

# Campus Addendum to Lewisville ISD Student Handbook



## Lakeview Middle School Home of the Leopards

### **Administrative Contacts:**

Campus Principal: Beri Deister

Assistant Principal Students A-K: Keisha Malone

Assistant Principal Students L-Z: Dr. Victor Jones

Counselor Students A-K: Kristen Butler

Counselor Students L-Z: Kim Green

### **Deliveries to Students**

Lewisville ISD and Aramark partner to ensure that no student is denied an opportunity to eat lunch. Delivery of food at school should be for emergencies and special circumstances only. Each campus reserves the right to place additional restrictions on food deliveries. Food deliveries from a restaurant or delivery service for students are not permitted under any circumstances. Deliveries may only be made by a student's parent/guardian unless the parent/guardian has given approval for another designated adult to make a lunch delivery on a specified date and time. Food deliveries must be secured and labeled with the student's name and grade level.

Students will not be called out of class for deliveries, and the campus will not be responsible for lost, stolen, or misplaced deliveries. Student pick-up of delivered items can only happen before/after school and during passing periods. Lunch deliveries should be made prior to the start of the lunch periods so that students can retrieve food during the passing period. Lunch deliveries will not be accepted during STAAR, TELPAS, EOC, AP, or other testing days.

### **Disciplinary Actions**

Detentions: Students assigned to detention hall by the principal, assistant principal or tardy table are required to attend unless prior arrangements have been made with the principal or assistant principal. School detentions are held during lunchtime, before school, or after school as assigned by an administrator. Teacher assigned detentions should be served as

communicated ahead of time by the teacher. Failure to serve a teacher detention may result in an office referral.

In School Suspension (ISS): The removal of a student from school for any length of time is the most severe consequence that the school may administer. It is our hope that such a placement may be avoided. Therefore, the administration has at its disposal the alternative of an on-campus suspension in lieu of a student being sent home. Any student who is in serious violation of a school or district rule, or demonstrates persistent misbehavior in one or more classes, may be assigned to ISS. Students assigned to are NOT allowed to participate in extracurricular activities until they have successfully completed their ISS assignment. Parents will be notified any time a student is placed in ISS.

Out-of-School Suspension (OSS) & Disciplinary Alternative Education Program (DEAP): Guidelines for OSS & DAEP can be found in the LISD Student Handbook.

### **Hall Passes**

All students must have a hall pass to be in the hallways when they leave their assigned classroom. The student's pass must include the student's name, teacher name, time leaving the class, and destination. Teachers should not let students out of class without passes. If students are found without passes, they will be returned to the classroom. Use caution and professional judgment in evaluating any reason for permitting a student to leave the classroom. Class time is very valuable, and students must be present in class in order to receive the full benefit of the lesson.

### **Leopard YOUiversity**

Leopard YOUiversity is a student on-boarding/recalibration day designed to build community and reinforce desired behaviors on campus. Leopard YOUiversity will occur on the first day of school and the first day back from every long break (Thanksgiving, Winter Break, and Spring Break).

### **Lunch Bunch**

Lunch Bunch is a campus program designed to help students complete the work required to demonstrate mastery of content. Students who do not submit work that will be assessed and input as a grade in Skyward will be assigned to Lunch Bunch the following school day. Students assigned to Lunch Bunch will report to the Lunch Bunch room at the beginning of lunch. They will be escorted to the cafeteria to buy their food, if necessary, and then return to the classroom to eat and complete their work. Students who do not finish their work will be assigned an After School Academic Detention through the Instructional and Assessment Specialist. The Lunch Bunch supervisor does have the authority to allow a student to return the next day in lieu of receiving an academic detention if the student works hard and demonstrates a commitment to completing the work. Teachers may apply late work penalties that are aligned with the LISD Grading Guidelines for work submitted through Lunch Bunch.

### **Lunch Information**

Meals served in the lunchroom are reasonably priced and planned by dietitians for the benefit of students. All students wishing to do so may bring their own lunches; they must be eaten in the cafeteria. Parents or guardians may bring commercial food to school for their own student only. To maintain an orderly and safe cafeteria environment sharing of food is not permitted.

Due to the modified block schedule, students might eat in a different lunch period depending on the day and their schedule. Parents are encouraged to double-check with their student which lunch period their child has prior to visiting or bringing lunch.

### **Non-school Materials**

A bulletin board is located in the cafeteria for posting of student communications of non-school materials. Students who wish to post information or flyers to this bulletin board should turn in the materials to the secretary in the principal's office for approval prior to posting.

### **PE Uniforms**

P.E. uniforms should consist of plain black shorts with no markings and a white, black or grey shirt with no markings OR any Lakeview spirit wear shirt.

### **Pick-up and Drop-off**

The school building is open at 7:45 a.m. Prior to the 8:50 bell; students are to report to the cafeteria for supervision. The first class of the day begins at 8:55 AM. The final class ends at 4:10 PM.

Please note that the right hand lane in front of the building is for drop-off and pick up; the left lane is reserved for moving traffic and students should not be dropped off or picked up in the left lane in the front driveway of the school. Also, for the safety of our students, the rear driveway to the building is reserved for busses and staff only from 8:00 am to 4:45 pm each day.

### **Student Behavior at Socials, Sporting Events, Extra /Co-Curricular Events**

It is a privilege to attend school-related events. Students who display inappropriate behavior during one of these events may be asked to leave.

Students are required to behave as expected in the classroom. Lakeview policies and the LISD Student Code of Conduct will be enforced at all times. Students not following these discipline regulations will be asked to leave and will lose their privileges to attend these events. Other behavioral consequences may be enforced pending further investigation of any incident.

Only students enrolled at Lakeview may attend dances/socials at Lakeview. Students are not permitted to leave dances/socials early unless a parent comes to the door to pick up their child.

Students who participate in extra-curricular activities must have an Extra-Curricular Code of Conduct form completed in Skyward. These forms must be completed and signed electronically by both student and parent in order for the student to be eligible.

## **Student and Staff Identification**

All students and staff members are expected to wear a campus or district I.D. badge daily. Students are required to wear a campus issued student ID on a lanyard around their neck. Students who forget their IDs must report to the reception desk to get a temporary ID. Students will receive 5 “free” temporary ID’s. After 5 temporary IDs have been issued, students are charged \$1 for every additional temporary ID. Once a student owes a total of \$5, they will receive a new personalized ID and be assigned lunch detention until the \$5 is paid. Students may opt to complete 30 minutes of campus beautification in lieu of paying serving lunch detention. This pattern will continue for every \$5 charge a student accrues.

## **Tardies**

Students are tardy if they are not in the classroom when the bell rings. To ensure an equitable application of this practice, teachers will not add additional expectations to this expectation. If a student is not in the classroom when the bell rings, he/she will report to the Skyward Tardy Kiosk at the reception desk. Once they have entered their tardy into the kiosk, they will be given a tardy slip from the receptionist. This slip serves as their hallway pass and teacher notification that the tardy has been accounted for.

To support a timely transition into class time, students may not leave the classroom unless requested by the office during the first 10 minutes of class or during the last 10 minutes of class. Personal needs can be met during passing periods and at the teacher’s discretion during the remaining class time. Campus actions for student tardiness include warnings, student conferences, parent conferences, lunch detentions, after school detentions, referral to RtI program, and additional interventions as determined by campus administration.

Unexcused tardies to school count the same as unexcused absences in the eyes of the law. Attendance is taken each period and any periods or parts of periods missed without excuse count as an unexcused absence.

## **Technology in the Classroom**

Personal cell phones are welcome at Lakeview. Students may use them during campus-wide unstructured times. Students are expected to bring a personal technology device to class every day in order to complete their work. To ensure students have the technological resources they require for learning, they may check out Chromebooks from the library before school. Teachers will also have a minimum of 3 classroom computers they can provide students in need. Administrative intervention will be provided for students who repeatedly check out a device from the librarian. Teachers will not lend classroom devices to students from other classes.

## **Tutorials**

Students with an average of 75 or below on the posting date of each progress report and report card will be assigned mandatory tutorials. Tutorials should address points of confusion and deficit areas. Students who need time to complete missing work will be assigned to Lunch Bunch and/or after school academic detentions by the Instructional and Assessment Specialist or campus administration.

## **Visitors**

All visitors will wear a badge. Teachers are asked to engage visitors without badges and direct them to the office to sign-in. Students are not allowed to bring visitors to classes. Parents may only visit classes with prior permission of the principal. See student handbook and campus website for information on district visitor policy. All visitors, even if they are frequently on the campus, will now need to use the new video check-in system located at the entry door and can expect to show their ID every time.

Visitors at lunch: For the safety and security of all our students, parents or guardians visiting their student during lunchtime may sit with their student in the area designated as “VIP” seating and will follow the LISD visitor policy. Visitors must display the orange card provided by the receptionist that identifies which students are included in the visit at the table for lunchroom supervisors to verify.