



Lakeview

SCHOOL DISTRICT

**Alternative
Education/Lakeview HS
Virtual Academy Handbook**

2020-2021

Dear Students and Parents:

This Student - Parent Handbook is prepared for your benefit. Its primary purpose is to acquaint you with the the instructional program, operation and regulations. We hope that you will take an active part in your school program. Best wishes for a happy and successful year!

Blake J. Prewitt, Superintendent
Lakeview School District
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INTRODUCTION

The mission of Lakeview School District is to provide meaningful learning in a safe environment in order to develop knowledgeable, healthy, socially responsible citizens in our global society. Achievement of this mission requires a strong partnership among students, parents, community, and school employees.

The information in this handbook explains the code of acceptable student behaviors and subsequent discipline policies and procedures that will be used to ensure fair and equitable treatment for all members of our student population. These policies and procedures are grounded in a philosophy of collaborative solutions and learned responsibility. At the same time, the policies and procedures comply with federal and state laws and reflect our commitment to the safety and welfare of the entire educational community.

Students, parents, and faculty have the responsibility of reading and understanding all the information contained in this handbook.

Description of program

LSD Alternative Education uses the online curriculum delivery system Graduation Alliance, in combination with individual support and guidance in an alternative setting, to allow students to earn their high school diploma. All courses are provided online. Some time each week will be spent at the LSD Alternative Education site, and some time can be spent off-site on student's own time. Technology will be made available to students for use off-site on a student-by-student basis.

Situations that might make this program a fit for a particular student

High school students sometimes find themselves in situations where having options aside from a traditional high school can be very helpful. These situations can include:

- When the social aspects of high school provide too much opportunity for distraction.
- When events and challenges outside of school (family, work, etc.) make a more flexible schooling schedule necessary.
- When it is difficult to be academically successful in traditional classrooms.
- When a student wants to move through coursework at their own pace.
- When there is a challenge working within the rules and policies of a traditional school.
- When attendance at school is keeping a student from being successful.
- Other situations deemed appropriate by counseling staff and administration.

If you feel that the LSD Alternative Education could be a fit for you, schedule a meeting with your high school counselor to discuss enrolling. Phone: 269-565-3721

Hours of operation

The LSD Alternative Education is open from 7:30-3:00. Each student will have their own attendance plan dictating when they are to be participating on-site.

Open Lab hours for the 2020-2021 school year are as follows:

Tuesday: 9:30am-3:00 p.m.

Wednesday: 7:30 a.m.-3:00 p.m.

RIGHTS

General rights

Students have a right to:

Learn and study in a positive atmosphere for learning – one that is unbiased, nonjudgmental, and free from prejudice, discrimination, verbal or physical threats and abuse.

Expect that school rules will be enforced in a consistent, fair, and reasonable manner. Discuss and receive assistance with educational concerns from the school staff

Receive a copy of the student handbook.

Receive fair discipline without discrimination. Have access to their student records.

Parents and guardians have a right to:

Receive official reports of the student's academic progress and attendance.

Request and be granted conferences with teachers, counselors, and administrators.

Receive explanations from teachers about the student's grades and disciplinary procedures. Read all school records pertaining to their student.

Age of majority rule

The student rules and regulations in this handbook will apply to all students unless a student may claim Age of Majority rights. Students who are *eighteen years old, living alone and financially independent, may:*

Have the same privileges as parents in relation to access to their own personal records.

Represent themselves during disciplinary conferences.

Be in receipt of his or her report card.

Excuse themselves for absence from school.

Eighteen-year-old students must meet with the Dean of Students and provide evidence that he or she qualifies for the aforementioned privileges.

Rights to and limits on students' freedom of expression

Student speech is protected by the First Amendment of the Constitution. Students have the right to express themselves openly on school premises about matter of social, political, and religious importance. However, school administration has the right to prohibit student

expression if it causes a disruption of or interference with the orderly conduct of school activities. This includes some off-campus student speech. *Off-campus student speech, including posts on blogs or social media, may come under the jurisdiction of the school when it promotes a material and substantial disruption of the educational process.*

Rights to and limits on student privacy – search and seizure

In order to maintain order and safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as purses, wallets, knapsacks, backpacks, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district’s student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student’s account on a social networking website that violates the school’s disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district’s policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Students and law enforcement

Lakeview School District retains the right to use law enforcement officials as assistants in internal investigations. In these cases, law enforcement is acting as an agent of the school. Investigations such as these are not criminal investigations, and are not subject to the limitations imposed on law enforcement investigations.

When Lakeview School District uses law enforcement specifically for criminal investigations, the legal limitations of those investigations apply. Parents or guardians are contacted and are requested to be present for the investigation process.

Lakeview may refer criminal conduct to the authorities, and the authorities retain the right to arrest students in accordance with local, state, and federal law

Video monitoring systems

A video monitoring system may be used on school busses and in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel. Due to confidentiality requirements, videos will not be shared with parents or the public.

PROCEDURES

Activities

Students of LSD Alternative Education are *not* students of Lakeview High School. As such, they may not be involved in LHS sports or other school activities except in ways that students from other high schools are allowed to be involved.

Exceptions to this can be made on a case-by-case basis by LHS building administration and the Program Coordinator. Students who wish to attend LHS dances must complete the [Guest student application form](#) in the high school office. Please note, this form has cutoff dates.

Students that wish to participate in LHS clubs or extracurricular activities such as athletics may complete the [Extracurricular Activities form](#).

Students in the Lakeview Virtual Academy may be involved in sport and school activities.

Assessments

All quizzes and tests will be taken on-site unless exceptions are made for individual student situations.

Students that complete all assignments, and carry 80% or higher grade are exempt from the exam.

Attendance procedures *(when face to face)*

On-site attendance requirements- Attendance Line: 269-565-2453

All students will have an attendance plan detailing the times required for them to attend and work on their courses on-site at LSD Alternative Education each week. This requirement depends on the student's ability to prove they can successfully complete the required coursework without direct supervision. As students prove they are able, they can request to attend fewer hours on-site.

When beginning the program, students are required to spend at least 8 hours per week working on-site at the LSD Alternative Education. Each student's attendance plan is created by agreement between the student and the LSD Alternative Education coordinator. Schedules can be changed with further discussion based on student need, but attendance plan changes need to be agreed upon in advance and students are expected to attend every day in their attendance plan.

Except in exceptional circumstances at the district's discretion, each student will have at least 1-hour of expected on-site time each week. This allows for face-to-face connection between the student and the coordinator. It also allows for accountability to the State of Michigan regarding the student's attendance at school.

Tardies and excused absences- Any absence for which a phone call is received from the parent or guardian *prior* to the absence will be considered excused. *Time missed for excused absences must be rescheduled and added to the student's attendance plan within the following 10 school days.* This will be done with the program coordinator upon the student's next day in attendance. Students are expected to be in class at the start of the session time. Any student that arrives later than 15 minutes from the start of class is considered absent.

Students can be excused as absent *and not need to make up the missed time* if they can provide official documentation from an organization for the absence (examples of this could include last-minute changes in work hours by boss, doctor visits, court appearance, etc.).

An absence that is not called in advance by the parent or guardian, not excused by official paperwork after the fact, or time not made backup will be considered unexcused. Students with an unexcused absence in the prior 4 weeks of school are not considered to be in good standing.

Students that accumulate 9 unexcused absences within the trimester will be subject to an attendance review and may be placed in the Credit Recovery Program and will work from home full time.

Good standing and lowered on-site hours

Students maintain good standing by being in attendance when required and successfully advancing in coursework over a 4-week period. Once a student has accomplished 4 weeks in

good standing, they can request to have a lowered number of hours required to attend on-site. This will be allowed by the program coordinator on a case-by-case basis based on the student's ability to work consistently independently. In those cases, the student's attendance plan will be changed, and attendance will still be required as per the planned (and reduced) number of hours.

Accountability for fully-off-site students

Some students may, either by earning the right through responsibility, or by administrative decision, be allowed to participate in the LSD Alternative Education in a fully off-site format. Requirements for communication and possible meetings off-site with a program staff member will be determined on a case-by-case basis.

Attendance while district is in virtual learning environment K-12

The district is required by law to maintain attendance records during virtual learning. Attendance will be counted by student engagement and contact with the teacher and the completion of class assignments. Teachers will contact parents if their child has not been engaged online during the week.

Bullying, intimidation, and harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone or in writing.

Complaint Managers:

<u>Blake Prewitt, Superintendent</u>	<u>Wendy Meyer, Communications Director</u>
Name	Name
<u>15 Arbor Street BC, MI 49015</u>	<u>15 Arbor Street BC, MI 49015</u>
Address	Address
<u>269-565-2400</u>	<u>269-565-2400</u>
Telephone	Telephone

Any student who is determined, after an investigation, to have engaged in intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Bus conduct

The Transportation Department at the beginning of the school year will distribute bus rules and regulations to students. The discipline for inappropriate student behavior on the school bus will be determined by the Transportation Department and/or school administration. The discipline will be administered according to the rules and regulations of the Transportation Department and those set forth in the Lakeview Student Handbook.

Calhoun Area Career Center

Students who attend CACC can participate in LSD Alternative Education and still attend CACC.

Complaint procedures

Citizens who have concerns with District staff, programs or practices are encouraged to bring their concerns to the person in charge at the closest point of origin. In most cases this will be the teacher, then followed by the building administration. Where the matter is unresolved at that level, the following formal complaint procedure may be utilized:

Complaint Procedure

A complaint will: be in writing; be signed by the complaining parties; set forth the specific acts, conditions or circumstances of concern; identify the relief being requested, that is within the authority of the District to grant; and, be submitted to the person in charge at the closest point of origin (typically the building principal)

The building administrator will offer to meet with the complainant to discuss the complaint. Following the meeting, if there has not been a satisfactory resolution, the building administrator will, within ten (10) school days after receipt of the complaint, send a written complaint to the Superintendent, together with the disposition at his/her level.

The Superintendent/designee will conduct or coordinate an investigation of the complaint and reach a decision within twenty (20) school days after receipt of the complaint. The decision of the Superintendent/designee shall be communicated in writing to the parties involved.

Should a complaint be submitted with less than twenty (20) school days remaining within the school year, a reasonable extension of this timeline may be taken, as deemed necessary by the person conducting the investigation.

If the complaint has been investigated by the Superintendent's designee, and has not been resolved to the citizen's satisfaction, the citizen may request, within five (5) school days, that the complaint be referred to the Superintendent.

The parties involved in the complaint will have the opportunity to meet with the Superintendent within fifteen (15) school days after the Superintendent receives the designee's decision.

The Superintendent will make a decision and notify the citizen, in writing, within ten (10) school days after: receiving the complaint and the designee's decision; or, meeting with the parties involved in the complaint. The response of the Superintendent will: deny the allegations contained in the complaint; and/or, identify corrective measures deemed necessary to resolve the complaint.

Counselors

Robert Allison, Counselor-	Last names A-D	269-565-3722
Heather Allbee, Counselor-	Last names E-K	269-565-3723
Cara Price, Counselor-	Last names L-Ri	269-565-3724
Lukas Pederson, Counselor-	Last names Ro-Z	269-565-3725

Curricular and non-curricular club guidelines

Equal Access Act (20 USC 4017)

"It shall be unlawful for any public secondary school which receives Federal financial assistance and which has a **limited open forum** to deny equal access or a **fair opportunity** to, or discriminate against, any students who wish to conduct a meeting within that limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such meetings."

Limited Open Forum

"A public secondary school has a **limited open forum** whenever such school grants an offering to or opportunity for one of more non-curriculum related student groups to meet on school premises during non-instructional time."

Fair Opportunity

"Schools shall be deemed to offer a **fair opportunity** to students who wish to conduct a meeting within its limited open forum if such school uniformly provides that:

1. the meeting is voluntary and student-initiated
2. there is no sponsorship of the meeting by the school, the government, or its agents or employees
3. employees or agents of the school or government are present at religious meetings only in a non-participatory capacity
4. the meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school, and
5. non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

Clubs must have the following on file in the LHS Assistant Principal's Office:

1. A copy of its bylaws, submitted annually (bylaw template available), which clearly state:
 - a. The full name of the club
 - b. A purpose/mission statement
 - c. A statement indicating that membership is open to any interested student
 - d. Activities related to the purpose/mission
 - e. A list of officer positions and process for the regular election of the officers
 - f. Meeting schedule (for example – Mondays after school during the school year)
 - g. A process by which the bylaws may be amended
 - h. The signature of the advisor at the time of the submission of the bylaws
2. The signature of the Assistant Principal at the time of the submission of the bylaws
3. The name of the advisor and a current list of officers – the Bible Club will not have a staff advisor per #3 in the definition of “fair opportunity” in the Equal Access Act.
4. An approved fundraising form prior to doing any fund raising activity.

In order to post any information or announcements, Clubs must:

1. Be officially recognized as a Lakeview Club.
2. Clearly state for the reader of the posting or listener of the announcement the Club responsible for the information.
3. Have the advisor's signature on all public address announcements and signature or initials on any posted material. When the advisor is unsure about the content of the announcement or posted material, he or she should meet with an Assistant Principal to determine the appropriateness of the content. Content deemed inappropriate without first being checked by the administrator would be the responsibility of the advisor.
4. Post notes with masking tape only. Showcases and other postings must not be covered.
5. Take down any posters or fliers in a timely manner once the event has taken place or the information becomes known.

Dance regulations

Guests

Students may be required to show identification at the door. Students may bring at most one guest to select dances. To do so, a student must complete the “Guest Student Application” form registering his or her guest for the dance. Each guest must be signed up by the end of school on the Wednesday preceding the dance. The administration assumes the right to refuse admission to the dance to anyone whose previous behavior has been inappropriate, at any extracurricular activity.

All school rules and regulations will be in effect during dances. Any student who violates any of the school rules or whose behavior is unacceptable will be removed from the dance without refund of their admission charge. Additional action may apply per the Code of Conduct

Absolutely no one leaving the dance for any reason will be allowed to re-enter.

Discipline Procedures

Student discipline will be handled on a progressive, three-step scale.

- Step One: verbal warning and discussion with the student and coordinator.
- Step Two: verbal warning, phone call home, and a plan in place to adjust behavior that may include removal from the day sessions for a period of time or until academic successes are reached..
- Step Three: removal from the Tier 2, Alternative Education Program, and placed into the Credit Recovery Program with Graduation Alliance Academic Coaches (Tier 4).

Driving and parking on school property

Failure to abide by these rules will result in a parking violation ticket. Driving/parking violations may lead to additional disciplinary action at any time these occur on school property.

1. Any and all vehicles driven to school must be registered in the office and accompanied with a sticker fee of \$5.00 per vehicle.
2. Neither the driver nor any other person(s) are allowed to be in the car during the school day.
3. Students are to park in designated areas. Violations will result in a \$20.00 ticket.
4. Vehicles must be under control and driven safely on school property at all times.
5. Maximum permissible speed is 15 m.p.h. or slower, as conditions may warrant.
7. Careless driving, littering, and parking on school property where prohibited as reported by any school employee, whether during or after regular class hours, or on weekends, will result in an automatic loss of this permit and/or further disciplinary action.

Enrollment

1. Initiation of enrollment
 - a. Student and LHS counselor discuss the possible appropriateness of program, or,
 - b. LHS administration dictates attendance.
2. LHS counselors or administration have initial meetings with students and initial communication with family about attending the LSD Alternative Education.
3. If the student has an IEP:
 - a. LHS counselors will involve the student's case worker in these conversations from the beginning.
 - b. Student's case worker will convene an IEP as appropriate to consider a change of placement.
4. LHS counselor notifies LSD Alternative Education coordinator of potential enrollment.

5. LHS counseling staff drafts a required course-taking plan for students to earn a diploma, and forwards the [Alternative Education EDP Application](#) to the LSD Alternative Education coordinator.
6. LSD Alternative Education coordinator sets meeting with student and parent/guardian to:
 - a. Outline program policies and expectations and have guardians and students sign off on those.
 - b. Draft initial attendance plan for 8 hours per week on on-site attendance, including the days and times of attendance.
 - c. Enroll student in online curriculum
 - d. Schedule for the day to come in for one-on-one introduction to the Graduation Alliance interface and expectations of courses.
 - e. If appropriate, issue a student a Chromebook with wireless access card. Students may be required to earn access to technology through onsite attendance and consistent credit earning prior.

Requirements for students who enroll prior to the beginning of trimester 2 of their senior year*:

- Successfully completing a high school diploma through LSD Alternative Education requires completing all of the courses required by the State of Michigan as part of the Michigan Merit Curriculum. That number is at a minimum of 18 courses.
- The total number of credits required may differ between students depending on the courses they have already taken.

*5 school days grace period into trimester 2 can be used for finalizing the decision based on counselor discretion.

For students who enroll after the beginning of trimester 2 of their senior year:

- Successfully complete all of the credit earning requirements of a traditional LHS student. See the LHS Student Handbook for details.

Any exceptions to these requirements will be made on a case-by-case basis by the LSD superintendent with input from building administration and counselors.

In order to participate in LSD Alternative Education programming, students must commit to actively engage in online coursework and successfully work through classes at an agreed-upon pace. The basic expectation is that students will be enrolled in and actively working on 2 courses at a time. The goal is to complete at least 2 courses each month or the equivalent of 1 credit each month in the program.

Students who actively engage in their courses, and complete 1 credit of coursework each month are considered to be in good standing.

Face Masks (phases 3-5)

All students preK-12 will be required to wear a mask in the school and when directed by a staff member. Students can be disciplined for refusing to wear a mask under “insubordination” in the Code of Conduct.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Food Service

Box breakfasts and sack lunches will be provided to all students expected to be in attendance on-site at or around meal times. Students are charged through the same process as LHS students.

Grading

Students will be consecutively enrolled in two Graduation Alliance courses at a time. Exceptions to this are in situations when an IEP or 504 reduces the student workload. Students that do not pass the assigned class within the trimester that it was enrolled in will receive an E. Classes taken for a second, or third time within the same trimester will receive their highest grade for the class.

Head lice policy (per the US Center for Disease Control)

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. For further information please visit: <https://www.cdc.gov/parasites/lice/head/schools.html>

Illness or injury at school

Students who become ill at school and wish to go home must first see a secretary. This person will notify the student's parent and get the parent's permission to let the student leave the building. Once permission has been granted, the student may sign out in the main office. Students who do not report to the secretary and receive the permission of their parent to leave may be considered truant. It is not permissible for a student to go home or sign out and go home, and then have their parent call after the fact. Parental permission must be received prior to the student leaving the building.

Students should report all injuries to a teacher or to the office. An "Accident Report" must be filled out at the time of the accident. In case of injury, the office will contact the parent or emergency contact person.

Immunizations

Section 9208 of Act 368 of Public Acts of 1978, State of Michigan, requires all children entering a school in Michigan for the first time to meet certain immunization requirements. The Calhoun County Department of Public Health defines a new enterer as one who is new to a district within the county. All new enterers shall submit proof of the following immunizations prior to official entry. (The school has the authority to deny entrance to children not meeting the immunization requirements.)

4 DTP - Diphtheria, Tetanus, Pertussis

Primary series of 3 given at least 2 months apart. Booster given at least 6 months after completion of primary series. An additional dose of TD adult is required for a child aged 13 or older who has not had a dose in the past 10 years.

3 OPV/IPV

Primary series of 3 given at least 2 months apart. Booster given at least 6 months after completion of primary series.

2 MMR (Measles (hard), Mumps, Rubella (3-day measles))

Both must be after the child's first birthday and given at least one month apart. The second MMR must have been given after 15 months of age.

3 Hepatitis B doses are required

1 Varicella dose is required (Chicken Pox) or written verification from the parent / guardian stating when the child contracted Chicken Pox.

Recommended but not required:

5th dose of DTP

4th dose of OPV/IPV
Haemophilus Influenza Type B (HIB)
Vision Screening
Tuberculin Test
Hearing Test
Dental Checkup

Medication

The administration of medication to students by school personnel shall be authorized and performed in circumstances, which render the administration of the medication, by the parent/guardian during school hours either impossible or impractical. Only such school personnel as are specifically designated and authorized by the building principal or his/her designated representative will administer medication. Students who fail to comply with this policy may be subject to disciplinary action.

This authorization to administer medication shall be issued only in compliance with the following conditions:

1. The Request for Administration of Medication form must be signed by the student's parent/guardian and filed with the building principal, or his designee.
2. Written instructions signed by the parent/guardian and the student's physician must be furnished and shall include:
 - a. Student's name, address, telephone number
 - b. Physician's name, address, telephone number
 - c. Date
 - d. Pharmacy name, address, telephone number
 - e. Name of medication
 - f. Prescribed dosage and frequency
 - g. Possible side effects
 - h. Termination date for administering the medication
 - i. Special handling and storage instructions
3. The medication must be brought to school in a container appropriately labeled by the pharmacy.

Refill of the medication is the sole responsibility of the student's parent/guardian.

4. The designated school personnel will:
 - a. Inform appropriate school personnel of the medication
 - b. Keep a record of the administration of the medication
 - c. Keep the medication in a secured storage area
 - d. Return the unused medication to the student's parent/guardian.
5. The student's parent/guardian assumes responsibility to immediately inform the building administration or his/her designated representative, in writing of any change in the

child's health affecting the dispensation of medication or of any change in the medication, including the discontinuation or modification of the medication.

6. The student's parent/guardian have responsibility to instruct their child to appear for dispensation of the medication at the scheduled time, and the student has the responsibility for both presenting him/herself on time and for taking the prescribed medication.

7. A record shall be maintained which indicates the time/date of medication, the amount of medication administered, and except in the case of emergency, two adult witnesses must be present. The adult designated to administer medication shall sign this form.

8. Students who are able to self-administer specific medication, (e.g. inhalers) shall be permitted to do so provided all of the following conditions are satisfied:

a. In the case of a prescription medication, a physician provides a written order for self-administration of the medication.

b. For prescription or non-prescription medication, there must be written authorization for self-administration of medication from the student's parent or guardian unless the student is emancipated.

c. The student has developed a plan between the parent/guardian, student, and the building administrator for general supervision of self-administration of medication.

d. Building administrators and appropriate teachers are informed that the student is permitted to self-administer medication.

e. The medication is transported to school and maintained exclusively under the student's control. Students permitted self-administer medication shall not convey, transfer, or distribute the medication to other students. Students violating this condition will be subject to disciplinary penalties as specified in the Code of Conduct

Moving or withdrawing from Lakeview

If you move out of or withdraw from the Lakeview School District during the school year, you need to obtain a "Student Exit" form from the student service center. The proper completion of the form will insure that your records are complete at the time you leave.

Students are responsible for returning all books, athletic equipment, locks, or other school-owned materials. Students will be requested to complete an exit survey as part of the check-out procedure. If these obligations are taken care of, school records will automatically be forwarded to requesting schools or students desiring a copy of their records.

Return to School Plan (Governor's COVID Plan)

All students will be compliant with the Board of Education approved Return to School Plan

Special Education

Students that receive special education services will be given on a consult basis. Prior to enrollment, students with IEPs will be reviewed.

Curriculum may be adjusted based on IEP's based on the [Graduation Alliance Accommodations form](#).

Technology

Access to the technology requires that the student and guardian both sign for financial responsibility for the replacement cost of the technology if it is damaged, lost, or stolen.

Students will be provided home wireless access using [Kajeet hotspot technology](#).

Transportation

Bussing may be available to students on the same basis as is used to determine bussing for traditional high school students on a case by case basis. Students who attend the CACC will have bussing from the CACC to Lakeview Alternative in the afternoon.

Metro Bus tokens are available on a case-by- case basis for in district students who face transportation issues.

General Rules

1. Obey the instructions of the bus driver at all times.
2. Board and leave the bus at designated stops only.
3. Ride only the bus to which you are assigned.
4. Present student identification when asked.
5. HS/MS students are not permitted to ride a different bus for social purposes.
6. Elementary School student may be required to walk $\frac{1}{2}$ mile to arrive at the bus stop.
7. Middle School students may be required to walk $\frac{3}{4}$ of a mile to arrive at the bus stop.
8. High School students may be required to walk a mile to arrive at the bus stop.

Conduct on the Bus

1. Be respectful and follow the directions of the driver at all times.
2. Stay seated facing front with your feet on the floor.
3. Keep all parts of their bodies inside the bus and out of the aisles.
4. No use of abusive or profane language or gestures.
5. Speak only in conversational voices and remain quiet at all railroad crossings and locations designated by the driver.
6. No eating, drinking or chewing gum.
7. No throwing objects inside the bus or out of the windows.

8. Be responsible for damage he/she causes to school buses, personal or public property.
9. Student who is responsible for property damage will be denied bus privileges until such damages are repaired and if cost is involved, such repairs must be paid for in full. A minimum bus suspension may still apply.
10. Keep all pop cans, plastic bottles & food items in a closed lunch bag/backpack.
11. Keep toys or special items for school projects packed safely for bus transport.
12. Headsets/headphones are not permitted during loading, unloading or while crossing any roadway or driveway.
13. Enter and exit the bus only by the front door, except in an emergency or when directed by the driver.

Prohibited Items

1. Tobacco/Alcohol/e-cigarettes/vapes/Illegal substances of all kinds.
2. Firearms, fireworks, ammunition, explosives, combustibles or flammables of all kinds.
3. Knives, scissors, razor blades, blades removed from pencil sharpeners or anything with the ability to cut and harm.
4. Open flames (lighters, matches, etc.)
5. Live animals or insects.
6. Food and/or drinks.
7. Helium filled/floating balloons
8. No wooden or metal bats, tennis rackets, lacrosse sticks, unless they fit in an equipment bag.
9. No skateboards/skis/snowboards or rollerblades/skates.
10. No baseballs, basketballs, soccer balls or footballs etc. Unless they are in an equipment bag. No loose objects that can roll around the bus.
11. Any object too large to be carried by the student and/or held on students lap. Including instruments.
12. Any object that limits the driver's ability to see out any window.
13. Any item that reduces seating capacity for any other students.

Cell Phones/Cameras/Recording Devices

The use of cameras and recording devices are prohibited while on the bus. Cell phones are not to be used unless deemed an emergency by the driver. Parents please do not text your child to get off the bus because you are at the school to pick them up, call the transportation office and we will radio the driver to let them off. Parents please do not text your child to get off at a random unauthorized stop instead contact the transportation office.

Route /Bus Stop Changes

All requests for route or stop changes should be directed to the Transportation Department 269-565-2490.

Drivers may not make changes to bus routes without the Transportation Directors approval.

Procedures For Waiting For The Bus A.M.

Parents are responsible for making sure their student arrives at the bus stop ten (10) minutes prior to scheduled pick up time. (The driver will not honk the horn or wait for students as we need to keep a schedule)

1. It is the parents responsibility to monitor their child(ren's) behavior at the bus stop.
2. Show respect for the property and towards other people sharing the bus stop. No littering, no excessive noise, no trespassing and no harassing wildlife or animals kept on property.
3. Stand back off the roadway or on the sidewalk. Do not stand closer than 10' to the road.
4. Wait for the bus to come to a complete stop before moving towards the bus. Approach the bus only after the driver has come to a complete stop and opened the door.

5. If you miss the bus, go home immediately.
6. Parents are responsible for providing transportation if a student misses the school bus.
7. Never chase the bus on foot or by car. Never run towards a moving bus.

Safe Riding Instructions

1. Observe same conduct as in the classroom.
2. Be courteous to the driver and other students.
3. Use NO profane language
4. No eating or drinking on the bus
5. Keep the bus clean
6. Cooperate with the driver knowing that he/she has the right to assign seats at any time.
7. Stay safely seated at all times.
8. Keep head, hands and feet inside the bus.

Loading/Unloading the Bus

1. Do not push or shove. Enter and exit slowly with caution and care.
2. Use handrail.
3. When you are ready to exit the bus, remain seated until the bus has come to a complete stop.
4. Take care to collect all your belongings. Check the seat, around the seat, even under.
4. Use the handrail and take one step at a time. Never jump out of or off the bus.
5. Remain in eye contact with the driver especially when crossing.
6. Never crawl under the bus to retrieve any item. Alert the driver if you see something under the bus.

Crossing Procedures

1. When crossing the street, walk forward 10 feet and wait for driver direction (by hand/paddle signal).
 2. Walk to the middle of the bus, STOP and look for the driver's direction (by hand/paddle signal).
 3. Look both directions then proceed by following driver direction (by hand/paddle signal).
- The driver will show your child the crossing paddle – this large yellow paddle shows children walking or when child is being asked to remain stopped; it has a red stop sign. If a driver honks the horn it is to alert the child of a danger or concern and that signal could warrant that the child is to return to the safety of the school bus. Follow the driver directions closely.
4. Never cross behind the bus.

Discipline Procedures

We take safety very seriously and make every effort to work with each student for success on the school bus.

Discipline steps could include reassignment of seating, verbal & written warnings, bus suspension, telephone calls to family or to school staff for additional support. These steps may be used individually or in any combination to help resolve student behavior issues.

Serious violations could result in an immediate suspension even including revoking the student's bus riding privileges effective immediately.

The Transportation Director has the authority to skip any and all steps for all bus violations.

Lakeview School District
Transportation Department
269-565-2490

Weather emergencies and drills

Each Lakeview School District building will hold fire drills, lock-down drills and tornado drills during the school year as required by state law. Teachers will review the procedure for fire and tornado drills with students during the first days of school. The procedures will be posted in each classroom. Complete cooperation by every student is vital to the success of these important drills.

Severe Weather Terms

TORNADO WATCH: Conditions are favorable for the formation of a tornado.

TORNADO WARNING: A tornado has been sighted in the area.

During a “**Watch**” building principals will monitor the weather conditions provided by the Emergency Broadcasting System and the following will occur:

1. Pupils will be dismissed at the regular time.
2. K-8 after-school activities will be canceled.
3. 9-12 activities may continue with the coaches and athletic director monitoring weather conditions.

During a “**Warning**”

1. Pupils will not be sent home but will be kept in their respective buildings and stationed in designated “safe areas” until the warning is lifted.
2. If the warning is received during the time busses are loading, pupils will be returned to the buildings until the “All Clear” is announced.
3. Parents are asked not to telephone the school or drive to buildings during the “Warning” condition, because of the need to keep lines of communication open.
4. Parents are urged not to pick up students during a warning because students are required to remain in a designated tornado shelter area.

Visitors in school buildings and on school grounds

The Board and staff welcome and encourage visits to school by parents, community members, interested educators, interested students, school guests and contractors. In order to arrange for a visit without disruption to the learning environment, the District administration has established guidelines.

An administrator has the authority to prohibit entry of any person to a school when there is reason to believe the presence of that person could be detrimental to the good order of the school. If the individual being asked to leave refuses, the police will be called.

Contractors and school guests

All contractors doing work in a school during the workday and all school guests will first report to the school office and sign in. It is important that the office staff know who and how many contractors and/or guests are in the school during the school day.

Classroom visitors

Anyone wishing to visit his/her child's classroom must make advance arrangements with the teacher(s) who will inform the office as to who is visiting and when. The purpose of a classroom visit is to observe. It is important that a visit does not interfere with the learning environment. If a visitor disrupts the learning environment, he/she will be asked to leave the school. Every visitor to a school must register at the school office upon arrival. No visitor may see a student unless it is with the specific approval of the teacher and/or the principal. A student is never permitted to leave the school with anyone who is not clearly identified as his/her parent or an appropriately authorized person.

When parents and community members make arrangements to visit a classroom, the following guidelines are to be followed:

1. Visitations will not be scheduled during exams or test times.
2. Parents are to be quiet observers and should not create a disruption to the learning process.
3. Audio or visual equipment used to record classroom activities must receive prior approval from the principal and teacher. No visitor will videotape or take pictures of students in the classroom as it may violate the privacy rights of students.
4. Any visitor comments or concerns are to be discussed with the teacher when students are not present. Visitors are encouraged to meet with the teacher and/or principal during non-instructional hours to discuss the observation and ask questions.

Volunteers

Volunteers are welcomed into the schools. Volunteers can be used for a variety of purposes. Volunteers in the classroom are to be used to work with individual students or small groups of students under the direction of the FLSA Exempt staff. A volunteer is not to provide instruction to a classroom of students. Volunteers are different from visitors. Volunteers provide some sort of service to the operation of classroom, school building, or District.

All prospective volunteers must complete two forms – Application for Volunteer Service and Request for a Criminal History Record Check – in person in the Human Resources office prior to working with students.

A threshold of 7.5 hours per week (the equivalent of one school day) for more than two consecutive weeks is established as the standard by which anyone working in a volunteer capacity within a Lakeview School District school building will be required to have on file a complete criminal background check conducted via LiveScan fingerprinting completed at their own expense prior to working with students.

Should the results of the background check reveal previous felony involvement with law enforcement/the justice system, the prospective volunteer will be notified that he/she is ineligible to work with students. It is at the discretion of the Superintendent, or his/her designee, to permit individuals with a misdemeanor charge/conviction to volunteer to work with students. Prospective volunteers who do not meet the established threshold will be required to have

ICHAT, PSOR, OTIS, and NSOR searches completed prior to working with students. Information from these sources that reveal any history or misdemeanor or felony offenses may require the prospective volunteer to complete a criminal background check conducted via LiveScan fingerprinting, completed at their own expense, the results of which will be handled as described above, prior to working with students.

It is the responsibility of the Human Resources office to ensure that the volunteers who meet the threshold have completed a criminal background check via LiveScan fingerprinting or for those who do not meet the threshold, to conduct the ICHAT, PSOR, OTIS, and NSOR checks. The eligibility of the prospective volunteer will be communicated to the building principal via e-mail

Work permits

Work permits are issued in the High School office. Students who are enrolled at Lakeview High School must be in attendance at the high school on school days for which they work. Failure to follow attendance policies may result in the work permit being revoked.

GRADUATION REQUIREMENTS, CREDIT EARNING, AND TRANSCRIPTS

Graduation requirements*

To earn a Lakeview Alternative Diploma, students must satisfy all Lakeview School District credit requirements as listed. Students earning a Certificate of Achievement must satisfy credit requirements as listed.

Michigan High School Graduation Requirements (18 credits)

- ENGLISH LANGUAGE ARTS (ELA) – 4 Credits – Proficiency in State Content Standards for ELA (4 credits)
- MATHEMATICS – 4 Credits
 - Proficiency in State Content Standards for Mathematics (3 credits); and
 - Proficiency in district approved 4th Mathematics credit options (1 credit) (Student MUST have a Math experience in their final year of high school.)
- ONLINE LEARNING EXPERIENCE
 - Course, Learning, or Integrated Learning Experience.
- PHYSICAL EDUCATION & HEALTH – 1 Credit
 - Proficiency in State Content Standards for Physical Education and Health (1 credit); or
 - Proficiency with State Content Standards for Health (1/2 credit) and district approved extra-curricular activities involving physical activities (1/2 credit).
- SCIENCE – 3 Credits
 - Proficiency in State Content Standards for Science (3 credits); or
 - Proficiency in some State Content Standards for Science (2 credits) and completion of a Department approved formal Career and Technical Education (CTE) program (1 credit).
- SOCIAL STUDIES – 3 Credits
 - Proficiency in State Content Standards for Social Studies (3 credits).
- VISUAL, PERFORMING, AND APPLIED ARTS – 1 Credit
 - Proficiency in State Content Standards for Visual, Performing, and Applied Arts (1 credit).
- WORLD LANGUAGE – 2 Credits (Effective with students entering 3rd Grade in 2006)
 - Formal coursework or an equivalent learning experience in Grades K-12 (2 credits); or
 - Formal coursework or an equivalent learning experience in Grades K-12 (1 credit) and completion of a Department approved formal CTE program; or an additional visual, performing, and applied arts credit (1 credit).

*Please see the Course Description Guide for a list of possible modifications to graduation requirements.

Early graduation

Students who complete the minimum graduation requirements in fewer than four years are encouraged to explore other course offerings in high school. Allowable variances from this general requirement include:

- a. Early admission to an institution of higher education
- b. Early admission to a technical training school or other valid post-secondary educational setting
- c. Entrance into a branch of military service
- d. Employment in the private or public sector

A student must fill out an early graduation application before April 1 of their third year (Junior year). The administration and counseling office will review the application to see if it qualifies for one of the exemptions above. Applications can be requested from your counselor.

High school credit from middle school

In order for high school credit to be granted for a class taken prior to entering ninth grade, the student must receive credit for the experience on a high school transcript from an accredited secondary institution. This credit will count towards their total credits required for graduation. This will be credit only; the grade earned will not be posted on the student's transcript nor will it be calculated into the cumulative grade point average. This includes the credit students earn for mathematics and/or world language while at Lakeview Middle School.

Student participating in "accelerated programs" without earning credit from an accredited secondary institution are not given LHS credit for their participation, but may earn credit by testing out of related courses.

Non-traditional credits

In order for credit to be granted for a class taken prior to entering ninth grade, the student must receive credit for the experience on a high school transcript from an accredited secondary institution. Students participating in "accelerated programs" without earning credit from an accredited secondary institution are not given LHS credit for their participation, but may earn credit by testing out of related courses.

Once a student has begun classes at Lakeview High School, no credit will be given for any coursework or program taken anywhere other than Lakeview High School without prior approval of the principal.

No more than four (4) credits will be approved or accepted during any one trimester of attendance. During the summer, students may earn up to two (2) elective credits through any combination of summer school, online or early entry courses.

Students who transfer to Lakeview High School will be required to meet the Board of Education specific required credits for graduation as remaining space in their schedule permits.

Grade point average – A student’s grade point average from a non-traditional, non-public secondary school will not be calculated. Credit only will be given for these courses.

Public secondary school – With the exception of driver education, credit (MMC and/or otherwise) from Michigan High Schools will be accepted as designated on the previous school’s transcript. Credit from high schools outside of Michigan (with the exception of driver education) will be accepted as MMC credit as current legislation, or Michigan Department of Education interpretation allows, for those subject areas designated as required MMC courses.

Non-public secondary school – Credits from a “traditional” non-public school (i.e. parochial or private schools, etc.), with the exception of Drivers Education, Seminar, and non-secular religion courses, as in keeping with the consistency in the public school will be accepted as transferred.

Home school – Credit for students entering Lakeview High School after the first trimester of the ninth grade from a home school program will be considered based on two criteria:

If the parent has registered as a homeschool with the Intermediate School District or other such governmental agency and has used curricula from a homeschooling program through an accredited institution, credit will be given based on the transcript received from that accredited institution. A copy of the homeschooling curriculum, course offerings, course descriptions, and grading requirements may also be required.

If the parent has not registered as a homeschool with the Intermediate School District or other such governmental agency, credit will be given based on the student’s ability to score 77% or higher on the Lakeview High School final exam for each course studied in the home school program.

Japanese Saturday school – Because of its accredited status, students attending the Battle Creek Japanese Saturday School may apply for one elective credit at Lakeview High School for each year of attendance at the Japanese Saturday School not to exceed three credits. Credit only, no letter grade, will be given after confirmation of attendance is provided by the administration of the Japanese Saturday School.

Correspondence secondary schools – Credit will be accepted through approved vendors. Approval must be granted prior to enrolling in the course. (Ex. Michigan Virtual High School)

Testing out of courses

Students may test out of courses by earning a 77% score on required end of course assessments. When a student tests out of a course, he or she is given credit for that course. Credit earned this way will be designated on the transcript solely as “credit” and shall not be included grade point average computation. Likewise, students who attempt to test out of a course and do not earn a qualifying score will have that listed on their transcript as “no credit”, which will also not be included in grade point average calculation.

Attempts to test out of a course must be made prior to a student starting the course and according to the following deadline schedule:

For credit to be awarded in first trimester, applications are due by May 1 of the previous academic year

For credit to be awarded in second trimester, applications are due by October 1 For credit to be awarded in third trimester, applications are due by January 15

Earning college or university credit

Early entry

A student may enroll in a college or university prior to graduating from high school if the post-secondary institution allows. Any student who takes college courses in an early entry program must do so outside of regular Lakeview High School hours. Any tuition, fees, or materials associated with these courses are the responsibility of the student and his or her family. A student may elect to have these college courses on his or her high school transcript by submitting an Approval for Non-Lakeview High School Credit form prior to taking any course(s). It is understood that any course and its accompanying grade that appears on a student’s Lakeview High School transcript will be included in the student’s grade point average.

Dual enrollment

Students may enroll in college courses as part of their high school experience. If you wish to pursue dual enrollment, please see your counselor.

Students are eligible to dual enroll if they:

- Have principal approval,
- Are enrolled in at least one high school course, and
- Have taken and received a qualifying score on at least one of the following tests: MME, ACT, SAT, Compass, Accuplacer, EXPLORE, PLAN, or PSAT.

A course which qualifies for dual enrollment must be one which:

- Is not offered by Lakeview High School,
- Is offered, but is not available to the student because of a scheduling conflict,
- Is a college level course which the student has taken and completed at the high school level. i.e.-Anatomy & Physiology, and
- Is an academic course. Courses in physical education, theology, divinity, or religious education are not available through dual enrollment

Students dual enrollment may have the costs of required textbooks paid for by Lakeview High School provided that the total amount of tuition, fees and books does not exceed \$609.58. Students should first check with the LHS main office secretary to see if the book is already available. If not, the school will purchase the book and it will be available for pickup at KCC. Upon completion of the course, textbooks must be returned to Lakeview High School. Students are responsible for transportation, parking costs, or any activity fees.

Any student who wishes to dual enroll must complete a Lakeview High School Dual Enrollment form prior to taking any courses. It is understood that any course taken as part of dual enrollment and its accompanying grade will appear on the student's transcript with accompanying grades. Final grades will be included in the trimester GPA, cumulative GPA, and class ranking.

Any student who is dual enrolled must be in the Student Services Center, cafeteria, or library during the class period(s) enrolled in those courses. A student found in the building not in one of those locations and not under direct adult supervision will be subject to disciplinary consequences for loitering.

Grade point average calculations

Student cumulative grade-point averages will be calculated based on final trimester grades during grades 9-12 along with any credit-bearing grades from other institutions according to the guidelines above. Grade point average is a representation of a student's average grade, with each grade assigned a number value, called "honor points," according to the chart below. AP course grades are weighted so that each corresponding honor point value is increased by 1.

Non-AP Courses	AP Courses
Grade / Honor Point	Grade / Honor Point
A+, A 4.0	A+, A 5.0
A- 3.67	A- 4.67
B+ 3.33	B+ 4.33
B 3.0	B 4.0
B- 2.67	B- 3.67
C+ 2.33	C+ 3.33
C 2.0	C 3.0
C- 1.67	C- 2.67
D+ 1.33	D+ 2.33
D 1.0	D 2.0
D- .67	D- 1.67
E 0	E 0

Standardized testing guidelines

It is the philosophy of Lakeview School District to consider all ACT and SAT test results as a part of the student's official record once they have been sent to Lakeview High School from the testing agency. As a result, all ACT and SAT test results that are sent to Lakeview High School directly from the testing agency will be added to the student's transcript. Any ACT and SAT test results that are delivered to Lakeview High School by the student may be added to the student's transcript if the student so desires. This may require verification of the score with the testing agency by appointed school personnel.

NOTICES

Asbestos hazard emergency response act (AHERA)

The Environmental Protection Agency requires each year that district workers and building occupants receive notification of asbestos removal or abatement activities such as inspections and response actions.

This notice serves to inform all parents, teachers, administrators, and all other employees that the three-year re-inspection, as required by AHERA, was performed in July of 2001. The next three-year re-inspection will be conducted in July of 2004. The district has also recently completed a six-month periodic surveillance of all buildings, also required by AHERA, which reassessed all areas of known or assumed asbestos materials to determine if a change has taken place. The results of the six-month inspections will be added to the current AHERA management plans. Each building will continue to have a six-month periodic surveillance and a three-year re-inspection as required by AHERA. Licensed asbestos abatement contractors have performed all abatement projects.

Any damaged materials containing asbestos, such as floor tile or thermal insulation, found during the inspections has either been corrected or removed by a licensed asbestos abatement contractor. All materials containing asbestos that remain are in good condition and are located primarily in inaccessible areas.

Updated asbestos management plans are available for review in the main office of each building. Any questions regarding asbestos removal projects or other related issues should be addressed to:

Director of Facilities
Lakeview School District
300 S. 28th Street Battle Creek, MI 49015
(269) 565-2450

Discrimination

No person may be denied admission to any school in the School District, be denied the benefits of or be discriminated against in any curricular, extracurricular, or other School District program or activity based on the person's gender, religion, race, color, national origin or ancestry, age, disability, marital status, or any other legally protected characteristic. The Board of Education has adopted a Discrimination and Harassment Policy which prohibits all forms of illegal harassment and discrimination within the School District. Any person who believes that he/she has been the victim of discrimination may seek resolution of his/her complaint through the procedures that have been established by the School District. A person wishing to pursue a complaint may also contact the School District's Civil Rights Compliance Officer/Title IX Coordinator, (Wendy Meyer) at 269-565-2406, and wmeyer@lakeviewspartans.org, or visit the central offices at 15 Arbor, during regular business hours (7:30 a.m. – 4:00 p.m.).

Disclosure of Discipline Record

It is the policy of the Lakeview School District to maintain confidentiality in terms of student disciplinary records. However, information from individual student discipline records will be released at the request of a post-secondary institution to which a student has applied for admission. Infractions will be reported only if requested by an institution through their application process and only if the infractions fulfill the following criteria:

The infraction:

- Occurred during 9-12 grades
- Resulted in in-school or out-of-school suspension
- Was behavioral in nature; was not attendance-based

Drug-Free Environment/Protection

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. In accordance with the federal and state law, the Board establishes a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The Board prohibits the use, possession, concealment, delivery, or distribution of any drug or any drug-related paraphernalia, including alcohol and marijuana, at any time on School District property, within the Drug-Free Zone or at any School District-related event. Further, the Superintendent, or his/her designee, will take the necessary steps to ensure that an individual eighteen (18) years of age or older who knowingly delivers or distributes controlled substances so designated and prohibited by Michigan statute within the Drug-Free School Zone to another person is prosecuted to the fullest extent of the law.

Family educational rights and privacy act (FERPA) – Annual notice

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds. FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a post-secondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law. Under FERPA, parents and eligible students have the following rights:

- 1) To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record(s):

Tara Rice, Assistant Principal
269-565-3710 or trice@lakeviewspartans.org

Michael Lamb, Assistant Principal 7-8 Academy
269-565-3900 or mlamb@lakeviewspartans.org

Trudi Stitt, Assistant Principal 5-6 Academy
269-565-3900 or tstitt@lakeviewspartans.org

You will be notified of the place and time that the record(s) may be available for review.

- 2) To request that a school correct records believed to be inaccurate or misleading, the request must be in writing and clearly specify; (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement in the record about the contested

information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record(s):

Tara Rice, Assistant Principal
269-565-3710 or trice@lakeviewspartans.org

Michael Lamb, Assistant Principal 7-8 Academy
269-565-3900 or mlamb@lakeviewspartans.org

Trudi Stitt, Assistant Principal 5-6 Academy
269-565-3900 or tstitt@lakeviewspartans.org

- 3) To control the disclosure of their child's personally identifiable information from their education record, parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill a professional responsibility.

- 4) To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Family educational rights and privacy act (FERPA) – Directory information

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. The school may release information designated as "Directory Information" without written consent unless you have advised the district to the contrary in accordance with district procedures.

The primary use of Directory Information by the district is to document student achievement and participation in district related programs and events. The following are some examples of how Directory Information may be used by the district: the annual yearbook, sports and fine arts programs, press releases, and postings to the district website. Student contact information is not posted on the district website. Directory Information can also be disclosed to outside organizations without written consent. Examples of outside organizations include: schools a student is seeking to attend (transcript request), class ring manufacturers, state or federal authorities evaluating programs or enforcing federal or state laws, and a court of law by order of a subpoena.

The district is required, under the No Child Left Behind Act of 2001, to provide military recruiters, upon request, with three Directory Information categories – name, address and telephone number – unless you have advised the district to the contrary in writing. Directory

Information is generally not considered harmful or an invasion of privacy if it is released. The district has designated the following as Directory Information:

Lakeview School District Directory Information

Name; Photograph; Birth date and age; Participation in School District related programs and extracurricular activities; Awards and honors; Height and weight, if a member of an athletic team; and Dates of attendance and date of graduation.

In the event inconsistency exists between the Board of Education policy defining “directory information” and this annual notification, the policy prevails.

Each year, the Superintendent, or his/her designee, will provide public notice to students and parents of the School District’s intent to make directory information available to students and parents. Common uses for students directory information, which include, but are not limited to: district and school newsletters and publications, district and school websites and social media pages.

Eligible students and parents may refuse to allow the School District to disclose any or all of such directory information upon written notification to the School District within thirty (30) days after receipt of the School District’s public notice. Parents may submit written notification to the building principal of their child’s school and/or fill out the attached *FERPA Opt-Out Form*.

If you **do not** want the district to disclose directory information about your child without your prior written consent, you must indicate that during online registration by the end of the first week of school. You must do that separately for each child, and do that every year. ***Signing that form in the online registration process will exclude your child from all news articles, news photos, school and district newsletters, videos, yearbooks and/or memory books.***

United States Armed Forces

The School District is required to provide United States Armed Forces recruiters with at least the same access to student directory information as is provided to other entities offering educational or employment opportunities to those students as is permitted and/or required by law. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard. An eligible student or the parent may submit a signed, written direction to the School District that the student’s directory information not be accessible to United States Armed Forces recruiters. In such case, the information will not be disclosed.

Other Agencies or Institutions

As permitted by FERPA, the School District may forward education records, including disciplinary records, without student or parental consent, to other agencies or institutions

in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student's enrollment or transfer and upon receipt of a request for a student's school or education records.

Compliance

The School District will comply with a legitimate request for access to education records within a reasonable period of time, but not more than thirty (30) days after receiving the request or within a shorter period as may be applicable by law to students with disabilities. The requesting party may be charged a processing fee for the information.

Informed consent for counseling services

The statement serves to provide Lakeview students and parents with the informed consent of the counseling services in Lakeview School District. Our Counseling Program assures that all students, regardless of individual differences, will acquire and demonstrate competencies in career planning and exploration, knowledge of self and others, and educational/career-technical development as they learn to live, work and learn over their lifetime. In partnership with other educators, parents or guardians and the community, school counselors work to remove the barriers to student success.

Our department is committed to servicing all students according to their individual postsecondary goals. To accomplish our mission, Lakeview counselors will meet with students regularly throughout the school year. Our goal is to meet with every student at least once per year. Based on that meeting, it may become apparent that future meetings are necessary. In such cases, additional appointments will be made. It is rarely the case that counselors will inform parents that any counseling appointments are occurring. LHS counselors uphold the highest standards of confidentiality. To maintain confidentiality requires that counselors keep private any information that is shared with them. Students may share that information with others as they wish, but counselors understand that the right to privacy still exists. Counselors will guard that privacy as much as permitted by legal, ethical, and institutional standards. We recognize the legal rights and responsibilities of parents in doing what is in the best interest of their children. If information regarding a student is requested by any community agency (except directory information as defined by our FERPA statement elsewhere in this handbook), the student and his/her parents will be asked to sign a release form.

All students should know that there are exceptions where counselors are obligated to break confidentiality without consent, including harm or threats to harm one's self or someone else, suspicion of abuse or neglect, or a court order that requires testimony or student records.

There may also be times when it is appropriate for a student's counselor to consult or collaborate with another professional. If it is in the best interest of a student, a counselor may inform a teacher, administrator, or other school professionals in specific circumstances regarding a student. In these instances, only information pertinent to the situation will be shared.

Lakeview School District is currently working in partnership with Summit Pointe to provide mental health services for students. Students should be aware that any referral will involve sharing of information to ensure a seamless transition of support for the student. In all instances, any professional involved in consultation or collaboration with the counseling Department will be reminded and expected to maintain the highest levels of confidentiality.

McKinney-Vento Homeless Assistance Act

The School District, in accordance with the [McKinney-Vento Homeless Assistance Act](#), will ensure that homeless children and youth in transition have access to a free and appropriate public education, including preschool, and be given a full opportunity to participate in state and District-wide assessments and accountability systems. A student may be considered eligible for services if he/she is presently living:

- In temporary shared housing, a shelter, or transitional living program;
- In a hotel/motel, campground, or similar situation due to lack of alternatives;
- At a bus station, park, car, or abandoned building; or
- In a temporary or transitional foster care placement.

The Board of Education has designated the Pupil Accountant as the School District's Coordinator under the Homeless Assistance Act. For questions or assistance, please contact the Pupil Accountant at 269-565-2420 or visit the central office at 15 Arbor Street Battle Creek, MI 49015 during regular business hours (7:30 a.m. – 4:00 p.m.).

Notice regarding Rehabilitation Act of 1973

Notice of district obligations and rights of parents/guardians and eligible students under section 504 of the rehabilitation act of 1973

Under Section 504 of the Rehabilitation Act of 1973, the Lakeview School District is required to:

Undertake to identify and locate every qualified handicapped person residing in the jurisdiction of the District who is not receiving a public education; and

Take appropriate steps to notify handicapped persons and their parent/guardian of the District's duties established under Section 504 of the Rehabilitation Act of 1973 ("Section 504") and its implementing federal regulations.

1. Free Appropriate Public Education

a. The District must provide a free appropriate public education to each eligible handicapped student within the District, regardless of the nature or severity of that student's handicap or disability. This requires the District to provide regular or special education and related aids and services that are designed to meet the individual educational needs of eligible students as adequately as the needs of the non-disabled or non-handicapped students are met and are based upon compliance with procedures that satisfy the requirements of Section 504.

Implementation of an individualized education program developed in accordance with the Individuals with Disabilities Education Act (IDEA) is one means of satisfying this requirement.

b. Providing a free education means furnishing educational and related services at no cost to the handicapped or disabled student or to his/her parent/guardian, except for those fees that are imposed on non-handicapped or non-disabled students or their parents/guardians.

c. If the District places an eligible student or refer that student to a program not operated by the District as a means of carrying out the District's obligations under Section 504 and its implementing regulations, the District shall ensure that the student receives adequate transportation to and from the program and that this transportation is provided at no greater cost than would be incurred by the eligible student or his/her parent/guardian if the student were placed in a program directly operated by the District.

d. If a placement in a public or private residential program is necessary to provide a free appropriate public education to an eligible student, the cost of that program, including non-medical care and room and board shall be provided at no cost to the eligible student or his/her parent/guardian. However, if the District has made available a free appropriate public education to an eligible student and that student's parent/guardian elects to place the student in a private school, the District is not obligated to pay for the student's education in the private school. Disagreements between a parent/guardian and the District regarding whether or not such a program has been made available or otherwise regarding financial responsibility are subject to due process established in the Section 504 implementing regulations.

2. Educational Setting

a. The District is required to educate or provide for the education of, each eligible handicapped or disabled students within its jurisdiction with students who are not handicapped or disabled, to the maximum extent appropriate to the needs of the handicapped or disabled students.

b. If the District operates a facility that is identifiable as being for handicapped or disabled students, the District must ensure that the facility and services and the activities provided are comparable to other facilities, services, and activities provided by the District to non-handicapped and non-disabled students.

3. Evaluation and Placement

The District is required to conduct an evaluation of any student who, because of a handicap or disability, needs or is believed to need special education or related services before taking any action with regard to the initial placement of that student in a regular or special education program and significant subsequent change in placement.

The District is required to establish and observe standards and procedures for evaluation and placement of eligible students who, because of handicap or disability, need or are believed to need special education or related services that ensure that:

- a. Tests and other evaluation materials have been validated for the specific purpose for which they are used and are administered by trained personnel in conformance with the instructions provided by their producers;
- b. Tests and other evaluation materials include those tailored to assess specific areas of educational need;
- c. Tests are selected and administered so as best to ensure that the test results accurately reflect the student's aptitude or achievement or whatever other factor(s) the test is designed to measure.
- d. In interpreting evaluation data and test results when making placement decisions regarding an eligible student, the District shall draw upon information from a variety of sources including: aptitude and achievement tests; teacher recommendations; physical condition; social or cultural background; an adaptive behavior. Further, the District shall establish procedures to ensure that information obtained from the above sources is documented and carefully considered and that the placement decision is made by a group of persons knowledgeable about the condition of the eligible student, the meaning of the evaluation data, and the placement options for the eligible student.

The District shall make periodic re-evaluations of students who have been provided special education and related services.

4. Procedural Safeguards

The District shall establish and implement, with regard to actions involving the identification, evaluation or educational placement of eligible students, a system of procedural safeguards which incorporates: notice; an opportunity for the parent/guardian of the eligible student to examine relevant records; an impartial hearing with opportunity for participation by the eligible student's parent/guardian and representation by counsel; and a review procedure. Compliance with the procedural safeguards contained in the Individuals with Disabilities Education Act (IDEA) is one method of satisfying the above requirements.

5. Non-Academic Services

The District shall provide non-academic and extra-curricular services and activities in such a manner as is necessary to afford handicapped or disabled students eligible under Section 504 with an equal opportunity for participation in those services and activities.

The District shall provide personal, academic or vocational counseling, guidance or placement services to eligible students without discrimination on the basis of handicap or disability.

In providing physical education courses and athletics and similar programs or activities, the District will not discriminate on the basis of handicap or disability. The District may offer to eligible handicapped or disabled students physical education or athletic activities that are

separate or differentiation is consistent with the Section 504 implementing regulations and if no qualified handicapped or disabled student is denied the opportunity to compete for teams or to participate in courses that are not separate or different.

6. Pre-School and Adult Education Programs

Any pre-school education, day care programs/activities or any adult education program operated by the Lakeview School District may not, on the basis of handicap or disability, exclude qualified handicapped or disabled persons from those programs or activities. Further, the District shall take into account the needs of such persons in determining the aid, benefits and services to be provided under the above programs and activities.

7. Procedural Protections

Parents/guardians and eligible students have the right to request an impartial due-process hearing related to decisions or actions regarding the identification, evaluation, educational program, related services or placement of a student under Section 504 of the Rehabilitation Act of 1973, the Michigan Handicappers Civil Rights Act and/or the Individuals with Disabilities Education Act (IDEA). Additionally, parents, guardians and eligible students have a right of access to the grievance procedure established to consider and, if appropriate, resolve disputes regarding rights and obligations under Section 504 of the Rehabilitation Act of 1973.

Questions or concerns regarding the compliance of the Lakeview School District with the rights and obligations outlined in this notice should be directed to the:

Superintendent's Office
Lakeview School District
15 Arbor Street
Battle Creek, MI 49015
Telephone: 269-565-2400; Fax: 269-565-2408

Notice of non-discrimination

No person may be denied admission to any school in the School District, be denied the benefits of or be discriminated against in any curricular, extracurricular, or other School District program or activity based on the person's gender, religion, race, color, national origin or ancestry, age, disability, marital status, or any other legally protected characteristic. The Board of Education has adopted a Discrimination and Harassment Policy which prohibits all forms of illegal harassment and discrimination within the School District. Any person who believes that he/she has been the victim of discrimination may seek resolution of his/her complaint through the procedures that have been established by the School District. A person wishing to pursue a complaint may also contact the School District's Civil Rights Compliance Officer, (Superintendent) at [269-565-2400], or visit the central offices at 15 Arbor Street Battle Creek, MI 49015, during regular business hours (7:30 a.m. – 4:00 p.m.).

Notice of pesticide use

Pesticides are periodically applied to school district property as part of the district's pest management program. Parents and legal guardians of children enrolled in the district have the right to request prior notification of pesticide applications to the buildings or grounds. In order to be notified prior to the application of pesticides, the parent or legal guardian must return a letter in writing to the:

Director of Facilities
Lakeview School District
300 S. 28th Street Battle Creek, MI 49015
(269) 565-2450

Please understand that emergencies do arise and that pesticides may be applied without prior notice to parents or legal guardians. Parents or legal guardians that have requested prior notification, however, will be notified after pesticide application.

Application of pesticides will be performed only by certified or registered applicators where and when required. If a pesticide is applied in a building, students will not occupy the room for a minimum of four hours. At the time of application, a sign will be posted for 48 hours near the building's primary point of entry. When a pesticide is applied to school district grounds, the application will not be made within 100 feet of occupied classrooms, and flags will be inserted in the ground to mark the application area.

This notice was given in compliance with Regulation 637, as amended by Public Act 131 of 1993.

Parental inspection of instructional materials

Parents have the right to inspect, upon request, any instructional material used as part of the School District's educational curriculum. Parents will be provided access to instructional materials within a reasonable period of time after the request is received by the building principal. The term "instructional material" means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

Personal curriculum

The Personal Curriculum (PC) is a Michigan Department of Education (MDE) endorsed process, permitting modification of specific credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the Michigan Merit Curriculum (MMC) requirements and students who need to individualize learning requirements to meet the MMC requirements. For more information from MDE about personal

curriculums, please [click here](#). To the extent required by law, the School District will grant all requests for personal curriculums. To the extent required by law, the School District will grant all requests for personal curriculums.

Programs for English Language Learners Students

Parents of limited English proficient (LEP) students participating in a language instruction program will be notified, no later than 30 days after the beginning of the school year, of the following:

Placement and reason why their child was identified as LEP;

The student's academic achievement level and level of English proficiency (including method of measurement);

The methods used for language instruction;

How the language program will meet the student's instructional needs;

How the program will help the child to learn English and meet the academic standards required for promotion or graduation;

The exit requirements for the language program; and

An explanation of parental rights, including the parent's right to enroll or remove a child from the language instruction program.

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In an attempt to continue to provide a safer environment for children and others within the school, all hazardous substances will be labeled and material safety data sheets for these substances will be on file in each school office. Material Safety Data Sheets (MSDS's) will be available for review to all persons potentially exposed to said materials upon request. The MSDS shall contain the name of the substance, the manufacturer's name, a list of hazardous ingredients, physical health hazards, primary route of entry, control measures, emergency and first aid procedures and the date of the MSDS.

Search and Seizure

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices. Canines are used to determine the presence of drugs in locker areas and other places where such substances may be concealed. Canine detection is usually conducted in collaboration with law enforcement authorities or other certified organizations and is not used to search individual students without legally sufficient suspicion, a warrant or parental permission has been obtained.

School authorities are authorized to take reasonable steps to safeguard the safety and well-being of the students by, among other things, implementing the School District's Student

Code of Conduct. Within the discharge of their responsibilities, School District personnel may search students, student property, and school property in the manner permitted by law.

Special education and section 504

The School District is required, by law, to locate, identify and evaluate all children with disabilities, including children with disabilities attending private schools located within the School District, as well as homeless children. The process of locating, identifying, and evaluating children with disabilities is known as child find.

Child find extends both to children who may be eligible for special education under the federal [Individuals with Disabilities Education Act](#) (IDEA) and those who may be eligible under [Section 504 of the Rehabilitation Act of 1973](#) (Section 504).

If you believe your child may qualify under either the IDEA or Section 504, please contact the District's Supervisor of Special Education (268-565-3925) or Assistant Superintendent of Curriculum and Instruction (269-565-2403).

Student privacy and parental access to information

Under the federal [Protection of Pupil Rights Amendment](#) (PPRA) and School District policy, no student will be required as a part of the school program or the School District's curriculum, without prior parental consent, to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

- Political affiliations or beliefs of the student or his/her parents;
- Mental or psychological problems of the student or his/her family;
- Sexual behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of other individuals with whom students have close family relationships;
- Legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- Religious practices, affiliations, or beliefs of the student or his/her parents; or
- Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”), and certain physical examinations and screenings.

Parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will be given access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202

School Property

The Board acknowledges the need for a reasonable degree of in-school storage of student possessions and will provide storage places, including desks and lockers, for that purpose. Where lockers are provided, students may lock them against incursion by other students, but lockers remain School District property. Students do not have a reasonable expectation of privacy with respect to School District personnel or their designees in lockers or other in-school storage places provided by the School District.

Wellness Policy

The School District is committed to creating a school environment that enhances lifelong wellness practices. As required by law, the Board has adopted a Wellness Policy, which is periodically reviewed. The Board’s policies and/or administrative regulations can be found at:

<https://z2policy.ctspublish.com/luskalbertson/browse/lakeviewset/welcome/root>