

Lakeview School



We Roar with PRIDE

STUDENT / PARENT HANDBOOK 2020-2021



Lakeview School

2020/2021

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

Principal: Dr. Theresa McGowan

High School Assistant Principal: Shawnya Spruill

Middle School Assistant Principal: Michael Irving

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 2020-2021 school year at Lakeview School, we believe we represent a “Lion’s Pride with a Scholar Mind”! I am excited to serve you as your principal. I am 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! Our teachers will continue to work hard to prepare a rigorous academic curriculum infused with the literacy, technology, 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 C. 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

All Middle and High School students follow the NC Standard Course of Study. In addition to core instruction, students have access to AP, Honors and CTE courses. College and career planning based on a belief and commitment to providing a pathway to future success for all students.

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 ADDRESS	EXT
Christy Edwards	Registrar/Case Manager/Transportation Specialist	Christy_Edwards@dpsnc.net	41231
Jennifer Floyd	Bookkeeper	Jennifer_Floyd@dpsnc.net	41211
Rochelle Satterfield	Data Manager/Records/Attendance Specialist	Rochelle_Satterfield@dpsnc.net	41275
STUDENT SERVICES TEAM	POSITION	EMAIL ADDRESS	
Tierra Allen	Social Worker	Tierra_Allen@dpsnc.net	41215
Wanda Ceres	Middle School Counselor	Wanda_Ceres@dpsnc.net	41254
Yvette Crawford	High School Counselor	Yvette_Crawford@dpsnc.net	41255
Darlene Hampton	Family Liaison	Darlene_Hampton@dpsnc.net	41242
Al Hughes	Behavior Specialist	Al_Hughes@dpsnc.net	41217
Anthony Rouse	Behavior Specialist	Anthony_Rouse@dpsnc.net	41241
Serena Tedder	Behavior Specialist	Serena_Tedder@dpsnc.net	41272
Erica McQueen	Mental Health Specialist	Erica_McQueen@dpsnc.net	41268



Lakeview High School Student Schedule 2020-2021

8:00- 8:15	HR/Breakfast
8:18- 9:41	1st Period
9:55-10:40	Intervention
10:43- 12:08	2nd Period
12:11- 1:26	3rd Period
1:29- 2:45	4th Period
2:45	Dismissal

High School Lunch Schedule

A Lunch	11:10-11:40
Art	11:25
Math	11:27
Science	11:29
Social Studies	11:29
CTE	11:33
CTE- Morrisey	11:35

C Lunch	12:20-12:50
CTE- McMillan-Reed	12:37
OCS- Sanders	12:39
Health/PE	12:41
English	12:43
	12:45
English	12:47

Lakeview Middle School Student Schedule 2020-2021

8:00- 8:15	HR/Breakfast
8:15- 9:05	1st Period
9:05- 9:55	2nd Period
9:55- 10:40	Intervention
10:40- 11:30	3rd Period
11:30- 1:30	4th Period/Lunch
1:30- 2:10	5th Period
2:10- 2:45	6th Period
2:45	Dismissal

Middle School Lunch Schedule

B Lunch	12:03-12:33
Social Studies	12:04
ELA	12:06
Science	12:08
Math	12:10



SCHOOL HOURS

- Main office hours: 7:30am-3:30pm
- 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, RIC, OSS, or other consequences.*
- When school is dismissed students should immediately report to carpool, the bus or walk home if written permission has been provided by a parent or guardian.
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- **The school is not responsible for students who leave and go to the public library, neighborhood store 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 front desk in the lobby 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.

DURHAM PUBLIC SCHOOLS – 2020/2021 TRADITIONAL CALENDAR

JULY 2020						
S	M	T	W	T	F	S
			1	2	3H	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11W	12W	13W	14W	15
16	17H	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7H	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28W	29	30			

OCTOBER 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19WE	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER 2020						
S	M	T	W	T	F	S
1	2	3WE	4	5	6	7
8	9	10	11H	12	13	14
15	16	17	18	19	20	21
22	23	24	25A	26H	27H	28
29	30					

DECEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21W	22A	23A	24H	25H	26
27	28H	29A	30A	31A		

FIRST DAY
AUGUST 17, 2020

LAST DAY
JUNE 4, 2021

JULY
July 3 – Holiday

AUGUST
August 11-14 – Teacher Workdays
August 17 – First day for students

SEPTEMBER
September 7 - Labor Day
September 28 – Workday (Yom Kippur)

OCTOBER
October 16- End of Quarter
October 19 – Workday/Remote Learning

NOVEMBER
November 3 - Workday/Remote Learning
November 11 - Veteran's Day
November 25-27 - Thanksgiving Holiday

DECEMBER
December 21-31 – Winter Break

JANUARY
January 1-New Year's Day
January 4 – Remote Learning
January 15 – End of Quarter
January 18- Martin Luther King, Jr. Holiday
January 19 – Workday/Remote Learning

FEBRUARY
February 15 – Workday/Remote Learning

MARCH
March 26 – End of Quarter
March 29-31 – Spring Break

APRIL
April 1-2 – Spring Break

MAY
May 13 - Workday (Eid al-Fitr)
May 31 - Memorial Day

JUNE
June 4 - Last Student day
June 7 – Teacher workday

JANUARY 2021						
S	M	T	W	T	F	S
					1H	2
3	4EL	5	6	7	8	9
10	11	12	13	14	15	16
17	18H	19WR	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15WE	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29A	30A	31A			

APRIL 2021						
S	M	T	W	T	F	S
				1A	2H	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13W	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31H					

JUNE 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7W	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

🔔 First/Last Day of School
 A Annual Leave
 H Holiday
 ● End of Quarter
 W Workday
 WE Workday/Remote Learning



Student Class Supply List

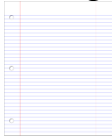
(Teacher may request additional materials at Open House)

Things you need for class...

1. One 3” Ring Binder



2. College Rule Notebook Paper (3 packs)



3. **Red** Composition Book- **Social Studies**

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 POLICY

Each student is required to be in regular daily attendance at school except when illness, injury or some other condition beyond his/her control may cause the student to be absent.

When students return to school after an absence, **a dated note must be sent within two days giving:**

- **the date of the note**
- **the student's name**
- **the date of the absence**
- **the reason for the absence**
- **the signature of the parent**

Students should give these notes to their homeroom teacher or office staff. Failure to bring a note will constitute an unexcused absence.

Homework assignments may be requested when students are absent. Please allow teachers 24 hours to gather assignments. Assignments and books can be picked up from the front desk in the lobby.

Absences will be classified as excused due to:

1. Illness or injury that makes students physically unable to attend school.
1. Quarantine or isolation ordered by the State Board of Health.
1. Death in the immediate family.
1. Medical or dental appointment.
1. Participation as a party under subpoena as witness in court or administrative proceeding.
2. Observance of an event required or suggested by the religion of the students or the students' parents. This requires prior approval from the principal.

All other absences are classified as unexcused. **Students that accumulate 10 unexcused absences will be required to attend truancy court with their parent/guardian.**

On rare occasions, an absence may be excused, with **prior approval** from the principal, for participation in a valid educational opportunity.

Any absence not meeting the requirements of an excused absence shall be an unexcused absence. Parents will be notified of unexcused absences as follows:

1. After the **third** unexcused absence, an attempt to contact parents by phone within three school days.
2. After the **sixth** unexcused absence, an attempt to contact parents by mail indicating the possible violation of NC Compulsory Attendance Law.



- 3.
4. After the **tenth** unexcused absence, parents will receive a certified letter indicating that the parents may be prosecuted or that the principal may file a complaint with juvenile court. Parents and student will also be invited to Truancy Court to speak with a judge, social worker, and principal.

In the event of an absence, students shall be entitled to make-up all work. The responsibility for securing and arranging for make-up work rests with the student and parent at the middle school level. Students are encouraged to contact study-buddies or classmates.

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 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 left.

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 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 (919) 560-2520.



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.**

Lakeview School 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 regarding 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 45 -minute period that provides social & emotional learning and academic support for students. Based on academics needs students may receive additional support, in core and elective courses, test/quiz preparation, assessment make-up, free reading, time for homework assistance, enrichment, organizational support. Students' academic success depends, in part, on their ability to manage their emotions, build relationships, problem solve and their ability to focus their attention.

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 and Parent Liaison. Conferences with teachers are scheduled by individual team leaders, office secretaries, and/or individual teachers. To schedule a conference with your child's teachers, call either the main office or Student Services at 919-560-2520 and leave a message for your child's counselor. 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 step 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. So that only the best impression of our school is conveyed to others, students are expected to be 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 or more money than necessary for a single day to school at any time. Also, students should not leave their belongings unattended, or in the care of another student at any time during the day; this includes lunch times and during gym. The more careful each student is with his/her valuables; the fewer problems arise from missing articles or theft. **Lakeview 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 for 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 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 loss of computer 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 turned in during check in 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 will be called to the school to pick up any devices that are found after students are checked in.
- 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 listen, pay attention and be engaged as they 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:** Be polite and considerate of people and materials. Students may not have food, drinks, gum or candy in the Media Center. Individual students must have a pass from a teacher to come to the Media Center 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 the Restorative Intervention Center (RIC). Repeat offenders could receive multiple days of RIC or Out of School Suspension (OSS).* Therefore, in accordance with DPS Board Policy 6410, LV 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.*

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 always sit in assigned seats 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, throwing objects on the bus or out of the bus windows, and standing while the bus is in motion.
4. Students should maintain a reasonable noise level on the bus.
5. 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 to school is a privilege, not a ride.**

LAKEVIEW SCHOOL DISCIPLINE PLAN 2020-2021

Students, teachers, administrators, counselors and parents share the responsibility for administering the Lakeview School Discipline Plan consistently daily. 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 Class 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. RIC and parent contact (email, text, phone)
7. Office Referral

RIC– Restorative Intervention Center

Restorative Intervention Center is a program of discipline and guidance designed to aid students in an isolated school setting. Students receive their regular classroom assignments. Failure to comply with the rules and procedures of RIC may result in an out-of-school suspension.

Lakeview School **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 always
5. Comply fully with all school and classroom policies, procedures and rules.

Students who are placed in RIC 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 RIC 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, failure to follow 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. These offenses can also result in assignment to RIC 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 at **2:45 pm** during normal school days.
2. Students should remain quiet during announcements, school assemblies, fire drills, and other drills.
3. Electronic devices including, but not limited to music players, cell phones, laser pointers, and electronic games must be left at home. These items will be confiscated and returned to parents. Repeat offenses could result in RIC.

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 always have a hall pass* .
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, shoes, 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: _____