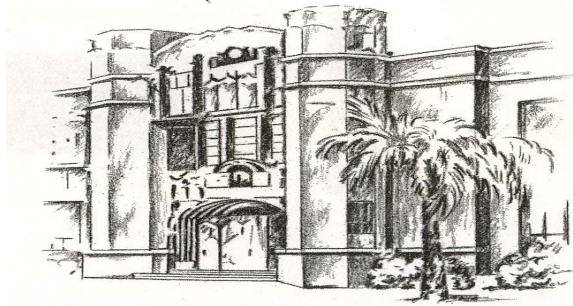


Parent/Student Handbook

2018 - 2019



Lakeview Middle School

"A Tradition of Excellence"

1200 West Bay Street

Winter Garden, Florida 34787

Phone: (407) 877-5010 - Fax: (407) 877-5019

Ms. Gracemarie Howland, Principal

Website: www.lakeviewms.ocps.net

Our staff welcomes you and we hope that you will respect traditions and become a part of our excellence. Let us always have the spirit to do the things that will make our school outstanding. Our school operates with the philosophy that we, the administration and staff, are here to provide for the development of your education, your self-reliance and your self-discipline. Every rule, every regulation, every effort exists in order to help you learn to help yourselves learn.

PURPOSE STATEMENT

We, the faculty and staff of Lakeview Middle School, will prepare our students with the knowledge, skills and positive attitudes necessary to be successful in high school.

DISTRICT MISSION

To lead our students to success with the support and involvement of families and the community

ADMINISTRATION

Principal	Ms. Gracemarie Howland	ext. 5122223
Assistant Principal	Mr. Robert Ryner	ext. 5122243
Assistant Principal	Ms. Arnetta Heidelberg	ext. 5122236

STUDENT SUPPORT**Discipline Office**

Clerk	Heather Jones	ext. 5122248
Dean (Grade 8 & 6, A – L)	Gerald Scott	ext. 5122237
Dean (Grade 7 & 6, M – Z)	La’Shosha Shavers	ext. 5122297
P.A.S.S. Coordinator	Loverly Goodwin	ext. 5122350

Guidance Office

Grade 7 & 8 (A - L)	Katie Bergdahl	ext. 5122257
Grade 6 & 8 (M - Z)	Gail Chambers	ext. 5122258
Registrar	Kiara Saltos	ext. 5122259
Staffing Specialist	Tracy Harris	ext. 5122239
Behavior Specialist	Alyssa Hunter	ext. 5122272
Safe Coordinator	Tamara Pettengel	ext. 5122330

Media/Technology

Media Clerk	Maria Fata	ext. 5122265
Tech Coordinator	Rory Rush	ext. 5122234

SUPPORT PERSONNEL

Bookkeeper	Debbie Ruchti	ext. 5122225
Clinic	Almarina Abramson	ext. 5122229
Front Office	Analiz Rivera	ext. 5122221
Attendance Clerk	Leanne Adams	ext. 5122285
Instructional Coach	Brigitte Taylor	ext. 5122264
Resource Teacher	John Parmenter	ext.5122254
Resource Teacher	Kelleen Stewart	ext. 5122350
LRS	Ursula De Witte	ext. 5122267
Secretary	Jenny Decker	ext. 5122223

Issue	Level 1 – 1 st contact	Level 2 – Issue unresolved	Level 3 – Still unresolved
Grade Level Issues			
Attendance	Grade Level Clerk	Mr. Ryner	
Class assignments Projects Homework	Teacher	Mr. Ryner – Science, ESE, Technology (CTE) Ms. Heidelberg –Math, World Language, Physical Ed. Ms. Howland – Language Arts, Reading, Social Studies	Ms. Howland
Discipline	Teacher	Grade Level Dean	
Field Trips	Mr. Scott	Ms. Heidelberg	
Grades	Teacher	Mr. Ryner	
ProgressBook Access	Grade Level Clerk	Grade Level Guidance Counselor	
School-Wide Issues			
Addition Volunteers	Ms. Shavers	Heidelberg	
Athletics	Team Coach	Ms. Wright	Ms. Howland
Clubs	Sponsor	Ms. Shavers	
Clinic / Healthcare	Ms. Abramson	Mr. Ryner	
Conference Request	Grade Level Clerk	Mr. Ryner	
ELL Issues/Needs	Ms. Harris	Ms. Heidelberg	
ESE Issues/Needs	Ms. Harris	Mr. Ryner	
Facility Issues/Requests	Mr. Scott	Ms. Heidelberg	
Free & Reduced Lunch Applications	Registrar (Ms. Saltos)	Cafeteria Manager (Ms. Coon)	
Lunch Accounts	Cafeteria Manager (Ms. Coon)	OCPS Food Services	
Purchasing Issues / Fundraisers	Ms. Ruchti	Ms. Decker	
Scheduling, course selection	Grade Level Guidance	Mr. Ryner	
Testing Questions	LRS	Mr. Ryner	
Textbooks/Library Books	Media Clerk (Ms. Fata)	Ms. Taylor	
Transportation			
School Bus	Grade Level Dean	Ms. Heidelberg	OCPS Transportation

Lakeview Middle School Resolution Matrix

ADDitions

We need you! Parents and community members can help in the instructional program as ADDitions volunteers. We welcome your services and encourage you to become involved. All volunteers must complete an application on-line at volunteer.ocps.net before volunteering in our school. An additional form needs to be completed and submitted to our ADDitions Coordinator, Ms. Shavers, and Mr. Scott for chaperoning field trips.

****Completion of the online profile does not guarantee that you will be selected as a chaperone.**

ATTENDANCE/ABSENCE /TARDIES

Students are expected and encouraged to be in school and on time for school except in cases of emergencies. Due to Orange County School Board Policy, we no longer excuse absences by phone, fax or email. When a student is absent from school, we must have a parent/guardian signature in order to excuse the absence. All tardies are considered unexcused by Orange County Schools Board's Policy unless there is a doctor's note provided. Upon return to school from an absence, a written note stating the student's name, the date(s) of the absence, the reason, the parent/guardian signature, and at least one working phone number must be submitted to the grade level office within 48 hours of the absence. The determination as to whether the absence is excused or unexcused is based on criteria set by the Orange County School Board. **On a daily basis, student's absences will be recorded as unexcused until a note, with a signature, is received in the attendance office.** If the absence is five consecutive days or more, a doctor's note is required to excuse the absence. Please turn in all notes to the attendance clerk.

Tardy Policy: (per grading period)

- 1st Offense: Verbal Warning
- 2nd Offense: Verbal Warning and parent contact
- 3rd Offense: Parent contact and written reprimand-student detention (completed by teacher)
- 4th Offense: Parent contact and written reprimand-student detention (completed by teacher)
- 5th Offense: Parent contact and written reprimand-student detention (completed by teacher)
- 6th Offense: Parent contact and written reprimand-student detention (completed by teacher)
- 7th Offense: Teacher refers student to grade level Dean

BICYCLES / SKATEBOARDS

Students are to dismount and walk bicycles and skateboards on campus. Racks are provided for bike riders. All students will park their bikes at the bike racks. Bikes must be locked with their own lock (no sharing please.) Keep a copy of your bike's serial number at home. Bikes will be registered with the School Resource Officer. Skate boards must also be locked in the bike rack. All riders are required to wear a helmet by law. Every effort will be made to keep your bike and skateboard safe. Lakeview Middle School is not responsible for any damages or loss.

BOYS & GIRLS CLUB / MEGA MORNING PROGRAM

Boys & Girls Club is FREE and available most of the year after school until 6:00 p.m. Applications may be filled out online at www.bgafterschoolzone.org. Please contact the coordinator, Ms. Tamesa Davis, at ext. 5122303 for more information. We request that ALL students register for Boys & Girls Club in case there is a time when your child needs to stay after school. Lakeview also offers a before school program called the Mega Morning Program from 7:30 a.m. to 9:00 a.m. for a small fee of \$72 monthly. Please contact Ms. La'Shoshia Shavers at ext. 5122297 for more information regarding the Mega Morning Program.

BUS REGULATIONS

All behavior expectations for students at the bus stop and on the bus are the same as when they are on campus. Florida law states that students who abuse the privilege of riding a school bus by violating the Student Code of Conduct at the bus stop or on the bus may be denied the privilege of riding the bus. Only students who are eligible for bus service can ride on the school buses. Once the bus riders are dismissed from school, they are to go immediately to the buses.

Parents may speak to representatives from OCPS Transportation Services by calling (407) 317-3800 and check a route by going to the OCPS Website and clicking on "Find-A-Bus."

CAFETERIA

The cafeteria offers both breakfast and a hot lunch daily. Some of the items offered during lunch are: pizza, hamburgers, subs, Gatorade, and bottled water. Students on the Free/Reduced Lunch program must have an updated form turned in within the first 10 days of school in order to continue receiving this benefit. Students will be issued ID cards that they will need to have with them as they enter the cafeteria. **Food and drink must remain in the cafeteria.** In order to keep the cafeteria clean and orderly, the following expectations and procedures are in place:

- Show your I.D. as you enter the cafeteria (IDs are to be worn at all times while on campus).
- Walk in the cafeteria at all times.
- Keep the cafeteria lines orderly and stay in single file.
- All food must be eaten at the tables.
- Place all trash in the proper containers. Remember to recycle!
- No change will be given to students. Any leftover monies paid by the student will be credited to the student's account.

****Note: No outside food will be allowed in the cafeteria. Students may bring a lunch from home, but the office will not accept deliveries or food drop-offs from parents, other than lunch from home (Example: Please do not drop off Chick-fila, McDonalds, Pizza, etc. for your child). NO BALLOONS on campus (includes birthday and congratulatory). Cupcakes are allowed to be dropped off in the front office first thing in the morning. These MUST BE STORE BOUGHT WITH AN INGREDIENT LABEL SHOWING in case of student food allergies. The cupcakes may only be eaten in the cafeteria during the student's lunch and after they have eaten lunch.**

CELL PHONE ACCEPTABLE USE POLICY

The faculty and staff of Lakeview Middle School recognize that various technologies are important tools in developing its students into 21st Century Learners. As such, and in an effort to ensure a learning environment that is focused on teaching and learning. Cell phones are allowed on campus but students may use them only before or after school. They are not to be used in classes, hallways, or at lunch. In the event of an emergency a student may always come to the main office to use our phones or call home on their cell phone under the supervision of a staff member. This is to protect the safety of your child and to limit classroom disruptions. Violations of this will result in consequences. Other electronic devices should not be brought to school and are not allowed (other than your school issued device). The school assumes no responsibility for electronic devices brought to school. We ask for your assistance as we implement the following guidelines that pertain to the acceptable use of cell phones:

- During the school day (from the first bell until the last bell which ends the school day) the cell phone must be turned off and cannot be visible.
- While students are riding OCPS buses the cell phone policy is in effect just as if the student was in a classroom during the school day.
- Capturing pictures and videos with a mobile device is strictly prohibited.
- School personnel has the right to ask a student to surrender a cell phone:
 - If the cell phone rang or vibrated (which would mean that the phone was turned on),
 - If the teacher saw the cell phone (which would mean that the phone was visible).
 - If the student refuses to comply with the initial directive of the adult to power off and put the cell phone away.
- If a cell phone is confiscated, it is returned to the student at the end of the school day.
- If a student is found to be in violation of the cell phone policy and refuses to surrender the phone to the school employee when asked, the procedure and resulting consequences will be as follows:

- An administrator will be called to assist the school staff member.
- If the student then surrenders the cell phone to the administrator, the cell phone will be returned to the student at the end of the day and the student will be assigned detention.
- If the student refuses to surrender the cell phone to administrator, parents will be contacted and the student will be assigned PASS or out-of-school suspension for Gross Insubordination/Open Defiance.

****Parents are asked to support the district's policy on the use of cell phones during school hours.** Please do not call, leave a voice mail, or text your child during school hours as this only increases the temptation of our students to use their cell phones during school hours. If you need to contact your child, please call the main office at (407) 877-5010.

Contraband Policy: (per 9 weeks)

Inappropriate use of following items: Bluetooth speakers, iPods, Game Boys, cameras, laser pointers, and other electronic items to be determined by the school.

- 1st Offense: Verbal reprimand
- 2nd Offense: Teacher confiscates item, student may pick up the item at the end of class.
- 3rd Offense: Teacher confiscates item, student may pick up the item from the attendance clerk at the end of the day.
- 4th Offense: Teacher confiscates item, assigns Wednesday detention, student may pick up the item from the attendance clerk at the end of the day.
- 5th Offense: Teacher confiscates item, assigns Wednesday detention, student may pick up the item from the attendance clerk at the end of the day.
- 6th offense: Teacher confiscates item, initiates and submits a referral to the grade level office, student may pick up the item from the attendance clerk at the end of the day.

Subsequent offenses= referral to the grade level office

SCHOOL ISSUED DEVICES:

Each Lakeview Middle School student will receive an OCPS laptop and charger for the school year. Students are responsible for the care and upkeep of these devices while in their possession. Students are expected to:

- Students are expected to use OCPS technology in a responsible, ethical, and legal manner.
- No food or drink should be next to the laptop.
- Cords, cables, removable storage devices must be inserted carefully into the laptop.
- Laptops should not be used or stored near pets, water or other liquid, food, and weather.
- Laptops should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Laptops must remain free of any writing, drawing, stickers, labels, etc.
- Heavy objects should never be placed on top of laptops.
- Never swap or share your computer. You are responsible for your assigned computer.
- Students are not allowed to download or install any software or other materials
- Laptops should only be used while they are on a flat and stable surface.
- Keep the computer secured or attended at all times
- Charging is done at home unless you have teacher permission to charge at school and that you remain with your computer while charging.
- Do not charge the device on a soft surface that blocks airflow.
- Students are not to videotape or audio record without the permission of the teacher and must be of educational purpose.

- Clean device screen with microfiber cloth.

TROUBLESHOOTING:

- Confirm device is connected to the internet.
- Press Control + Alt + Delete to close programs in the Task Manager.
- Restart device.
- Submit a service request: studenttechrequest.ocps.net.

ACCIDENTAL DAMAGE FINES:

1st Citation:

2nd Citation:

3rd Citation:

LAPTOP

Up to \$50

Up to \$100

Up to cost to repair/replace

CHARGER

Up to \$10

Up to \$25

Up to cost to repair/replace

ACCIDENTAL DAMAGE FINES:

1st Citation:

2nd Citation:

LAPTOP

Up to \$100

Up to cost to repair/replace

CHARGER

Up to \$10

Up to \$25

CONSEQUENCES:

- If you forget to bring your laptop to school, it is just like forgetting a textbook (same rules – student’s responsibility)
- Failure to use the computer in an appropriate manner will result in consequences.

Restrictions & Limitations:

- There will be content filtering and this will apply outside of school as well. For example, if you cannot access Facebook at school, then you will not be able to access it at home.
- Lakeview Personnel will have a program to be able to monitor every laptop.

INAPPROPRIATE CONTENT/VIDEO and/or AUDIO RECORDING:

Inappropriate content on the student computer will be handled on a case-by-case basis. Based on the severity of the content, the consequences may change and/or be escalated.

- First Time – Verbal Warning.
- Second Time – Student is assigned afternoon detention.
- Third Time – Parent contact/student is assigned afternoon detention.
- Fourth Time – Referral to the grade level office.

Subsequent offenses= referral to the grade level office

COLOGNE

Please keep all cologne at home and use lightly. We have many students and staff members who are allergic to colognes and ask that you keep cologne at home to help everyone stay healthy. Cologne on campus will be treated as contraband and will be confiscated.

CLASSROOM REQUIREMENTS

Lakeview Middle School is a place where the job of the students is to learn. Learning is hard work, but with the right tools and a safe environment we believe that every student can learn and achieve. You should be prepared and ready to work hard every day and follow all expectations and procedures. This involves having all of the necessary supplies as well as a positive and cooperative attitude. Please let us know if you ever need any of the tools necessary for you to learn as we are here to help support you in your learning.

DISCIPLINE

Each student is expected to behave so that he or she will not interfere with or interrupt the educational opportunities of themselves or fellow students. The Orange County Public Schools Code of Student Conduct is followed at Lakeview Middle School and all school related activities. The Code of Student Conduct describes the rights and responsibilities and also tells about the rules each student must follow. The code also describes the consequences for not following the school rules. It emphasizes parental involvement and student responsibility for behavior. A copy of the Code of Student Conduct can be found on the Lakeview Website at www.lakeviewms.ocps.net.

Discipline is the training that develops self-control, character, orderliness and efficiency. It is the key to your academic success. As we developed our school regulations it was with the belief that every student desires to control his/her emotions and behavior in order to maximize academic achievement. Rules and regulations are based on the laws of Florida, district policies and the administration of our school. They are designed to ensure the orderly and efficient functioning of the school.

**** Please take the time to review the Code of Student Conduct document with your parent. Both the student and parent or legal guardian have signed that they have reviewed this document and will abide by its contents. You are held to the expectation of knowing the information provided in the Code of Student Conduct at all times.**

DRESS CODE POLICY

In addition to the Orange County Public Schools dress code (available on the OCPS web site: www.ocps.net), Lakeview Middle School has a student dress code policy based on student input. The policy allows students the right to express themselves through their dress, but also ensures that what they wear to school does not disrupt the academic environment that is critical to student success. Students have the responsibility to learn and observe the basic standards of appropriate dress, personal cleanliness, modesty, and good grooming. All students must adhere to the dress code while attending school, riding buses to and from school, and participating in school functions, unless otherwise indicated by the principal.

- Violations that are fixable will be corrected at the time the violation occurs.
- Repeated violations will result in disciplinary consequences.
- If a student arrives at school and refuses to comply with the dress code, he/she will not be allowed to attend classes. The student will be isolated until the parent is called to bring appropriate clothing for the student.
- Refusal to change will result in in-school suspension and repeated violations will be considered disruptive behavior in violation of the student code of conduct.
- If a parent or guardian has a question regarding a particular item, please seek clarification from the school administration before wearing the item

A. Students May:

- Wear yoga pants, leggings, or jeggings **WITH** a shirt, top, or dress that extends beyond the student's fingertips when arms are relaxed at sides (this is called the mid-thigh rule).
- Wear shorts, skirts, or dress hemlines that extend **BEYOND** student fingertips when arms are relaxed at sides.
- Wear clothing **with NO skin showing above the fingertip length.**

B. Students May Not:

- Wear yoga pants, leggings or jeggings alone as pants – they should only be worn if a shirt, top or dress covers to mid-thigh.
- Wear shorts, skirts, or dress hemlines that are less than mid-thigh.
- Wear short shorts or cut offs (no spandex, exercise wear, and biker shorts).
- Wear suggestive, skintight, or see-through clothing. This includes clothing that exposes underwear or the midriff.

- Wear sagging, bagging, flagging, or any type of gang identification clothing or paraphernalia (this includes gothic dress). This is a dress code violation.
- Wear any clothing that advertises, depicts, or displays alcoholic beverages, tobacco products, illegal substances, profanity, sexual innuendoes, political, racially/religiously inflammatory language or pictures of any kind.
- Wear extraneous metal studs, zippers, or cloth strips which are dangling as they may pose a safety hazard.
- Wear long, large and/or heavy chains, studded or chained accessories, including belt and wallet chains
- Wear any strapless clothing – halters, tube tops, etc. (even if you are wearing a sweater, jacket or other outerwear over the clothing, this is not acceptable).
- Wear pajamas or bedroom slippers.
- Wear hats, sunglasses, bandanas (either on the head or on the body), headgear, or head covering of any kind other than for religious or medical reasons.
- Wear backless shoes.
- Wear pants, shorts, dresses or skirts with skin showing above fingertip length.
- Wear transparent or mesh clothing without an appropriate shirt underneath.
- Wear picks or combs in hair.
- Wear shirts with hemline exposing skin at or above the waistline.

C. Students Must:

- Wear clothing and hair styles that are not harmful, disruptive or hazardous to health or safety.
- Wear shoes at all times.
- Wear pants and skirts worn at the waist, belts buckled, no underwear/sleepwear as outerwear, no underwear or parts of undergarments may be exposed (boxers, gym shorts, undergarment straps, etc.).
- Wear shirts with a capped sleeve. Shirts and tops must cover the entire back, chest, shoulders and upper arm. No sleeveless shirts or open sleeve shirts, and shirts must be worn by all students at all times.

**** The Four Finger Wide Rule: does not apply at LMS**

Enforcement Standard (Per Semester)

Administration reserves the right to determine the appropriateness of clothing, hairstyles, and ornamentation/accessories. The school administration also reserves the right to adjust or change if any policy item is deemed inappropriate for the school environment.

1st dress code violation = Verbal Warning or Parent Contact

Violations that are fixable will be corrected at the time the violation occurs. The school may offer a suitable change of clothes for the student to wear during the school day to be returned at the end of school. If a student may wishes to notify their parent or guardian that a change of clothing is needed, the student will be placed in a separate location until a change of clothing has been received. If the parent cannot bring a change of clothes, the student will be placed in In-School-Suspension for the remainder of the day.

2nd dress code violation = Verbal Warning and Parent Contact

- Same information as in 1st dress code violation.

3rd dress code violation = Written Reprimand and Parent Contact

- Parent Contact/One (1) Admin Detention

4th dress code violation = Written Reprimand and Parent Contact

- Parent Contact/One (1) Admin Detention

5th dress code violation = Written Reprimand and Parent Contact

- Parent Contact/Two (2) Admin Detention

Subsequent offenses= Referral/In School Suspension to Referral/Out of School Suspension

Florida Education Standards

The Florida State Board of Education approved both the Mathematics Florida Standards (MAFS) and Language Arts Florida Standards (LAFS) in the spring of 2014. The Mathematics Florida Standards include the K-8 grade level standards and the K-12 standards for mathematical practice. The Language Arts Florida Standards include the English Language Arts standards in grades K-12 as well as the content-area literacy standards for both middle school and high school instruction in history/social studies, science, and technical subjects. The Florida Comprehensive Assessment Test (FCAT) 2.0 was replaced with a new assessment designed by the American Institutes for Research (AIR). The FCAT assessment tool is only available for 8th grade science.

GRADING SYSTEM

Letter Grade	
A	100-90
B	89-80
C	79-70
D	69-60
F	Below 60

BEHAVIOR CONDUCT MARKS

Numerical System
1 = Satisfactory
2 = Needs Improvement
3 = Very Unsatisfactory

Grades are a reflection of mastery of grade level benchmarks. Please check ProgressBook weekly for updates.

GUIDANCE

The purpose of the guidance program is to help each individual student achieve academically, emotionally, and socially. We do this in several ways:

- We welcome the opportunity to discuss challenges.
- We help new students feel at home in our school with new teachers and friends in a new setting.
- We conduct classroom lessons to assist with career planning and other academic curriculum.

We share data with students to help them learn as much as possible about their strengths and weaknesses and to develop short and long-term goals and Positive Personal Profiles accordingly.

HALLWAYS

Students may be in the halls after the first morning bell, transitions between classes and at the close of the school day. Students in the halls during class must have a written pass from a teacher. Students are expected to be courteous at all times and keep to the right when moving in the halls and up and down staircases.

HOMEWORK

Students should expect homework and review material on a regular basis. Homework is meant to be practice of skills and should be completed neatly as well as turned in on time. Parents should emphasize the value of homework assignments and of developing good study habits. Make sure there is a quiet place and time to work and study. Each student should study from 30 to 60 minutes per night whether they have assigned homework or not.

HOSPITAL / HOMEBOUND

If a student is to be confined to the home or to the hospital by a licensed physician for a minimum of fifteen (15) school days due to illness or injury, the student may be eligible for the Hospital/Homebound program. The Hospital/Homebound teacher provides instruction in the home, the hospital or through a teleconference class via the telephone system. Homebound application forms may be obtained from the counselor or the homebound office. Applications must be signed by the parent/guardian and the doctor, and returned to the Hospital/Homebound office for processing.

MEDIA CENTER

The Media Center is for student use and we encourage all students to utilize this important resource facility. The Media Center is open from 9:00 a.m. to 4:15 p.m. on all school days. Students may come in to complete assignments on the computer, work on homework or projects or check out a book.

MEDICATIONS / HEALTH ASSISTANT

Periodically, parents and physicians request that students take medication during school. **All prescription and non-prescription medication that is to be taken during school hours must be dispensed through our school health assistant. Students are not allowed to have medication in their possession at school.** Written permission forms must be obtained from the school health assistant for all medications. Parents should bring the medication to the school health assistant in the original container. Please call our health assistant at ext. 5122229 if you need further information.

\$ MONEY \$

Students should not bring money to school other than for lunch and/or school sponsored activities.

PARENT/TEACHER CONFERENCES

To schedule a conference with your student's teachers, please contact Heather Jones, Discipline clerk at ext. 5122246. Conferences are normally scheduled for 8:40 a.m. and must be completed by 9:10 a.m.

REPORT CARDS / PROGRESSBOOK

Report cards are given at the end of each nine-week grading period. In addition, progress reports are also given approximately halfway through each nine-week period. **You can check your child's progress anytime by using your assigned password and logging into Progress Book.** Please contact the discipline office clerk if you need to get a copy of these procedures and your login.

SCHOOL HOURS / SUPERVISION

Classes begin at 9:30 a.m. and conclude at 3:57 p.m. (Wednesday schedule is 9:30 a.m. to 2:54 p.m.) Office hours are from 8:30 a.m. to 4:30 p.m. daily. The school phone number is 407.877.5010. There is no adult supervision before 9:00 a.m. All students must be picked up by 4:15 p.m. (3:15 p.m. on Wednesdays) unless they are participating in a school-sponsored activity that is supervised by a Lakeview Middle School staff member. We value the safety of our students at all times and ask that you help us to keep them safe by following these time frames.

SPORTSMANSHIP DURING ATHLETIC EVENTS

Common courtesy and good sportsmanship are very important.

Remember:

- Consider the visiting team and officials as guests and treat them as such.
- Respect the rights of all spectators.
- Accept the officials' decisions as final.
- Be modest in victory and gracious in defeat.
- Booming and jeering are inappropriate.

CLOSED CAMPUS

Lakeview Middle School has a closed campus. Students are not permitted to leave campus after arriving to school in the morning unless signed out in the attendance office. Students who leave campus without permission will be considered truant.

VISITOR'S INFORMATION

We welcome visitors to our campus. However, all visitors must stop at the main entrance door and show your ID and state your business to enter the building. Once you have been approved, the front receptionist will buzz you in to enter

the main office. The main office is open from 8:00 a.m. to 4:30 p.m. If you are here to pick up a child, be prepared to present ID and you must be listed on the child's emergency form and contact list.

STUDENT CHECK-OUT

Parents are asked to report to the front office if you must pick up your student before the end of the school day.

Arrangements must be made before 3:30 p.m. Monday, Tuesday, Thursday or Friday. (2:30 p.m. on Wednesday) if you are picking up your child early. For the protection of our students, phone requests for a student to leave will not be honored. For the safety of all students, OCPS policy states proper identification is required for a parent/guardian or others to check a student out of school. If the student is leaving with someone other than a parent/guardian, the adult's name must be included on the student emergency form listing those who are authorized to remove the student from school. This form will be filled out when you and your child pick up his/her device.

Students will not be signed out after 3:30 p.m. (2:30 p.m. on Wednesdays.) Thank you for your assistance.

STUDENT DROP OFF AND PICK UP

To ensure safe arrival and departure for our car riders, please use the north entrance on West Bay Street to drop off and pick up students. **Do not drop off or pick up students in front of our bus-loading entrance or on adjoining neighborhood streets.** Please be aware of the direction of the flow of traffic as you enter our parking lot by observing the signs. There is only one line for student pick up behind the parking lot across the street. For the safety of all, do not pick up students on Tildenville Road or behind the school. Only use the loop in front of the school for pick up and drop off during school hours. Please help us keep our children safe.

STUDENT IDENTIFICATION (ID) CARDS

All Lakeview Middle School students will be issued a Lakeview Identification Badge at the beginning of the school year at no charge. The ID badge allows anyone on campus to quickly identify faculty, staff, or students and provides a validation that the individual belongs on the school's campus. The students are required to wear their ID card every day. For students, the ID badge is part of the school's uniform policy and is used in the lunchroom, in the Media Center, anytime a student uses a computer here at Lakeview, and to identify a student in the hallways or classroom. Students are not allowed to hold on to ID badges of other students at any time. If an ID badge is found, immediately return it to the front office or give it to a faculty or staff member who can take it to the front office. Defacing, damaging, or destroying a school issued ID badge, other than normal wear and tear, is considered "property damage" or "vandalism" and subject to discipline procedures. Any ID badge that is deemed unrecognizable must be replaced.

Students who do not have their ID badges must report to their grade level office and will be issued a temporary "red" ID badge. The following consequences will be given to students for not having an ID badge.

- First violation: Warning & temporary ID for use (must be returned by the end of day).
- Second violation: Parent notification & temporary ID for use (must be returned by the end of day).
- Third incident: After school detention.
- Fourth or more incidents: Progressive discipline includes but not limited to parent conference, reflection sheet, multiple days of detention, and/or Wednesday after school detention.

Replacement ID Badges may be purchased before and/or after school in the media center for \$3. No ID badges will be issued during instructional time.

****Parents, we need your help in making sure the card is brought to school each day.**

SEARCH AND SEIZURE

In order to maintain a safe school environment for all Lakeview Middle School students and staff, the School Board authorizes school officials to conduct searches of students, student lockers or other school/district property or student

property if there is reasonable suspicion or grounds that the search will uncover evidence that a student is violating the law or the rules of the District or school.

All searches will be conducted in the presence of another district employee, and no school employee shall conduct body cavity searches or searches that involve removing or rearranging clothing which permits visual inspection of underclothing, breasts, buttocks, or the genital area. The parent shall be notified by the district as soon after the search as possible.

STUDENT SUSPENSION

During the time of their suspension, a student is not to be on any OCPS school property nor at any school-sponsored activity. This includes all school campuses within OCPS.

WEBSITE

The Lakeview Middle School Website is accessible at www.lakeviewms.ocps.net. We encourage you to visit the Website to view current calendars, lunch menus, activities and general information to view. Each teacher also maintains a classroom website that contains daily classroom activities.

Lakeview Middle School Student Daily Dozen

1. Ask for a pass after the first and before the last 10 minutes of class **only**.
2. Have PR²IDE at all times:
 - a. Perseverance
 - b. Respect
 - c. Responsibility
 - d. Initiative
 - e. Determination
 - f. Enthusiasm
3. Be on time and prepared for class.
4. Adhere to the LMS Dress Code.
5. Use appropriate hallway behavior: walk, stay to the right, single file line to get into the classroom.
6. Share a positive attitude with everyone.

****Note: Students learn appropriate behaviors through instruction, practice, feedback and encouragement. With consistency in behavior expectations, students learn that there are both consequences and rewards for their choices.**