

Secondary Handbook



Lakeview

SCHOOL DISTRICT

2023-2024

Dear Students and Parents:

This Secondary Student-Parent Handbook is prepared for your benefit. Its primary purpose is to acquaint you with the Lakeview School District, its 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!

Lakeview High School

Cody Japinga, Principal

15060 South Helmer Road

Battle Creek, MI 49015

269-565-3700

cjapinga@lakeviewspartans.org

Lakeview Middle School

300 South 28th Street

Battle Creek, MI 49015

269-565-3900

Shannon Walker, Principal – 7/8 Academy

swalker@lakeviewspartans.org

Tamara Jamierson, Principal – 5/6 Academy

tjamierson@lakeviewspartans.org

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Lakeview School District Telephone Numbers

<u>Administrative Offices, Board of Education, 15 Arbor Street</u>	<u>Phone Numbers</u>
Board of Education	269 565-2421
Office of Superintendent	269 565-2421
Business Office	269 565-2424
Communications	269 565-2406
Child Care	269 565-2405
Curriculum and Instruction	269 565-2413
Human Resources	269 565-2412
Japanese School	269 565-4516
Food Service, 300 S. 28 th Street	269 565-3758
Operations	269 565-3995
Transportation, 111 S. Woodrow Avenue	269 565-2490
<u>School Buildings:</u>	
<u>Lakeview High School, 15060 S. Helmer Road</u>	<u>269 565-3700</u>
High School Attendance Office	269 565-3709
High School Counseling Office	269 565-3720
High School Athletic Office	269 565-3711
<u>Lakeview Alternative High School, 15 Arbor Street</u>	<u>269-565-2400</u>
<u>Lakeview Middle School, 300 S. 28th Street</u>	<u>269 565-3900</u>
<u>Minges Brook Elementary School, 435 Lincoln Hill Drive</u>	<u>269 565-4500</u>
<u>Prairieview Elementary School, 1675 Iroquois Avenue</u>	<u>269 565-4600</u>
<u>Riverside Elementary School, 650 Riverside Drive</u>	<u>269 565-4700</u>
<u>Westlake Elementary School, 1184 S. 24th Street</u>	<u>269 565-4900</u>

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.

Thank you for your support in the achievement of our educational mission.

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; and
- 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; and
- 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;

- Receive their report card; and
- 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 matters 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” include 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 the 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 buses 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

Athletic Responsibilities

Lakeview School athletes are subject to the code of conduct set forth in the *Life of an Athlete handbook* as well as the Secondary Handbook. Please refer to that handbook for details.

Attendance Procedures

The compulsory education laws require a parent to have their child in school. If a child is repeatedly absent, tardy, or dismissed early from school without a valid excuse and if attempts to confer with the child's parent or guardian fail, the county attendance officer will be notified. Frequent or prolonged absence/tardiness without satisfactory reason may be grounds for legal action.

- Parents are to call in absences within 24 hours.
- An unexcused absence for any part of the school day will result in the student's exclusion from extracurricular activities that day.

- A student is tardy to class when they are not in the classroom after the bell rings to begin that class. A student who is **more than fifteen (15) minutes** late to class will be marked absent.
- Students will receive after-school detention for every 5th tardy per trimester. After-school detention is from 2:45-3:30 p.m.

Excused Absences

Excused absences are those absences that are satisfactorily explained by the student's parent or guardian. These absences include:

- Illness
- Medical appointments
- Other absences satisfactorily explained by the parent/guardian and approved by the administration
- School authorized non-chargeable absences, such as official college visits, field trips, school-sponsored athletic and co-curricular events, ceremonies in which the student is being honored, etc.
- Court-ordered appearances with documentation
- Funeral for an immediate family member, relative, or close friend
- Suspension
- Chronic illness with documentation
- Religious holidays
- Approved family vacations

Unexcused Absences

Unexcused absences are those absences that are unauthorized by parent/guardian or school officials or when absences are not called in within a 24-hour period. It is important to remember that absences are explained by the parent/guardian, but it is the decision of the administration as to whether an absence is excused. Examples include but are not limited to the following: oversleeping, missing the bus/ride, car problems, inclement weather, working outside the classroom without teacher permission, etc. Students will receive after-school detention for each unexcused absence (LHS Only).

Tardies:

Students will receive lunch detention for a week if they accumulate 4 or more tardies in the week previous. Students will receive a grab-and-go lunch so they should report directly to lunch detention.

Students leaving the school during the regular school day must do one of the following:

If they are ill, they must sign out with a secretary who will contact the student's parent/guardian for permission to release the student. If the student has an appointment, the student must sign out with the secretary so verification of the appointment can be made with the student's parent/guardian.

Students are responsible for knowing the makeup policies of their teachers. Students are solely responsible for contacting the teacher to get the work and completing it in the time specified.

Backpacks in classrooms

Students must place backpacks in their lockers upon entering the school building. Backpacks are not to be kept in

classrooms, outside of classrooms, or in the hallway. Any backpack found in any location other than a student's locker will be brought to the office, and the student will receive consequences.

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, the 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:

- During any school-sponsored education program or activity;
- 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;
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment; and
- 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 have or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; and
- 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 report bullying immediately. 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 members. Anonymous reports are also accepted by phone or in writing.

Complaint Manager:

Mike Norstrom, *Assistant Superintendent of Human Resources*
15 Arbor Street
Battle Creek, MI 49015
269-565-2400

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.

Cell phones and electronic devices

Students may not be in possession of, or use, cell phones or cell phone-sized electronic devices (including MP3 players) during class time, including when in the hall on a pass during class time. During class time, these devices are to be kept in the student's locker. Students may use their cell phones or electronic devices in the hallways during passing time or in the lunchroom during their lunchtime. Students may bring larger tablets or E-Readers to class with prior approval from their teacher to be used for educational purposes only.

At no time should a student use a camera or video recording device in a bathroom or locker room.

Headphones and earbuds are not allowed to be used during class time either in classrooms or in the halls unless:

- Headphones are being used with school-issued computing devices;
- Teachers have given students explicit permission to use headphones with that device on that day or it is a part of an approved accommodation plan.
- Other uses of headphones will be considered violations of this policy.

Students found to have a disallowed electronic device or who are misusing headphones will earn a referral and be sent immediately to the In-School Suspension (ISS) Room or main office. The ISS Supervisor, or Assistant Principal, will confiscate and secure the device and/or headphones, and the student will return to class without the device and/or headphones.

Lakeview High School:

- Students refusing to give their devices to the ISS Supervisor will be disciplined for insubordination.
- Confiscated devices may be picked up the same day between 2:50 and 4:00 p.m. or any day following.

See LHS consequences below for information about who can pick up the phone:

- Offense 1 – Student may pick up the device
- Offense 2 – 1 ASD. The student may pick up the device
- Offense 3 – 2 ASDs. The student may pick up the device
- Offense 4 – ½ day ISS. The parent or guardian must pick up the device
- Offense 5 – 1 day ISS. The parent or guardian must pick up the device
- Offense 6 – 2 days ISS. The parent or guardian must pick up the device
- Offense 7 – 1 day OSS pending parent conference to develop a behavior plan, and the parent or guardian must pick up the device

The number of offenses will reset each school year.

7th and 8th Academy

Students are not allowed to use cell phones during class time. Any student using a cell phone during class time will be given a pass to the Refocus room to drop off their phone for the remainder of the day, and will receive the following consequence:

- Violation #1 - students will pick up their phone at the end of the day.
- Violation #2 & #3 - students will receive lunch detention and the student can pick up their phone at the end of the day.
- 4th Violation - 1/2 day ISS, students can pick up their phone at the end of the day.
- 5th Violation - 1 day ISS, students can pick up their phone at the end of the day.
- Anything after the 5th Violation, the phone goes to admin to create a plan with the parents, and the phone is returned to the parents.

5th and 6th Academy

The 5th and 6th grade Academy students are not allowed to use cell phones during the school day and must keep them in their lockers. The first violation will result in the phone being confiscated, placed in the office, a parent contact will be made and the phone will be returned to the student at the end of the day. The second violation will result in the parent being contacted to pick the phone up in the office.

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.

Counseling Services

Vision Statement

The students at the LMS and LHS, regardless of individual differences, are high-achieving learners who have gained the knowledge to be high school, college, and career ready in order to meet the challenges and high expectations of the 21st century. To succeed in a competitive, global society, our students will become critical thinkers, creative problem solvers, responsible consumers of technology, empathetic, and emotionally intelligent. Each student leaves having achieved their fullest potential, possessing the mindsets and behaviors needed to: Learn – Engage in and navigate the world of higher education; Earn – Engage in and navigate the world of work; and Live – Engage in and navigate civic life.

Mission Statement

The mission is to provide equitable support for all students, ensuring they reach the social/emotional, academic, college and career readiness standards necessary to function and contribute in a changing global society. The counseling program underpins the missions of our school, district, and the state department of education, by identifying and removing systemic and individual barriers to student growth, opportunity, and achievement. All Students participate in a rigorous curriculum and high-quality opportunities for self-directed personal growth, as supported by the comprehensive school counseling program that facilitates strategic partnerships between students, teachers, family and, the community.

Program Overview

LMS and LHS counselors make decisions concerning programming based on:

- Needs Assessments
- Survey Reports
- Behavior Referrals
- Attendance
- Grades

Classroom Lessons – tier 1

Classroom lessons are designated to address Academic, Career and Social/Emotional needs based on the American School Counselor Association (ASCA) Mindsets and Behaviors for Student Success. Some classroom lessons are delivered every year, while others are designed based on need from our data collection.

Group Counseling – tier 2

Groups are designed using achievement-related data to meet the current needs of the students.

How does a student see a Counselor?

- Self-Referral
- Teacher/Staff Referral
- Parent Referral
- Peer Referral
- Counselor Request

Individual Counseling – tiers 1, 2, 3

LHS counselors help students plan, monitor, and manage their own learning as well as meet competencies in the areas of academic, career, and social/emotional development.

Topics:

Emotional regulation, academic concerns, grief and loss issues, substance abuse, depression/suicide, sexuality, etc.

Consultation/Collaboration

Counselors work with staff to help support students' achievements and success in school. Teachers are encouraged to collaborate with the counseling department. Teams are often comprised of parents, teachers, administrators, and community agencies.

Crisis Counseling

Meet immediate needs of students/families/school

Referral (Outside Resources)

School counselors provide solution-focused brief therapy. Often students and families are in need of more intensive services. We help students and families find outside agencies to meet such needs as suicidal ideation, violence, abuse, terminal illnesses, mental illness, etc.

Informed Consent for Counseling Services

The purpose of this document is to provide the LMS and LHS students and parents with the informed consent of the counseling services at LMS and LHS. The 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. In order for the counseling program to fulfill its mission, counselors will meet with students as needed throughout the school year. In some cases, counselors will facilitate the scheduling of any further appointments that may be needed. 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 all counselors will keep private any information that is shared with the counselor. Students may share that information with others as they wish, but counselors understand that the right to privacy still exists. LMS and LHS Counseling Department recognize the legal rights and responsibilities of parents in doing what is in the best interest of their children. If the information of a student is requested by any community agency, the student and their parents will be asked to sign a release form. All students should know that there are exceptions where counselors are obligated to speak confidentiality without consent, including potential harm to one's self or someone else, suspicion or abuse or neglect, or 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 another school professional of specific circumstances regarding a student. In these instances, only information absolutely pertinent to the situation will be shared. 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 LMS and LHS Counseling Department will be reminded and expected to maintain the highest levels of confidentiality. These notes are stored in a securely locked drawer or a secure electronic file and are subject to the same rules of confidentiality as mentioned previously. These guidelines are set to inform parents, protect the best interests of students and adhere to the highest levels of best practices as set forth by the American School Counselor Association (ASCA).

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:

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

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

- A copy of its bylaws, submitted annually (bylaw template available), which clearly states:
 - The full name of the club,
 - A purpose/mission statement,
 - A statement indicating that membership is open to any interested student,
 - Activities related to the purpose/mission,
 - A list of officer positions and processes for the regular election of officers,
 - Meeting schedule (for example - Mondays after school during the school year),
 - A process by which the bylaws may be amended,
 - The signature of the advisor at the time of the submission of the bylaws;
- The signature of the Assistant Principal at the time of the submission of the bylaws;
- 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; and
- An approved fundraising form prior to doing any fundraising activity.

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

- Be officially recognized as a Lakeview Club;
- Clearly state for the reader of the posting or listener of the announcement the club responsible for the information;
- Post notes with masking tape only (Showcases and other postings must not be covered);
- Takedown any posters or fliers in a timely manner once the event has taken place or the information becomes known; and
- 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.

Dance Regulations

All school rules and regulations will be in effect during dances. Any student who violates any of the school rules or has unacceptable behavior will be removed from the dance without refunding of their admission charge. Additional action

may apply per the Code of Conduct.

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

Guests (LHS Only)

Students are 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 (available in the main office) registering their 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. Guests will be limited to the first 20 students whose applications are faxed or emailed from the guest's school.

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

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

Deliveries during the school day

It is important to the educational process and the safety and security of the students to limit any disruptions due to deliveries to the school.

- No deliveries of food will be allowed, except for emergency situations
- No deliveries of items that will distract students in the classroom (i.e., large balloons, singing telegrams, etc.)
- Deliveries that are allowed will only be given to students at the appropriate times during the day (i.e., passing time)

The building principal has the right to adapt these guidelines based on the needs of the school (i.e., - limiting deliveries on holidays).

Driving and parking on school property (LHS only)

Parking permits are issued under the following conditions. Failure to abide by these rules will result in loss of permit and/or a parking violation ticket. Driving/parking violations may lead to additional disciplinary action at any time these occur on school property.

Parking stickers are to be placed on the front windshield, lower left, on the driver's side. Students are responsible for knowing the designated areas for student parking.

- Any and all vehicles driven to school must be registered in the office and accompanied with a sticker fee of \$5.00 per vehicle.
- Neither the driver nor any other person(s) is allowed to be in the car during the school day.
- Students are to park in designated areas. Violations will result in a \$20.00 ticket.
- Vehicles must be under control and driven safely on school property at all times.
- The maximum permissible speed is 15 m.p.h. or slower, as conditions may warrant.

- Students who drive and park on school property without a permit will be ticketed, and additional disciplinary measures may be imposed for violations of this rule.
- 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.
- The sticker must be purchased annually and placed on the front windshield, lower left hand (driver's side), and must be in clear vision for identification.

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 the 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; and
- Other reasons as determined by the school.

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 a parent/guardian 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 or waiver **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 three (3) given at least two (2) months apart. Booster given at least six (6) months after completion of primary series. An additional dose of TD adult is required for a child aged Thirteen (13) or older who has not had a dose in the past ten (10) years.

3 OPV/IPV

Primary series of three (3) given at least two (2) months apart. Booster given at least six (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 (1) month apart. The second MMR must have been given after fifteen (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

Lost and found items

There is a lost and found area in each school. Students losing an item should check the lost and found for any missing item. We suggest that all articles have the owner's name placed on them. On the 1st of each month, all unclaimed articles will be donated to charitable organizations.

Medication

The administration of medication to students by school personnel shall be authorized and performed in circumstances that 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:

- 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.
- Written instructions signed by the parent/guardian and the student's physician must be furnished and shall include:
 - Student's name, address, telephone number;
 - Physician's name, address, telephone number;
 - Date;
 - Pharmacy name, address, telephone number;
 - Name of medication;
 - Prescribed dosage and frequency;
 - Possible side effects;
 - Termination date for administering the medication; and
 - Special handling and storage instructions.
- 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.
- The designated school personnel will:
 - Inform appropriate school personnel of the medication;
 - Keep a record of the administration of the medication;
 - Keep the medication in a secured storage area; and
 - Return the unused medication to the student's parent/guardian.
- The student's parent/guardian assumes responsibility to immediately inform the building administration or their designated representative in writing of any change in the child's health affecting the dispensation of medication or any change in the medication, including the discontinuation or modification of the medication.
- The student's parent/guardian is responsible for instructing their child to appear for dispensation of the medication at the scheduled time, and the student is responsible for presenting themselves on time and for taking the prescribed medication.
- A record shall be maintained that indicates the time/date of medication and 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.
- 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:
 - In the case of prescription medication, a physician provides a written order for self-administration of the medication;
 - 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;
 - The student has developed a plan between the parent/guardian, student, and the building administrator for general supervision of self-administration of medication;
 - Building administrators and appropriate teachers are informed that the student is permitted to self-administer medication; and
 - 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 ensure 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.

Open Lunch (LHS only)

Students may be eligible to leave campus during lunch during their 11th and 12th grade years. Students are eligible to apply if they:

- Passed all of their classes the previous school year;
- Carry a cumulative 2.0 GPA during their high school career;
- Have less than fifteen (15) full school days where absences were recorded during the previous year;
- Have less than three (3) unexcused absences during the previous school year; and
- Have a parent consent form signed.

Students without lunch privileges are not allowed to leave the building during lunch.

Students earning the open lunch privilege will be provided with color-coded student identification cards indicating their privilege to leave campus during their lunch period. The color code will change each year. Criteria will be reviewed each summer, and students who lose open lunch privileges will not be awarded an updated colored card.

Students with lunch privilege who leave campus during lunch without their student identification will be subject to disciplinary consequences.

While off-campus, students cannot be supervised by school personnel. Students are expected to respect the rights of others and obey civil and traffic laws while off the property. Students are expected to be positive role models and good neighbors as they pass through residential areas being considerate of private property. Students who fail to follow these expectations will have their colored cards revoked.

**The administration reserves the right to revoke open lunch privileges at any time. Parents of students with lunch privilege may also revoke that privilege by contacting school administration.*

Schedule change procedures and appeals process (LHS only)

Schedule changes may be requested, but only for the following reasons, and will be subject to the deadlines below:

- Student failed a class and needs to retake it;
- Student already passed a class that is currently on their schedule;

- Student is enrolled in a course for which they have not met the prerequisite;
- Student has been placed incorrectly;
- Due to staff error - the schedule will be changed as soon as possible upon notification;
- Related to ability in core area course - the student must attempt the course and discuss it with the teacher; changes will be made according to the appeal procedure that requires student/teacher agreement;
- Student has an emergent or pre-existing medical condition that relates to their request; and
- Students who were not scheduled for a course due to a scheduling conflict within the master schedule will be afforded the opportunity to take the course equivalent online at KCC.

Lakeview High School Students are notified that they are required to discuss their course selections for the following year with their parent(s)/guardian(s). Parents/guardians are notified about the beginning and end of the course selection window. Furthermore, parents/guardians are asked to provide approval in the form of a signature. Failure on the part of the students to communicate course selections with parents/guardians does not allow for the students to request a schedule change.

Days 1 – 4

Contact counselor prior to the start of school on the 5th day:

- Requires parent permission/signature at counselor’s discretion
- Must be space available in the requested class
- Must meet criteria listed above

Days 5-10

Completed appeal form due prior to the start of school on the 11th day:

- Requires parent, exiting teacher, entering teacher, counselor, and principal permission/signature (with a phone call by the counselor to the parent)
- Must be space available in the requested class
- Must meet criteria listed above
- Students must make up the work missed in the new class in the first ten (10) days of the trimester, and all student-initiated requests require the appeal form. Email records will be considered
- Sufficient for all staff-initiated requests
- There will be no appearance on the student’s transcript regarding the original class

Days 11-20

Completed form due prior to the start of school on the 21st day:

- Requires parent, exiting teacher, entering teacher, counselor, and principal permission/signature (with a phone call by the counselor to the parent)
- Must be space available in the requested class
- Must meet the criteria listed above (subject to review at SST)
- The student must make up the work missed in the new class in the first 20 days of the trimester
- The student will receive an “H” on the transcript for the original class

Days 21-47

Completed form due prior to the start of school on the 48th day:

- Requires parent, exiting teacher, entering teacher, counselor, and principal permission/signature (with a phone

call by the counselor to the parent)

- Must be space available in the requested class
- Must meet the criteria listed above (subject to review at SST)
- The student will receive an “E” on the transcript for the original class
- The student will receive a 1/4 credit in the new class

Possible exceptions to this procedure:

- Special education needs;
- Documented medical condition;
- Transfer students;
- Student conflicts as determined by school staff;
- Counselor initiated changes during senior interview for the current year or during junior/sophomore/freshman interview for the future year;
- Staff placement in Study Skills;
- The student didn't get a course in their schedule that prevents them from continuing in a school program that extends beyond the school day (band, DECA, choir, etc.);
- The student may request teacher change only in the case of failing a course and being reassigned to the same teacher for the same course;
- Career/post-secondary needs as determined by the counseling team and building principal. Students must demonstrate that they have become aware of the requirements for post-secondary program entrance;
- Recommendation from college coach for students committed to participate in college athletics; and
- The student is able to provide proof of completion of a summer program that indicates a change of interest in post-secondary goals. *The student must write an accompanying 500-word essay that describes participation in the program, and how it impacted their post-secondary and career goals. The essay will also include an explanation as to how the new course will benefit their new career goals. A final decision will be made by the Student Service Team. This exception does not pertain to online classes. Students must still meet all necessary deadlines and criteria for online courses.*

School Locks

Students must use school-keyed locks on all school lockers, as detailed below.

Hall Lockers - Student lockers in the school halls will have a purple school lock that students must use on that locker. This lock is available free of charge but students are responsible for replacement costs if it is lost. Students are required to keep their locker locked at all times. Students are also responsible for any items in their lockers so they may not share with other students.

PE Locker Room Locks – PE instructors will issue PE students a black school lock in exchange for a \$6.00 deposit. This is mandatory for students. The \$6.00 deposit will be returned to students in exchange for the lock at the end of the class.

Athletic Locker Room Locks - All athletic participants will need to *buy* a gold school lock for \$6.00 from the main office for use on locker room lockers. The student will own these locks and will not be traded in for money after the season. Students can purchase a replacement lock if they misplace their gold lock.

Student identification cards

ID cards are to be carried by students at all times. ID cards can be used as a debit card in the cafeteria, will be required for using the technology in the library, are required for entrance into school dances, and must be presented for entry to the building at lunch by those with open lunch privileges. Students who lose their ID will be required to purchase a new one for \$5.00.

Transportation

General Rules

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

Conduct on the bus

- Be respectful and follow the directions of the driver at all times
- Stay seated facing the front with your feet on the floor
- Keep all parts of their bodies inside the bus and out of the aisles
- No use of abusive or profane language or gestures
- Speak only in conversational voices and remain quiet at all railroad crossings and locations designated by the driver
- No eating, drinking, or chewing gum
- No throwing objects inside the bus or out of the windows
- Be responsible for the damage he/she causes to school buses and personal or public property
- A Student 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
- Keep all pop cans, plastic bottles & food items in a closed lunch bag/backpack
- Keep toys or special items for school projects packed safely for bus transport
- Headsets/headphones are not permitted during loading, unloading, or while crossing any roadway or driveway
- Enter and exit the bus only by the front door, except in an emergency or when directed by the driver

Prohibited Items

- Tobacco/Alcohol/e-cigarettes/vapes/Illegal substances of all kinds
- Firearms, fireworks, ammunition, explosives, combustibles, or flammables of all kinds
- Knives, scissors, razor blades, blades removed from pencil sharpeners, or anything with the ability to cut and harm
- Open flames (lighters, matches, etc.)
- Live animals or insects
- Food and/or drinks
- Helium-filled/floating balloons

- No wooden or metal bats, tennis rackets, or lacrosse sticks unless they fit in an equipment bag
- No skateboards/skis/snowboards or rollerblades/skates
- No baseballs, basketballs, soccer balls or footballs, etc., unless they are in an equipment bag. No loose objects that can roll around the bus
- Any object too large to be carried by the student and/or held on students' lap (Including instruments)
- Any object that limits the driver's ability to see out any window
- Any item that reduces seating capacity for any other students

Cell Phones/Cameras/Recording Devices

The use of cameras and recording devices is 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 bus stop changes should be directed to the Transportation Department 269-565-2490.

Drivers may not make changes to bus routes without the Transportation Director's approval.

Procedures for waiting for the bus (AM)

Parents are responsible for the following:

- Making sure their student arrives at the bus stop ten (10) minutes prior to the scheduled pick-up time (The driver will not honk the horn or wait for students because we need to keep a schedule).
- It is the parents' responsibility to monitor their child's behavior at the bus stop.
- Show respect for the property and toward other people sharing the bus stop. No littering, no excessive noise, no trespassing, and no harassing wildlife or animals kept on the property.
- Stand back off the roadway or on the sidewalk. Do not stand closer than 10' to the road.
- Wait for the bus to come to a complete stop before moving toward the bus. Approach the bus only after the driver has come to a complete stop and opened the door.
- If you miss the bus, go home immediately.
- Parents are responsible for providing transportation if a student misses the school bus.
- Never chase the bus on foot or by car. Never run toward a moving bus.

Safe riding instructions

- Observe the same conduct as in the classroom
- Be courteous to the driver and other students
- Use NO profane language
- No eating or drinking on the bus
- Keep the bus clean
- Cooperate with the driver knowing that the right to assign seats at any time
- Stay safely seated at all times
- Keep head, hands, and feet inside the bus

Loading/Unloading the bus

- Do not push or shove.
- Use handrail
- Enter and exit slowly with caution and care
- Remain seated until the bus has come to a complete stop
- Collect all your belongings
- Never jump out of or off the bus
- Remain in eye contact with the driver, especially when crossing
- Never crawl under the bus to retrieve any item (alert the driver if you see something under the bus)

Crossing Procedures

When crossing the street:

- Walk forward 10 feet and wait for the driver's direction (by hand/paddle signal).
- Walk to the middle of the bus, STOP and look for the driver's direction (by hand/paddle signal).
- Look in both directions then proceed by following the driver's direction (by hand/paddle signal). The driver will show your child the crossing paddle – this large yellow paddle shows children walking or when a 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 danger or concern and that signal could warrant that the child is to return to the safety of the school bus. Follow the driver's directions closely.
- 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, and 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

Weapon-free school zone policy

Consistent with Michigan Public Law 103.382 and Board policy, students in possession (OR) found in a car, of a dangerous weapon/firearm, who possess (OR) found in a car, live ammunition, paintball guns, etc., who commit arson or rape on district grounds, in district buildings or at District or school-sponsored events may be permanently expelled from school and referred to the criminal justice, or juvenile delinquency system and the appropriate county department of social services or community mental health agency; the parent, legal guardian and/or student shall also be notified of the referral.

Weapon look-alikes are prohibited. Students who bring these to school may be subject to disciplinary action.

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:

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

During a **“Warning”**

- 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;
- If the warning is received during the time busses are loading, pupils will be returned to the buildings until the “All Clear” is announced;
- 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; and
- 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 the 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 the 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 their 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, they 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, they must follow these guidelines:

- Visitations will not be scheduled during exams or test times.
- Parents are to be quiet observers and should not create a disruption to the learning process.
- No visitor will videotape or take pictures of students in the classroom because it may violate the privacy rights of students.
- 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 a 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 they are ineligible to work with students. It is at the discretion of the Superintendent, or their 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 of a 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 email.

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

Required Courses	Diploma		Certificate of Achievement
English / Language Arts	4 credits - At least one core English class taken each school year		4 to 6 credits - At least one core English class taken each school year
Mathematics	4 credits (at least one in senior year)		4 to 6 credits - At least one math class taken each school year
	Courses:	Algebra 1	
		Geometry	
		Algebra 2 or Applied Algebra 2 or Statistics	
	Additional math or math-related course		
Science	3 credits		2 credits - IPS and Life Science or other science-related courses
	Courses:	Physical Science	
		Biology	
		Chemistry, Physics, Anatomy, or CTE Program	

Social Studies	3.5 credits		4 credits - Geography, American History, Consumer Economics, Citizenship
	Courses:	World History	
		US History	
		Intro to Economics	
		American Government	
Health and Physical Education	2 credits		2 credits - 1 Health and 1 credit of a physical education course OR 4 seasons of an acceptable school-sanctioned activity (OR a combination of .5 creditor PE and seasons of an acceptable activity).
	Courses:	Personal Fitness/Health	
	PE Elective OR participation in school-sanctioned physical activity* OR additional credit from a core area (English, Math, Science, Social Studies, World Language)		
	*2 seasons + .5 credit		
Visual, Performing, Applied Arts	1 credit - See Course Description Guide for a list of courses meeting this requirement		
World Languages	2 credits		None
	Both credits must be of the same language OR students may satisfy the second credit by completing a CTE program or taking an additional VPAA course		
Online Learning Experience	0.5 credit - Satisfied by Economics and/or Intro to Business and Marketing		None
Career Preparation	0.5 Career Readiness (beginning with the class of	4 to 5.5 credits - 1 Occupational Guidance and 3 to 4.5 Work-Based Learning (based upon	

	2017).	student need).	
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*Please see the Course Description Guide for a list of possible modifications to graduation requirements.

Total credit-earning requirements*

In addition to specific course requirements, students also must earn enough elective credit to reach the total credit amount required for graduation. Due to the recent switch to trimesters, this credit requirement varies with graduating class.

Graduating Class Credit Requirement

Graduating Class	Credit Requirement
Class of 2018 and beyond	33.5

*Transfer students will have an adjusted credit requirement that will vary depending on total credits attempted at any previous high school(s).

*Certification of Completion students may have reduced credits per the IEP team and building administration, but no less than 21 credits, including all core/required courses.

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 the following:

- Early admission to an institution of higher education;
- Early admission to a technical training school or other valid post-secondary educational setting;
- Entrance into a branch of military service; and
- 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.

Reduced Schedule Requests

All Lakeview High School students are required to be full time enrolled students. Requests for a reduced schedule will be considered on an individual basis to address any needs related to documented health concerns or documented

disabilities. Please consult your student's counselor prior to making any requests for a reduced schedule. Implementing a reduced schedule does not change a student's graduation requirements.

A senior may request a 5/6th schedule if they have earned the required number of total credits (33.5) to graduate and have room for the remaining course-specific requirements in their remaining trimesters of high school. To apply, students must complete the [following form](#) and turn into their counselor prior to the first day of the trimester in question.

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 toward the 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.

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.

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's specific required credits for graduation as the 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 a third party homeschool entity that maintains academic records 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 third party homeschool entity that maintains academic records, 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)

Online Courses

Online courses must be selected at the same time as other course selections. LHS works with Michigan Virtual High School, Edgenuity, and Graduation Alliance to provide online courses. High school courses are offered in the semester and trimester lengths. AP courses offered through MiVHS are challenging, year-long courses that prepare students for the College Board AP exams. Students registering for online classes should be self-motivated learners who are proficient at time management and comfortable with computers and the Internet. Students must complete an application and sign a contract in order to be enrolled in online courses. Available courses can be found at mivhs.org. Please see your counselor for further information.

A student may enroll in an online college or university course prior to graduating from high school if the post-secondary institution is an accredited one. The principal, prior to enrollment, must approve this course. Any student who takes online college courses may do so consistent with the requirements described above of an early entry student or dual enrollment student.

Any student who is enrolled in an online course 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.

Testing out of courses

Students may test out of courses by earning a 77% score on the required end-of-course comprehensive exam. 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 in 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 the first trimester, applications are due by May 1 of the previous academic year
- For credit to be awarded in the second trimester, applications are due by October 1
- For credit to be awarded in the 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 it. 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
- Have taken and received a qualifying score on at least one of the following tests:
 - MME
 - ACT

- SAT
- Compass
- Accuplacer
- EXPLORE
- PLAN
- PSAT

A course that 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 that the student has taken and completed at the high school level (i.e., Anatomy & Physiology)
- 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 \$762.50. 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 is 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 one (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

Graduation-related ceremonies and awards

Participation in commencement

Only those students who have earned the required credits for graduation, paid all fines, and met all other obligations will be eligible to receive their cap and gown and participate in commencement exercises. There are no exceptions.

Commencement program and Battle Creek Enquirer class list

In order to be considered for inclusion in the commencement program and the list of graduates in the Battle Creek Enquirer, all graduating seniors must have all classes required for graduation at a grade of 60% or better by 3:00 p.m. on the last day for seniors. The official status of the grade will be determined and verified as it appears in the teacher of record's official grade book. It is the responsibility of the student to know when all work must be turned in to the teacher of record in order to have it graded and included in the official grade by that deadline. It is possible for a student to complete their graduation requirements after the deadline and participate in commencement; however, they may not appear listed in the aforementioned publications.

Participation in commencement

In order to participate in commencement, all graduating seniors must have all classes required for graduation at a grade of 60% or better **by 3:00 p.m. on the day of commencement**. The official status of the grade will be determined and verified as it appears in the teacher of record's official grade book. It is the responsibility of the student to know when all work must be turned in to the teacher of record in order to have it graded and included in the official grade by the deadline. It is possible for students to not participate in commencement but still receive a diploma on time if they

complete all classes required for graduation by the last day of the trimester for all students.

Continuing coursework past the deadline for commencement

With teacher approval, students may continue working to improve their grades in any class (including MiVHS classes, no teacher approval is required for that) until 3:00 p.m. on the last day of the course term.

- Graduating seniors who will be participating in commencement can continue to improve their grades in courses.
- Seniors who will not participate in commencement because they did not complete their requirements on time for the ceremony can still complete work toward earning their diploma.

Academic Top Ten

The students who have the top 10 best weighted cumulative GPA based on the criteria and procedure below will earn a gold medal to wear at graduation, in place of the silver medal for 4.0+. This guarantees that seniors are selected on equal footing. There is no process other than the one described here that would allow seniors to earn an equal number of credits and honor points for their weighted cumulative GPA.

- Students must rank as tied for 10th place or better as determined by weighted cumulative grade point average, rounded to the nearest .01.
- The GPA calculation for the Top Ten will include freshman, sophomore, and junior year grades, in addition to grades from the first trimester of senior year only.
- Students who have semester-long classes at a Center during senior year will have their first-semester grades included at a prorated credit amount so that all students have the same proportion of their senior year academic work calculated into their cumulative GPA for determination of the Top Ten.

Valedictorian and Salutatorian Status

In order to celebrate as many students as possible, Lakeview High School chooses to honor all of our academic Top Ten equally. However, the number one and two ranked students in the class may identify themselves as the valedictorian or salutatorian of their class on college and scholarship applications respectively.

Academic 4.0+ designation

Any students with a 4.00 or better weighted GPA at the end of the second trimester of their senior year, rounded to the nearest .01, will be designated as having earned a 4.0 or better GPA for graduation and will earn a silver or gold medal to wear at graduation. Any student designated as having a 4.0+ Designation will be invited to the Academic Excellence Breakfast. Students can invite two (2) parents and one (1) teacher to the breakfast.

Students who graduate in nine (9) or fewer trimesters, or the equivalent combination of trimesters and semesters, will be ineligible for Academic Top Ten Recognition. The reason for this is due to the nature of GPA calculations at the end of the 10th trimester and the equity concerns that arise regarding students who have been enrolled in school for differing numbers of trimesters.

Students who graduate in nine (9) or fewer trimesters, or the equivalent combination of trimesters and semesters, will be eligible to receive Academic 4.0+ recognition at the end of the year of their intended year of graduation as long as they:

- Have a completed Early Graduation Form on file
- Qualify according to previously outlined criteria.

Academic Excellence Breakfast

Any student designated as having a 4.0+ Designation will be invited to the Academic Excellence Breakfast. Students can invite two (2) parents and one (1) teacher to the breakfast.

Graduation cords and expectations

Students who meet the following requirements and expectations can earn a cord for graduation:

- Successful NHS participants can wear gold cords. These are purchased through the NHS advisor.
- Participants in Key Club who complete 100+ hours of community service projects over four (4) years can wear a white cord. (NHS members would need to have 100 additional hours beyond those earned for NHS). These cords can be purchased through the Key Club advisor.
- Participants in DECA who meet specific criteria set by the national association of DECA can wear a blue cord. These are purchased through the DECA advisor.
- Participants in statewide curriculum-related competitions who earn a spot in the state-level competition, and place in the top 5 in that competition, can wear a purple cord. These cords can be purchased through the advisor of the related competition.

Cords provided by the Battle Creek Area Mathematics and Science Center for successful completion of their programs can be worn by graduates.

Participation in the 8th Grade Crossover Ceremony and Celebration

The academic requirement for 8th grade students to participate in the Crossover Ceremony and Celebration is to pass a minimum of 9 of 12 core classes throughout the school year. Core classes are English, Math, Social Studies, and Science.

Students who do not meet the academic requirement will be promoted to 9th grade, but will not be eligible to participate in the ceremony or celebration.

Standardized testing guidelines

It is the philosophy of Lakeview High School to consider all ACT and SAT test results as a part of the student's official records once they have been sent to Lakeview High School by 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.