTON 2022-2023 Student and Family Manual



Home of the Phoenix  
#WeRise! #PhoenixForward  
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Follow us on *Twitter* @DPLCWeRise and on *Instagram* @dplcwe\_rise

# About DPLC/Holton

## **DPLC/Holton Vision**

The faculty and staff of the Durham Performance Learning Center and the Holton Career and Resource Center are committed to support every student to graduate prepared to be successful beyond high school.

## **DPLC/Holton Mission Statement**

The faculty and staff of the Durham Performance Learning Center and the Holton Career and Resource Center will strive to ensure that students achieve at their highest potential, regardless of gender, ethnicity, ability, or socio-economic status. Our mission is to provide a safe environment for learning where every student makes continuous progress and is prepared for a productive future. We are committed to support every student until graduation and beyond as they pursue higher education, enlistment in the military, or employment in a career field.

## **DPLC/Holton Creed**

We believe that anyone who has an active desire to change his/her circumstance deserves the opportunity to work toward that goal.

We believe that knowledge and success stem from a quality, personal education, the courage to face our fears, our failures, and our past and move beyond them, the ability to see a new path when the one we're traveling compromises who we are and how we see ourselves, and a resilience that finds us firmly on our feet when we stumble along the way.

We believe that the lessons we learn here are for us in part but for others on the whole.

We believe that anything worth having should be difficult to get.

We believe that positive contributions to our community and school will only breathe more life into all the things we will accomplish.

We believe that our experiences do not dictate who we are or who we will become.

We believe that it is our right to strive for the greatness we know we can achieve.

We believe that the sky is the limit. We are the Phoenix, WE RISE!

# Calendars and Learning Schedules

[DPLC/Holton 22-23 Learning Schedules](#)

[Traditional Calendar 2022-2023](#)

[Friday School Calendar 22-23](#)

[Progress Report and Report Card Calendar 22-23](#)

# Student Policies & Procedures

In order for DPLC/Holton to operate smoothly and efficiently, the following procedures have been established.

## School Safety Procedures

One of the most important jobs we have is keeping our students safe. Our school is in a multi-use facility. As such, it is very important that we know where our students are at all times and that we are aware of who is in our hallways.

In addition to participating in drills and knowing proper exit and lock down procedures, all students and staff are charged with adhering to day to day safety protocols.

- Immediately report unfamiliar people in the hallway to administration, the SRO, and/or the Main Office.
- Do not wander into restricted areas.
- Report any unusual activity to administration, the SRO, and/or the Main Office.

## Attendance

According to DPS Policy 4103, students shall attend school regularly. Students shall be considered truant and subject to discipline whenever they are absent from class or school without a valid excuse.

When a student must be absent from school, the parent/guardian should contact the Main Office or the student's Advisor as soon as possible. Upon the student's return to school the parent/guardian should send a note that includes the reason for the absence(s), the date(s) of the absence(s), the parent's signature, and a telephone number and/or email address where the parent may be reached. Notes are to be turned in to the Main Office on the first floor.

## Behavior

Students at DPLC/Holton are expected to exemplify the characteristics of a Phoenix because WE RISE. Our behavior expectations are detailed in [PBIS Matrix](#). Students will be rewarded and celebrated for behaviors typical of a rising Phoenix.

W: Work hard

E: Engage with your teachers and in your classes.

R: Respect everyone and expect respect in return.

I: Integrity should underlie all interactions.

S: Stay on task.

E: Exemplify excellence in all.

Students that choose to behavior that does not reflect the characteristics of a rising Phoenix will be subject to disciplinary action according to our [DPLC/Holton Behavior Matrix](#).

## Academics

We are dedicated to success academically! See below on page 10!

## **Campus Boundaries**

Durham Performance Learning Center is located in a multi-use building, as such it is important that DPLC/Holton students remain in designated locations at all times. The areas listed below are restricted zones. Students that violate the campus boundaries policy will be subject to disciplinary action.

### **Restricted Zones: Students are not allowed in these areas without staff supervision .**

- Parking Lot-Students cannot return to the parking lot during lunch or during the school day.
- DATA Bus Stop-Students can access for transportation when leaving school only.
- Gymnasium
- Second Floor-Durham Parks and Recreation
- Elevator-students are not permitted to use the elevator.

## **Student Sign Out Procedure**

- A parent or guardian must report to the Front Desk on the First Floor to sign out their student early. (Policy 4108)
- A parent or guardian must call the Main Office for students that are aged 18 or over to sign out early.
- If the student is not present for ½ of the class period, the student will be marked absent.
- Students under the age of 18 are not allowed to sign out without a parent or guardian. If this occurs, students are subject to disciplinary action and parents will be notified.
  - 1st Time: Office Referral/1 Day Restorative Center/Student Conference /Parent Call
  - 2nd Time: Office Referral/ 2 Days Restorative Center/ Student Conference/Parent Call
  - 3rd Time: Office Referral/ 1 Day OSS with Parent Conference
  - Further Offenses will warrant more severe disciplinary action..

## **Positive Behavior Intervention and Support-#WeRise!**

Positive Behavioral Interventions and Support helps all staff to share a clear set of school wide expectations for behavior for students with incentives, recognitions, and celebrations for success. This how our students RISE!!

### **[PBIS Matrix](#)**

## **Ride-Sharing**

- Students are not allowed to participate in ride-sharing without parental consent.
- Parents should call the Main Office if your student is to be transported away from school using Uber, Lyft, or a ride-sharing app. The same sign-out procedures apply.
- **Parents/guardians assume all responsibility if they allow their student to participate in ride-sharing.**

## **Student Parking**

**Please read the information below for the rules and policies for parking on DPLC/Holton's campus.**

- Students do not have to pay to park on Holton's campus. However, each student must register their car to park on campus.
  - Sticker must visible on the dashboard and easily accessible and seen.

- Sharing registration stickers is not allowed and repeated offenses will result in punishment.
- Sticker must be on your registered vehicle with the school.
- Loitering in the parking lot is not allowed.
- While the student's automobile is parked on DPLC/Holton property it can be searched by administration or law enforcement officers at any time if there is a suspicion of a policy violation that requires that my car be searched.
- The student driver must hold a valid NC driver's license.
- If the student is practicing unsafe driving of any kind, to be determined by off duty officers or administration, it may result in disciplinary action..
- Students are not allowed in the parking lot during class time or lunch.
- Durham Public Schools nor Durham Performance Learning Center is responsible for any theft or property damage that occurs on school property.

### **Smoking/Vaping/Tobacco Use**

The use of **ALL** tobacco and tobacco products is prohibited on Durham Public School campuses.

**Smoking and vaping is not permitted anywhere on campus or at school-related functions.**

### **Fire Drills**

Staff and students will participate in monthly Fire Drills as required by law. Students must exit the building quietly. Classes will assemble across the parking lot in the athletic field and teachers will take roll. Students are to remain with their teacher until the "all clear" is sounded to return to the building.

### **Lock- In and Lock-Down**

Emergency preparedness drills will be conducted during the year to instruct students about safety procedures to follow in the event of an emergency situation. Should an emergency situation arise on campus or in the nearby community, our school will go into a "LOCK IN" or "LOCK DOWN." An announcement will be made over the intercom to alert students and staff.

#### **During a Lock-In**

- Students should quickly go to the nearest classroom.
- The teacher will close and lock the door.
- No one will be allowed in or out of the classroom.
- The class will go on as normal.
- The school will remain in Lock In until the all clear is given.

#### **During a Lock-Down**

- Students should quickly go to the nearest classroom.
- The teacher will close and lock the door.
- No one will be allowed in or out of the classroom.
- Teachers will move students to a space in the room that is not visible through the classroom doors or windows.
- Students must remain quiet.
- The school will remain in Lock Down until the all clear is given.

### **Severe Weather Drills: Tornado and Earthquake**

Severe weather drills are conducted to instruct students about safety rules to follow during a hurricane or tornado. Severe weather drills are announced over the intercom system. Students should report quickly and quietly to the designated areas as directed by their teachers. Students will be instructed to get into a protective position and remain there until the conclusion of the drill.

### **Emergency School Closings**

If an emergency or severe weather conditions arise, school will be closed. Notification of closing of school will be sent via radio, television, the DPS website, and DPS phone messages. Please ensure that you have updated your home phone number and email address with our Data Manager, Ms. Lee, so that you receive all messages.

# DPLC General Information

## **Our Building**

DPLC/Holton is located in a mixed use building with two public entities. Durham Parks and Recreation (DPR) is located on the 2nd Floor and is open to the public daily. Durham residents visit DPR throughout our school day, however, visitors to DPR are confined to the 2nd Floor. Duke Clinic is located on the 1st Floor. Durham residents make appointments for general medical treatment and visit the clinic daily.

**DPLC/Holton students are not allowed access to DPR during the school day. In order for DPCL students to visit the Duke Clinic, students must be registered with Lincoln and make an appointment.**

## **School Supplies**

Students will be provided laptops in each class for in school use to complete their online coursework. Students should be prepared for class everyday with laptops, notebooks, paper, pencils, and other needed materials. **If you need assistance with school supplies, please contact Student Support Services.**

## **Personal Belongings**

Students are responsible for personal belongings brought to school. Students are strongly encouraged not to leave phones, chargers, purses, bookbags, jackets, or other belongings unattended. If the items are lost or stolen, the school is not responsible for replacement.

## **Advisory**

All students benefit from a significant relationship with an adult. DPLC/Holton has an Advisory Program where each advisor will meet with their students individually and in small groups on a weekly basis. Such relationships foster increased success and support student needs throughout high school. Active participation in the advisory program promotes a sense of belonging to the wider school community. Students meet with their Advisory according to the.

## **Positive Behavior Intervention and Support-#WeRise!**

Positive Behavioral Interventions and Support helps all staff to share a clear set of school wide expectations for behavior for students with incentives, recognitions, and celebrations for success. This how our students RISE!!

[PBIS Matrix](#)



### **Before School**

The school day for DPLC is from 9:15 am until 4:15 pm. Students should not arrive on campus before 9:00 am and should be in their first period class by 9:15 am. At 9:00 am, students may pick up breakfast in the CAFETERIA and report to their first class of the day. .

The school day for Holton Barbering and Cosmetology students is from 12:31 pm until 5:30 pm. Students should not arrive on campus before 12:31 pm unless they are enrolled in DPLC. Students will report to the cafeteria for lunch upon arrival and to class by 1:016 pm.

**Students are not allowed to leave campus for any reason once they arrive at school unless they are properly signed out by a parent/guardian.**

### **After School**

Students are expected to leave campus no later than 15 minutes past the end of the school day. DPLC/Holton does not offer extracurricular activities.

### **Breakfast**

We believe that no student should start his or her school day hungry so every child enrolled in Durham Public Schools can **receive a healthy breakfast, absolutely free**. No forms to fill out or documents to sign. Breakfast is served at PLC between 9:00 am and 9:35 am.

### **Lunch**

Lunch is served in the cafeteria daily. Students are also allowed to bring a packed lunch from home. Students should NOT gather or eat in the stairwells, locker rooms, or bathrooms during lunch. Students may gather and eat lunch in the following locations: cafeteria, outside under the breezeway, or the courtyard.

A Parent or Guardian can bring lunch to students during lunch time. Parents/guardians must give the food directly to the student. Staff members are not allowed to accept outside food and drink from parents to give to students. Students can order off campus food during lunch only. Students cannot leave campus for lunch.

### **DPLC/Holton Transportation**

School bus transportation is a privilege and a service to assist students in getting to and from school. Students may only ride their assigned bus. If they need to ride another bus, prior to lunch, they must submit a signed note from a parent or guardian to the Main Office staff stating the reason and location of where the student is to be transported along with a contact phone number.

DPLC/Holton students will be picked up from their home bus stop and transported to their base high school. The students will then board a bus from their base high school to DPLC/Holton. At the end of the school day, DPLC/Holton students will board a bus to from their DPS region that will take them directly home.

DPLC/Holton students are expected to remain in designated areas upon arrival at their base high school and at DSA. Students that stray outside of designated areas will receive disciplinary action.

# Academic Achievement

## **Teaching and Learning**

DPLC/Holton teachers implement the blended learning model, which uses technology as well as traditional classroom elements to meet students wherever their individual needs may be. This can contribute to higher test scores, lower dropout rates, and higher achievement for all students. Additionally, students have the opportunity to complete many of their classes early by working at an accelerated pace (except EOC courses). This can allow them to earn more credits than would be possible at a traditional school. The blended learning model also allows our students to have access to their coursework 24 hours a day with internet access.

## **Learning Management Systems**

Durham Performance Learning Center utilizes several learning management systems to deliver course material to our students. Parents can access their student accounts with the student username and password. Please contact our School Counselors for access. Specific classes also utilize other websites to supplement and enhance the student learning experience. All of these sites can be accessed from home through any internet enabled device to allow students the opportunity to accelerate through course material.

## **Grading Policy**

Durham Public Schools students are graded on a Ten-Point Grading Scale listed below.

- A= 90 – 100
- B= 89 – 80
- C= 79 – 70
- D= 69 – 60
- F= 0 – 59 (No credit)

## **Promotion Requirements**

For every course you pass, you earn 1 credit.

- 9th grade students must earn 6 credits to be promoted to the 10th grade.
- Students must earn 12 credits to be promoted to the 11th grade.
- Students must earn 20 credits to be promoted to the 12th grade.
- Students must earn 22/28 credits for graduation

## Graduation Requirements

Content Area	Future Ready Core	Credits
ENGLISH	English I, II, III & IV	4
MATH	Math I, II & III and a 4th Math Course	4
SCIENCE	Earth/Environmental, Biology and Physical Science	3
SOCIAL STUDIES	World History, Civics and Economics, & American History I & II	4
HEALTH/PE	Health and Physical Education	1
WORLD LANGUAGE	Not required (NOTE- the UNC College system as well as many other colleges/universities require a minimum of 2 credits in the same world language)	(2) optional
ELECTIVES	Fit For Life, Psychology, Sociology, Native American Historical Perspectives, African American Historical Perspectives, Principles of Business, Microsoft Suite, Entrepreneurship	12-28 Credits 6-22 Credits

- 22 Credit Diploma - for 5th year Seniors Only
- 28 Credit Diploma

## Finishing Classes Prior to Semester End

Because of the nature of our online coursework, students can complete some courses before the end of the semester. Only the Teacher of Record determines when a student has finished a course. Once a course is complete, the following must be done. The student is to remain in their original class until they receive a new schedule from the School Counselor.

- The Teacher of Record will finalize the Student's Quarter Averages in PowerSchools.
- The Teacher of Record will fill out a Course Completion Form
- The Student will sign the Course Completion Form
- The Teacher will turn in the Course Completion Form to the Main Office.
- The School Counselors and Data Manager will process the Course Completion Form.
- The School Counselors will determine the Student's New Schedule and give a copy to the student.
- **The student MUST take the course Final Exam at the end of the semester to finalize the course credit.**

### **Adding New Classes During the Semester**

ONLY School Counselors and the Data Manager can add new classes for a student.

- Electives will be prioritized when adding new classes to a student's schedule.
- If a student must be added to a core class 6 weeks into the semester, they will be placed for 2 periods. This will allow the student time to complete all coursework in a timely manner..
- Students will be required to do all the work for the course.
- The cut-off date for each semester after which students will not be added to classes is
  - **1st Semester: November 17**
  - **2nd Semester: April 6**
- If a student is failing 2 classes or 1 core class, the student will not be allowed to add a new class until passing (if prior to the cut-off date).

### **Credit Recovery Courses**

- Credit Recovery Courses will be available to students on a very limited basis as determined by School Counselors.
- Credit Recovery Courses will be conducted through the PLATO/Edmentum LMS.
- EOC Credit Recovery Courses will only be allowed under extreme or very special circumstances
- Students will sign a Statement of Understanding laying out all requirements for obtaining the Credit Recovery course credit.

### **Friday School**

**Students are expected to attend school on Friday according to the Friday School Calendar.** Fridays at Durham Performance Learning Center are used for remediation and support. Students who are fully caught up and who do not require additional remediation and support in their classes can be exempted from Friday School at the discretion of their teacher. Friday School runs from 9:15 am to 12:35 pm with lunch provided from 12:35 pm to 1:05 pm. District transportation will be provided **to** school on Fridays but will **not** be provided at 1:05 pm; the parent or student must provide transportation at that time. A student can choose to work in the Independent Study Hall until 4:15 pm and bus transportation will be provided.

### **Honor Code (Cheating/Plagiarism)**

Durham Performance Learning Center believes that as future citizens within our community, the honor code must connect academic integrity with professional integrity. Faculty, staff and students of the school community are striving to learn skills, gain knowledge and exemplify good citizenship on a daily basis. Integrity is a characteristic that DPLC/Holton students are expected to practice daily by being truthful, taking ownership of mistakes and accepting consequences for all actions.

Cheating and plagiarism may include but are not limited to:

- Using notes, papers, books, or other information **not allowed** by the teacher during any type of assessment.
- Copying another student's work, homework, class work, etc.
- Sharing student login information with another student or adult with the intention of having that individual complete assignments on your behalf.
- Talking about or sharing via social media or electronic devices items from tests/quizzes or test related information.
- Plagiarism during the writing of an assignment that is an obvious attempt to use somebody else's work without proper citation.
- Use of any device (cell phone) to assist in the completion of a test/paper not permitted by the teacher

\*\*\*Failure to adhere to these policies will result in disciplinary action.

# Student Support Services

Student Support Services provides a continuum of services that positively impact the personal, academic, and career development of students at DPLC/Holton. School Counselors provide individual graduation planning for each student to ensure students remain on track for graduation. School Counselors also provide emotional support for all students. The school Social Worker supports students with attendance and emotional support. The Social Worker will also provide referrals to community agencies to meet the needs of students. Students who wish to see their School Counselor or Social Worker should stop by their office before school, after school, or during lunch to schedule an appointment.

## **Guidance Services**

School Counselors provide services for students which include individual, small group, and classroom sessions. School Counselors will support students track their graduation progress and will monitor each student's Individual Graduation Plan. School Counselors will meet with each student quarterly to ensure the student is making satisfactory progress toward graduation and to ensure that the student has a plan for after high school.

## **Communities in Schools(CIS)**

DPLC/Holton students will benefit from our District partner, Communities in Schools. CIS will coordinate and provide tiers of support for selected DPLC/Holton students to surround students with community support, empowering them to stay in school and to achieve in life. CIS establishes partnerships among services agencies, business organizations, community members, and the school to effectively provide the vital non-academic resources and supports that students need to stay on the path to graduation. The CIS Graduation Coach will work with DPLC/Holton, students, staff, and families to support students with improving behavior, attendance, and academics. The tiered approach utilized by CIS provides the most support to students with the most need. Tier 1: School wide support; Tier 2: Targeted services provided in small groups; Tier 3: Individualized student support, typically one-on-one

## **Restorative Practices Center**

Restorative Practices is a holistic approach to developing our school culture and climate to engage administrators, teachers, and students. The RPC Coordinator works directly with students in helping them to understand their choices and potential consequences for those choices by developing relationships and social-emotional skills through reflection, collaborative problem-solving, and conflict transformation. Students will spend time in Restorative Practices as assigned by the Administration. RPC will be utilized in lieu of In School Suspension.