**DPLC/HOLTON 24-25**

**Student and Family Handbook**





Home of the Phoenix

**#WeRise!**

Principal: Kesha Futrell

Assistant Principal: Karmen Newton

**Follow us on *Twitter* @DPLCWeRise and on *Instagram* @dplcwe\_rise**

|  |  | **About DPLC/Holton** |
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**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.

|  |  | **Calendars and Learning Schedules** |
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[**DPLC/Holton 24-25 Learning Schedules**](https://docs.google.com/document/d/1ag_afR5e-rdm-5Llq1S9fbzy8WjEdfwQtnbd0BsDZXY/edit?usp=sharing)

[**Traditional Calendar 24-25**](https://drive.google.com/file/d/1ogSa1PRbqEWz_9cETHTNnkGFW2KsNHmr/view?usp=sharing)

[**Progress Report and Report Card Calendar 24-25**](https://docs.google.com/document/d/1maEz6KCp7Uc3m3h35_Em4wBAWd8iAiorw2AqSTCIP7M/edit?usp=sharing)

|  |  | **Attendance, Behavior, and Academics****WE RISE!** |
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Students and families select PLC/Holton for a multitude of reasons, and no matter the reason, the faculty and staff of PLC/Holton are glad you are here! Your goal is to graduate high school and we are committed to supporting you to reach that goal. To reach the goal of graduation, we ask that you focus on three areas: Attendance, Behavior, and Academics. This manual is designed to help you understand how to succeed at PLC/Holton so that you can reach your goal of graduation.

The faculty and staff of PLC/Holton want you to commit to your success by committing to the WE RISE expectations for academics, behavior, and attendance and pledge to make positive choices to help yourself reach graduation and beyond. We also want you to understand that failure to meet these expectations may result in assignment to ABA Academy, Restorative Practices Center, out-of school suspension, or dismissal from PLC/Holton.

Students at DPLC/Holton are expected to exemplify the characteristics of a Phoenix because WE RISE. Our expectations are detailed in [**PBIS Behavior Matrix**](https://docs.google.com/document/d/1U3i5IlH8TGp2-mRl00ygNiZz45sOhbDz11O3UqorXNI/edit?usp=sharing). Students will be rewarded and celebrated for behaviors exemplifying the Phoenix.

**W**: Work toward your graduation.

**E**: Engage in your education.

**R**: Respect our learning environment.

**I**: Imagine your possibilities.

**S**: Share in our vision for your success.

**E**: Embrace your opportunities.

[We Rise Commitment Form 24-25](https://docs.google.com/document/u/0/d/1yB0glAF6GZOs1U2ZULxu58okvB8Pc1mzbMndWoxqLXg/edit)

| **Attendance Expectations** |
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The first and most important step in reaching your goal of graduation at PLC/Holton is showing up, being present both physically and mentally. 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.

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.

**We RISE Attendance Expectations**

* Attend all of your classes daily and be on time.
* Be present physically and mentally for your education.
* Be on time and maximize the school day.
* Develop habits attendance habits that help you reach your goals.
* Arrive at school on time everyday with the motivation of being successful.
* Take advantage of teacher support by attending class daily.

**Students that attend school regularly can expect the following.**

* Students will be greeted warmly upon arrival to school by faculty and staff.
* Teachers will check-in with each student upon daily arrival to class.
* Students earn Phoenix Bucks for meeting or exceeding attendance expectations that can be spent in the Phoenix Store.
* Students with good attendance will be celebrated at our quarterly Phoenix Awards celebration.
* Parents will be contacted by the student’s Advisor twice per grading period with good news and student progress updates.

**Students that struggle with regular school attendance can expect the following.**

* Students will be greeted warmly upon arrival to school by faculty and staff.
* Teachers will check-in with each student upon daily arrival to class.
* Parents will be contacted by the student’s Advisor twice per grading period with good news and student progress updates.
* Parents will receive a PLC/Holton call each time the student is absent.
* Parents will receive a 6-Day attendance warning letter.
* Students will experience Tardy Lockouts (explained below).
* Students will be assigned to the ABA Academy (explained below) if they can exceed 10 or more absences in a class.
* The students and the parents/guardians will be required to attend a Phoenix Success Conference (explained below).
* Students will be placed on a Contingency Contract (explained below) to improve attendance.
* The School Social Worker will conduct a home visit.
* The student will have their schedule reduced or adjusted.
* The student will be withdrawn from school.

**Tardy Lockouts**

* Students that arrive to 1st period after 9:30 will be required to report to the Restorative Practices Center and to remain there for the remainder of 1st period.
* Students that arrive late to 2nd, 3rd, or 4th period will be required to report to the Restorative Practices Center and to remain there for the remainder of the class period
* Parents will be contacted via email or text each time a student receives a Tardy Lockout.
* Students will receive an Office Referral with more severe disciplinary consequences after when they receive 3 tardies per quarter.

**ABA Academy-Attendance**

ABA Academy is PLC/Holton’s after school detention program. ABA Academy is held on Tuesday, Wednesday, and Thursday from 4:00 pm until 5:00 pm. Students are required to attend if they are assigned to attend by the Dean of Students.

* Students that reach 10 absences in a class, will be assigned to attend the ABA Academy by the Dean of Students to make up the time for their class.

**Phoenix Success Conferences**

Phoenix Success Conferences are required for students and their parents/guardians if a student exceeds 10 absences from school.

* The school social worker will schedule the conference with the parents/guardians in-person, through video conference, or through a phone call.
* The overall goal is to help students return to regular school attendance.

**Contingency Contract-Attendance**

A Contingency Contract is an agreement entered into by PLC/Holton, the student, and the parents/guardians in order to improve attendance. Each contract is personalized based upon the needs of the student.

| **Behavior Expectations** |
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Another crucial aspect of student success at PLC/Holton is how students choose to behave and the choices they make each day to reach their goal of graduation.Students that choose behavior that does not reflect the characteristics of a Phoenix will be subject to disciplinary action.

At PLC/Holton, we expect students to choose behaviors that help them reach their goals of graduation and beyond.

**We RISE Behavior Expectations**

* Make decisions that support your goal of graduating.
* Take responsibility for education and use the resources available to you.
* Be respectful of yourself and everyone else.
* Strive to be the best version of yourself everyday.
* Make positive decisions that support your graduation and future goals.
* Avoid referrals and loss of instructional time by following school policies and procedures.

**PLC/Holton students will receive the following behavior support.**

* A daily greeting and check-in from staff.
* A daily check-in from each teacher upon arrival to class.
* Phoenix Bucks to be used in the Phoenix Store for meeting or exceeding behavior expectations.
* Phoenix Fun Days at least once per month to celebrate being an awesome Phoenix student.
* Phoenix Flex time weekly to improve the Social Emotional Learning (SEL) of our students.
* Students consistently meeting behavior expectations will be celebrated at the quarterly Phoenix Awards.
* Parents will be contacted by the student’s Advisor twice per grading period with good news and student progress updates.

**PLC/Holton that struggle with behavior will receive the following behavior supports.**

* Teachers will conference with the student individually to discuss improving behavior and to develop in-class interventions.
* The student will meet with administration to discuss their choices and to develop behavioral support interventions.
* The student and their parents/guardians will meet with administration and student support staff.
* For continued behavior infractions, the student will receive an Office Referral (see below).
* The student will be assigned to the Restorative Practices Center (see below).
* The student will be assigned to the ABA Academy (see below).
* The student will have privileges removed.
* The student will be assigned to New Directions (see below) or other programs as an alternative to out of school suspension.
* The student will be reassigned to Lakeview.

| **Academic Expectations** |
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The next key to success at PLC/Holton is academic success. To reach the goal of graduation, each student must meet the objectives in their individual graduation plan by completing the courses necessary to meet the State graduation requirements. To earn course credits, students must remain on academic pace in all courses, complete course assignments successfully, and ask for help when needed.

**We RISE Academic Expectations**

* Put forth your best effort by completing all assignments.
* Ask questions, participate in class, and meet deadlines.
* Make positive contributions in your classes.
* Make choices that lead to graduation and options after high school.
* Take advantage of opportunities to recover or accelerate credits.
* Advocate for what you need to be successful in each class.

**PLC/Holton students will receive the following academic supports.**

* All classes are aligned to State and District standards.
* For each core class (English, Math, Science, and History) students will have standards aligned:
	+ Video lessons along with direct teacher instruction,
	+ Guided notes,
	+ Guided practice assignments,
	+ Independent practice assignments,
	+ Mastery checks,
	+ Formative and summative assessments, and
	+ Pacing trackers so students know where they are in the class.
* Phoenix Flex: Built in academic intervention and remediation in each class weekly.
* Phoenix Bucks to be used in the Phoenix Store for meeting or exceeding academic expectations.
* Students consistently meeting academic expectations will be celebrated at the quarterly Phoenix Awards.
* Parents will be contacted by the student’s Advisor twice per grading period with good news and student progress updates.
* Students that have previously failed courses will have access to recover course credits in Credit Recovery Courses.

**PLC/Holton students that struggle academically will receive the following academic supports.**

* Teachers will implement in-class interventions to support student success.
* Teachers will use small group and one-to-one support to increase student success.
* Students will be assigned to ABA Academy (see below) to receive additional support and time to complete courses.
* Students will be assigned to work with our ELA and/or STEM Interventionists to increase student success.
* Students and their parents/guardians will conference with administration and the student support team to develop academic interventions to support academic success.

**Teaching and Learning**

DPLC/Holton teachers implement the blended learning model, which uses technology as well as traditional classroom teaching 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 certain courses\* before the end of the semester by working at an accelerated pace. 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.

\*Credit Recovery Courses and certain Electives can be completed before the end of the semester.

**Learning Management Systems**

DPLC/Holton 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 and/or remain on pace in 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.

* + 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 18 credits to be promoted to the 12th grade.
	+ Students must earn at least 22 credits to graduate.

**Grading**

| **Grading Scale** |
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| 40% | Major Tests (Unit Tests, Post Tests, Major Projects)  |
| 20% | Quizzes (Minor Assessments/Mastery Tests)  |
| 20% | Major Grades (varies by class: DBQs, projects, labs, journals, etc.) |
| 10% | Minor Grades (varies by class: i.e. notes, classwork, discussions, class participation) |
| 10% | Participation |
| **Final Exams\* and Final Course Grade** |
| 20% |  The course Final Exam will count as 20% of the Final Course Grade |
| 80% | 80% of the Final Course Grade will be determined by the total of all assignments completed during the course. |

* All grading expectationswill be defined objectively for all students in every class by the teacher.
* Grades will be updated in PowerSchool weekly by close of business on Friday.
* Each graded assignment will be entered into PowerSchool.
* \*Final Exams will count as 20% of the total grade.
* Students can be exempt from teacher made final exams IF:
	+ The student has a grade of B or better and less than 10 absences.
	+ Students CANNOT be exempt from State EOC Exams nor State CTE Exams.

**Graduation Requirements**

| **Subject Area** | **Required Courses** | **Credits Required** |
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| **ENGLISH** | English I, II, III & IV | 4 |
| **MATH** |  Math I, II & III (or substitute) and a 4th Math Course  | 4 |
| **SCIENCE** | Earth/Environmental Science, Biology & a Physical Science | 3 |
| **SOCIAL STUDIES** | World History, Civic Literacy, American History & Economics/ Personal Finance | 4 |
| **HEALTH/PE** | Health and Physical Education | 1 |
| **REQUIRED ELECTIVES** | At least two electives must be a combination from any of the following areas: Career & Technical Education (CTE), Arts Education or World Languages | 2 |
| **ADDITIONAL****ELECTIVES** | At least four additional electives are required from any subject area | 4 |

**Finishing Classes Prior to Semester End** Because of the nature of our online coursework, students can complete some electives, Edmentum courses, NCVPS 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 PowerSchool.
* The Teacher of Record will fill out a Course Completion Form.
* The School Counselors will process the Course Completion Form and determine the Student’s New Schedule and give a copy to the student.
* **The student MUST take the course Final Exam (if applicable) 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 to a student’s schedule.

* Electives and Credit Recover courses will be prioritized when adding new classes to a student’s schedule.
* Students will be required to do all the work for the course.
* TIf 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 as determined by the School Counselor.
* Credit Recovery Courses will be conducted through the Edmentum LMS.
* Students will sign a Statement of Understanding laying out all requirements for obtaining the Credit Recovery course credit.
* If a student fails a PLC course, they may qualify for Credit Recovery of that course if they have accumulated no more than 10 absences (unless made up in ABA Academy) and a grade of 40 or higher.
* Students have two weeks to make significant academic progress in the Credit Recovery course. If they remain in the “red” for the first two weeks, the student will be removed from Credit Recovery and will be enrolled in the course for full credit.
* Students that have not completed a Credit Recovery course within 9 weeks will be referred to the ABA Academy by their course teacher or counselor.
	+ Students referred to ABA Academy will attend daily until the Credit Recovery Course is completed.
	+ Students that do not complete the Credit Recovery course by the end of the semester will take the class for new credit in the next semester or in summer school.
* [DPLC Credit Recovery Course Guide](https://docs.google.com/document/d/1H3siYrMT4J7nTCMF4SUv_gOF93F_KGf7rgZxiQdjgWc/edit?usp=sharing)

**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. Any violation will result in disciplinary action.

* Cheating and plagiarism may include but are not limited to:
	+ Using notes, papers, books, or other information not allowedby 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.

|  |  | **Student Policies & Procedures****In order for DPLC/Holton to operate smoothly and efficiently, the following procedures have been established.**  |
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**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 on our campus.

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, the off-duty officer, and/or the Main Office.
* Do not wander into restricted areas.
* Report any unusual activity to administration, the SRO, the off-duty officer, and/or the Main Office.

**Campus Boundaries**

Durham Performance Learning Center is located in a multi-use building, so 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.

* + Parking Lot-Students cannot return to the parking lot during the school day without permission.
	+ DATA Bus Stop-Students can access for transportation purposes when leaving school with parental permission.
	+ Gymnasium
	+ Second Floor-Durham Parks and Recreation-students can only access this area with a staff member.
	+ Elevator-students are not permitted to use the elevator.
	+ Holton Clinic-Students must have an appointment with the Holton Clinic and are not allowed in the Clinic without an appointment.

**Student Sign Out Procedure**

* A parent or guardian must report to the Main Office 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.
* 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.

**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.
* **Parents/guardians assume all responsibility if they allow their student to participate in ride-sharing.**

**Student Parking and Off-Campus Passes**

* Students that want to park on campus must have a valid driver’s license and a properly registered vehicle.
* If a student wants to park on campus and have off-campus lunch privileges, they must pay a $40 fee per semester. The student will be issued a student parking decal and a lunch pass.
	+ The decal must be displayed on registered.
	+ 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.
	+ If the student is practicing unsafe driving of any kind, to be determined by off duty officers, the SRO, and/or administration, the student will face disciplinary action up to and including revocation of passes.
	+ Durham Public Schools not Durham Performance Learning Center is NOT responsible for any theft or property damage of student vehicles.
* Students that want to leave campus during lunch must pay a fee of $20 per semester.
	+ Students can walk off campus with the lunch pass.
	+ With parental permission, students can leave campus with another student in that student’s vehicle.
* Students that violate school expectations\* regarding passes will forfeit their privileges to park and/or leave campus during lunch. The pass will be revoked for the remainder of the semester. The pass fee is nonrefundable.
	+ \*These violations include, but are not limited to: failure to return on time from lunch, taking other students off campus without permission, loitering in the parking lot, and unsafe driving on campus.

**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 with their teacher. 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.

**SECURE 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 “SECURE Status” or “LOCK DOWN status.” An announcement will be made over the intercom to alert students and staff.

During **SECURE:**

* Students should quickly go to the nearest classroom.
* The teachers will gather students in the hallway near the classroom and will close and lock the door.
* No one will be allowed in or out of the building.
* Classes will go on as normal.
* The school will remain in SECURE until the all clear is given.

During **LOCK DOWN:**

* Students should quickly go to the nearest classroom.
* Teachers will gather students in the hallway near their classroom and close and lock the door.
* No one will be allowed in or out of building or classrooms.
* 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 by the SRO and/or administration.

**Severe Weather Drills: Tornado and Earthquake**

Severe weather drills are conducted to instruct students about safety procedures 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, DPS may decide to start the school day on a delay, end the school day early, or close school to students. Notifications of any change in our school day schedule will be sent by the DPS communications staff via radio, local news networks, the DPS website, and DPS phone messages. Please ensure that you have updated your phone numbers and email address with our Data Manager, Ms. Green, so that you receive all messages.

|  |  | **DPLC General Information** |
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**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 DPLC 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 is 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 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.

|  |  | **Student Support Services** |
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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 to 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.

**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.

|  |  | **Holton** **Barbering and Cosmetology** |
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The faculty and staff of Holton Barbering and Cosmetology require your attendance at Barbering and Cosmetology Orientation to discuss program requirements and expectations for the 2024-2025 school year. Orientation is required for all first and second year students along with their parents/guardians to ensure a successful school year prior to the start of school

[Barbering and Cosmetology SAP Form](https://docs.google.com/document/d/1cU6mAPNNQQGDqKzJPR30ZId724kADoJBsujp8v8h-K0/edit?usp=sharing)