



# Lakeview

SCHOOL DISTRICT

## **Elementary Student Handbook**

**2019-2020**

Dear Students and Parents:

This Elementary Student - Parent Handbook is prepared for your benefit. Its primary purpose is to acquaint you with the elementary schools of the Lakeview School District, their 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 in the elementary school!

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## Lakeview School District Telephone Numbers

<b><u>Administrative Offices, Board of Education, 15 Arbor Street</u></b>	<b><u>Phone Numbers</u></b>
Board of Education	269 565-2411
Office of Superintendent	269 565-2411
Business Office	269 565-2424
Communications	269 565-2406
Child Care at Minges Brook	269 565-4569
Child Care at Riverside	269 565-4771
Child Care at Westlake	269 565-4961
Curriculum and Instruction	269 565-2413
Human Resources	269 565-2412
Japanese School	269 565-2416
Food Service, 300 S. 28 <sup>th</sup> Street	269 565-3758
Operations, 111 S. Woodrow Avenue	269 565 2450
Transportation, 111 S. Woodrow Avenue	269 565-2490
<b><u>School Buildings:</u></b>	
<b><u>Lakeview High School, 15060 S. Helmer Rd</u></b>	<b><u>269 565-3700</u></b>
High School Attendance Office	269 565-3709
High School Counseling Office	269 565-3720
High School Athletic Office	269 565-3711
<b><u>Lakeview Middle School, 300 S. 28<sup>th</sup> Street</u></b>	<b><u>269 565-3900</u></b>
Middle School Attendance	269 565-3909
Middle School Counseling Office	269 565-3920
<b><u>Minges Brook Elementary School, 435 Lincoln Hill Drive</u></b>	<b><u>269 565-4500</u></b>
Minges Brook Operation Concern Attendance Line	269 565-4525
<b><u>Prairieview Elementary School, 1675 Iroquois Avenue</u></b>	<b><u>269 565-4600</u></b>
Prairieview Operation Concern Attendance Line	269 565-4625
<b><u>Riverside Elementary School, 650 Riverside Drive</u></b>	<b><u>269 565-4700</u></b>
Riverside Operation Concern Attendance Line	269 565-4725
<b><u>Westlake Elementary School, 1184 S. 24<sup>th</sup> Street</u></b>	<b><u>269 565-4900</u></b>
Westlake Operation Concern Attendance Line	269 565-4925

## **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.
- 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.

## **Academic education**

Lakeview Elementary Schools contain grades K-4. Academic areas stressed include reading, writing, speaking, and listening, as well as math, social studies, and science. Students also participate in art, music, physical education, Spanish, and technology lessons. Teachers certified and qualified in their specific discipline teach these classes.

## **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 a 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**

## **Attendance procedures**

The compulsory education laws require a parent to have the 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.

An unexcused absence for any part of the school day will result in the student's exclusion from extracurricular activities that day.

### **Parents are to call in absences within 24 hours:**

#### **Exempted absences**

- School authorized non-chargeable absences, 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 immediate family member, relative, or close friend
- Suspension
- Chronic illness with documentation
- Religious holidays
- Approved family vacations

#### **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

#### **Unexcused absences**

Unexcused absences are those absences which 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 not limited to the following: oversleeping, missed the bus/ride, car problems, inclement weather, working outside the classroom without teacher permission, etc.

Some teachers may wish to make assignments in advance of the absence; others may prefer to wait until the student has returned. In either case, THE FINAL RESPONSIBILITY FOR ALL WORK MISSED AND ITS EFFECT ON THE STUDENT'S GRADE LIES WITH THE PARENTS AND THE STUDENT.

### **Dismissal of Students**

To insure the safety of all students, students leaving school during school hours must be signed out from the school office. A student shall be dismissed from school only with the approval from the principal's office. The principal or designee will determine that the person requesting the dismissal is the parent or person who has the authority (listed as an emergency contact) to make the request. School staff members cannot dismiss students to any person directly. Parent's or parents' designee will not be permitted to go to the classroom to pick up a student from school, but shall meet the student at the school office (elementary). In order to retain the learning environment and accommodate last minute information prior to dismissal, **parents are discouraged from signing out their child from school 15 minutes prior to regular school dismissal time.** Students being consistently and/or excessively dismissed early may result in a truancy referral.

Any student changing his/her end-of-day destination, for example going to a friend's house for the day, will need to have a written notice from his/her parent signed and turned into the main office. Students who do not have a written notice will be required to follow his/her dismissal routine as defined on the dismissal form completed at the beginning of the school year.

### **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 the 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>Jim Baker, Asst Superintendent</u>	<u>Wendy Meyer, Communications Director</u>
<b>Name</b>	<b>Name</b>
<u>15 Arbor Street BC, MI 49015</u>	<u>15 Arbor Street BC, MI 49015</u>
<b>Address</b>	<b>Address</b>
<u>269-565-2400</u>	<u>269-565-2400</u>
<b>Telephone</b>	<b>Telephone</b>

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.

Lakeview Transportation Department - 269-565-2490

## **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. Students may bring larger tablets or E-Readers to class with prior approval from their teacher, to be used for educational purposes only. The lockers in the elementary schools do not have locks and therefore electronic items are the responsibility of the student and not the school.

Headphones and earbuds are not allowed to be used unless:

- Headphones are being used with school-issued computing device.
- Teachers have given students explicit permission to use headphones with that device on that day.
- Headphones are corded. Bluetooth headphones are not permitted because there are no school-issued computing devices with Bluetooth capability.
- 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 have the device confiscated and the parent will have to pick up the device from the office.

Students refusing to give their device to an adult will be disciplined.

## **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 the 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.

## 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 Served as Classroom Snacks

Supporting our School Board's End Statement regarding healthy citizens, healthy food is encouraged in the classroom and during lunch. *Contact your child's teacher or school office for the policy for that building.* The Calhoun County Health Department suggests the following guidelines for food served as treats or on special occasions:

1. The foods selected should not be a potentially hazardous type that needs to be kept cold (<45 degrees F.) or hot (>140 degrees F.) in order to be safe.
2. Commercial products (those purchased ready-to-eat from a store) are recommended as the ingredients are identified. The cost is greater but so is the safety factor.
3. Baked goods prepared at home may be brought into school settings and distributed to students, provided the following conditions are met:
  - A. All baked goods are prepared using good hygienic practices, especially hand washing prior to preparation.
  - B. All baked goods must be individually wrapped prior to being brought onto school property.
  - C. If something like a sheet cake is brought into school, a responsible adult shall portion and distribute the food to students in a sanitary manner. It is recommended that plastic gloves are used while serving and disposable plates and cutlery is used when cutlery is needed.
  - D. Avoid unwrapped foods of any type that are to be dispensed or served from a common container by anyone other than a responsible adult following good hygienic practices. For example, avoid bowls of popcorn or stacks of cookies on plates where students have free access to the food.
  - E. Everyone involved in serving or eating food served in the classroom must wash his or her hands adequately before consuming food. Hand washing facilities must be accessible and provided with hot and cold running water, soap, and an approved means of hand drying (paper towels or hot air dryers).

- F. Use appropriate utensils, napkins, or gloves, etc. to handle food when possible in order to minimize handling the food directly.
- G. Consider providing special food/treats to students at times when they are consuming other foods (i.e., lunch). This would facilitate hand washing (wash hands only once) and the serving of food (someone is serving other food anyway).
- H. Most importantly, hot and cold water, soap, hand towels, and adequate time for hand washing must be provided if there is to be any reasonable chance to prevent communicable disease of all kinds. Complete procedures for Safe Food Handling on District Property are available in the school office.

### **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>

### **Homework**

The research on homework at the elementary level is clear in that it should be limited, only to practice independent work, and never as a penalty or consequence. The research is also clear that the most valuable use of time for academic work at home is time spent reading, preferably to or with someone else. Your child's classroom teacher is the best source of information on suggested reading titles and genres that are at an appropriate level.

### **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 to 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

#### **Student Lockers, Coat Racks, Desks, and Valuables**

The school may provide lockers or coat racks, and desks to students for their use; however, lockers or coat racks, and desks are considered to be the property of the school and may be inspected by school personnel. Students should not keep valuables or money in their lockers, coat racks, or desks. Students abusing or damaging school property will be expected to pay for the damage.

The school assumes no responsibility for valuable items or materials brought to school by students. In extenuating circumstances, a request may be granted to leave a valuable item in the office or under the care of a teacher or other employee. In such circumstances, however, neither the school nor the employee granting the care shall be held responsible if the item is lost, stolen, or damaged. Items that are identified as a safety hazard or interrupt students' learning may be prohibited.

## **Loss or Destruction of School Property**

Students are expected to show respect for school property. This includes, but is not limited to textbooks, library books, technology, desks, lockers, restrooms, musical instruments, physical education equipment and playground equipment. When it has been determined that the child is negligent in the care or safekeeping of school property, the child's parent/guardian will pay the repair or replacement cost.

## **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 1<sup>st</sup> 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, 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

## **Mini-Bikes, Motorcycles, Snowmobiles, Bicycles, Skateboards, In-line Skates and Heelies**

Motorized vehicles are prohibited on school property. Skateboards should be carried and bicycles should be walked while on school property. In-line skates must be removed prior to entry to the building. No heelies are allowed at school.



## **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 office. 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.

## **Nursing Services**

A registered nurse from the Calhoun County Health Department acts on referrals from other health programs takes care of immunization programs, checks on matters related to communicable diseases, and other health matters.

## **Parent Teacher Association (PTA) / CISD Parent Advisory Committee (PAC)**

Each Elementary School may have a Parent-Teacher Association (PTA), an affiliate member of the Michigan and National Congress of Parents and Teachers. Combined with the organizations at the Middle School and High School, they make up the Lakeview Area Council PTA. A drive for membership is coordinated in the fall during Meet the Teacher Night at each school.

The PTA has a history of being strong supporters of the Lakeview Schools. It has planned, organized and initiated many projects that have benefited all students.

Parent Advisory Committee (PAC) is made up of parents of children with disabilities. Members are appointed by local school districts. PAC members are not advocates for their child, but represent the impairments of other students in Special Education programs. PAC members take part in the development of the delivery of Special Education Services for Calhoun County through the Calhoun Intermediate School District (CISD). PAC members are willing to help you become more aware of the services and/or programs available for you and your child. Contact the Director of Special Education Services (565-2443) for the Lakeview School District PAC representatives contact information.

## **Recess**

Because of the variability of temperature and other factors, (i.e., sunny day or overcast day) the wind chill index is not the only criterion used to determine whether or not children go outdoors for recess.

When the temperature is zero or below, the children will not go outside for recess. When the temperature is above zero, Elementary School personnel will make the decision whether or not to go outside at recess. All students are expected to go outside for recess and, therefore, need

to dress appropriately. If a child is well enough to be in school, unless he/she has a written statement from the physician, the expectation is that he/she will participate in outdoor recess.

## **Retention**

*“Studies with the strongest research methods compare students who were retained with similar students who were not retained. They ask whether repeating a grade makes a difference in achievement as well as personal and social adjustment over the short run and the long run. Although individual studies can be cited to support any conclusion, overall the preponderance of evidence argues that students who repeat a grade are no better off, and are sometimes worse off, than if they had been promoted with their classmates.” (Jane, Educational Leadership 2008)*

Lakeview School District does not retain unless a comprehensive evaluation, including all three RTI tiers, Light's Retention Scale, and other factors are taken into consideration. The school will follow the curriculum/instruction department's process for determining retention. The decision of the Assistant Superintendent of Curriculum/Instruction is final regarding retention.

## **Safety Patrol**

The purpose of the student Safety Patrol is to provide for the safety of students going to and from school. Duties include helping children cross streets at corners where traffic poses a hazard. The students on the patrols are usually third and fourth graders. Membership on the patrol is voluntary and requires parent permission. The principal in each building (or a staff-designate) directs the program.

While most of the patrol activities are out-of-doors, some buildings make use of the Safety Patrol inside the building. These students usually are on duty before school starts in the morning and at dismissal times. Their duties deal with promoting good order in the corridors or with kindergarten students so safety problems do not result. The privilege of serving on the Safety Patrol may be revoked if expectations are not met.

## **School Insurance**

With the opening of school, an opportunity is offered for each student to enroll in a “Second Insurance” plan. This low-cost policy covers a student on the way to and from school and while at school. The benefits are limited to certain amounts and conditions. If there is coverage by any other carrier, the payment of any benefit through the school insurance plan may be reduced since the primary coverage would be a set-off to the school insurance plan benefits, which would be considered secondary coverage. Please read the policy carefully before you subscribe.

# Transportation

## 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.

### **Procedures for Parent waiting to receive student(s) at end of day**

1. Parents are responsible for arriving at the bus stop ten (10) minutes prior to their students drop off time.
2. Students whose parents are repeatedly late will lose bus privileges.
2. It is the parents responsibility to monitor their child(ren's) behavior at the bus stop.
3. 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.
4. Leave the area of the bus stop promptly after the bus arrives as to not inconvenience the homeowner.
5. Any concerns regarding bus procedures or student behaviors should be directed to the Transportation Department instead  
of keeping the driver from continuing on his/her scheduled route.

### **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**”

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.

1. If the warning is received during the time busses are loading, pupils will be returned to the buildings until the “All Clear” is announced.
2. 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.
3. Parents are urged not to pick up students during a warning because students are required to remain in a designated tornado shelter area.

## **Weapon-Free School Zone Policy**

Consistent with Michigan Public Law 103.382 and Board policy, students in possession (OR) found in car, of a dangerous weapon/firearm, who possess (OR) found in 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.

## **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 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

## **Standardized testing guidelines**

*MDE March 1, 2018 Letter to Parents*

...While we support parents in making choices for their children, there is no allowable way in state or federal law to “opt out” of state assessments. Students who are not assessed will count against their schools’ participation rate, and create an incomplete picture of school performance. Schools rely on accurate test results to focus on students or programs that may need more academic support. That’s one reason federal law requires a 95% participation rate target on state assessments be used in a school’s accountability rating.

Additional information, including how you can help your child prepare for testing, is available on the M-STEP web page at [www.mi.gov/mstep](http://www.mi.gov/mstep).

## **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. 28<sup>th</sup> Street Battle Creek, MI 49015  
(269) 565-2450

## **Discrimination complaint procedure (BOE Policy 8602)**

Any student who believes that s/he has been the victim of illegal discrimination or harassment may seek resolution of his/her complaint through either the informal or formal procedures described below. The Board of Education has designated the individual named below to serve as the District's Title IX Coordinator for matters involving alleged discrimination on the basis of sex. The Board of Education has adopted a Discrimination and Harassment policy, which prohibits illegal harassment and other forms of illegal discrimination within the School District. The Board of Education's policy prohibits illegal harassment and discrimination by, among others, board members, school district employees and students.

"Discrimination", for purposes of this Administrative Regulation, means an action based in whole or in part on a student's race, color, national origin, religion, sex, marital status, genetic information or disability. In order to be a subject of redress under this Regulation, the action must be found to be so severe or pervasive that it:

- affects the student's ability to benefit from an educational program or activity;
- creates an intimidating, threatening or hostile educational environment;
- has the effect of substantially or unreasonably interfering with a student's academic performance; or
- otherwise adversely affects that student's educational opportunities.

"Harassment", for purposes of this Administrative Regulation, refers to verbal acts, written statements or other conduct that is threatening, harmful or humiliating that is sufficiently severe, pervasive, or persistent so that it:

- affects the student's ability to benefit from an educational program or activity;
- creates an intimidating, threatening or hostile educational environment;
- has the effect of substantially or unreasonably interfering with a student's academic performance; or
- otherwise adversely affects that student's educational opportunities.

Any student who believes that s/he has been the victim of illegal discrimination or harassment may seek resolution of his/her complaint through either the informal or formal procedures described below. The Board of Education has designated the individual named below, or designee, to serve as the District's Title IX Coordinator for matters involving alleged discrimination on the basis of sex. He or she also serves as Compliance Officer with respect to all student claims of harassment:

James Baker, Assistant Superintendent of HR

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Wendy Meyer, Communications Director

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District  
Phone: 269-565-2400

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Email: [jbaker@lakeviewspartans.org](mailto:jbaker@lakeviewspartans.org),  
[wmeyer@lakeviewsparans.org](mailto:wmeyer@lakeviewsparans.org)

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### ***Informal Complaint Procedure***

The informal complaint procedure is provided as a less formal option for a student who believes s/he has been discriminated against or harassed. This informal procedure is **not** required before filing a formal complaint. Moreover, a student who seeks resolution through the informal process may request, at any time, that the matter be moved to the formal complaint process.

A complaint alleging sexual violence will be addressed only through the formal complaint process. All complaints of illegal discrimination or harassment by a District employee or any other adult member of the District community will also be addressed only through the formal complaint process.

#### Step 1

A student who believes s/he has been illegally discriminated against or harassed by (1) employee, or building administrator in the school the student attends; (2) the Superintendent or other District-level employee; and/or (3) the Compliance Officer (Title IX Coordinator for claims of sex discrimination).

All informal complaints received by a staff member must be reported to the Compliance Officer within two (2) school days. The Compliance Officer will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution. This reporting requirement applies to **all** complaints made by or on behalf of a student, regardless of where the conduct is alleged to have occurred. Complaints alleging illegal

discrimination or harassment based on sex should be similarly processed but directed to the above-named Title IX Coordinator.

## Step 2

The District's informal complaint procedure is designed to provide students who believe they are being discriminated against or harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the student claiming discrimination or harassment, informal resolution may involve, but not be limited to, one or more of the following:

Advising the student about how to communicate the unwelcome nature of the behavior to the other person.

Distributing a copy of the nondiscrimination and/or anti-harassment policies as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.

If both parties agree, the Compliance Officer (or Title IX Coordinator) may arrange and facilitate a meeting between the student claiming discrimination or harassment and the other individual to work out a mutual resolution. Such a meeting is **not** to be held in circumstances where sexual violence has been alleged.

## Step 3

The Compliance Officer or Title IX Coordinator will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint.

All materials generated as part of the informal complaint process will be retained in a single location under the control of the Compliance Officer (including where acting as a Title IX Coordinator) in accordance with the Board of Education's records retention policy and/or Student Records policy.

### ***Formal Complaint Procedure***

#### Step 1

A student who believes s/he has been subjected to discrimination or harassment may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer/Title IX Coordinator, Superintendent, or another District employee. The employee must report such information to the Compliance Officer/Title IX Coordinator or designee within two (2) school days. This reporting requirement applies to **all**

complaints made by or on behalf of a student, regardless of where the conduct is alleged to have occurred.

All formal complaints must include the following information to the extent it is available:

- the name and protected class of the alleged victim and, if different, the name and protected class of the person reporting the allegation;
- the nature of the allegation, a description of the incident(s), and the date(s) and time(s) (if known);
- the name(s) and protected classes of all persons alleged to have committed the alleged harassment, if known, or a description/identifying information available if the name is not known; and
- the name(s) or description/identifying information and protected classes of all known witnesses to the alleged incident.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

## Step 2

Within two (2) school days of receiving the formal complaint, the person who will conduct the investigation (the Compliance Officer or designee) will initiate a formal investigation to determine whether the Complainant has been subjected to discrimination or harassment. A Principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Note: Upon receiving a formal complaint, the person who will be conducting the investigation shall consider whether any action should be taken during the investigatory phase to protect the Complainant from further discrimination or harassment, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the accused person. In making such a determination, the person conducting the investigation should consult the Complainant to assess his/her agreement with the proposed action. If the Complainant is unwilling to consent to the proposed change, the person conducting the investigation may, nevertheless, take whatever actions are deemed appropriate for the protection of all persons, following consultation with the Superintendent.

The person conducting the investigation will inform the individual alleged to have engaged in discrimination or harassment that a complaint has been received. The accused person will be informed about the nature of the allegations and provided with a copy of any relevant Board policy or administrative guidelines. The accused will also be informed of the opportunity to submit a written response to the complaint within five (5) business days. Throughout the course

of the process, the Title IX Coordinator/Compliance Officer shall keep the parties informed of the status of the investigation and the decision-making process.

Although certain cases may require additional time, the Compliance Officer or a designee will attempt to complete an investigation into the allegations of discrimination or harassment within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- interviews with both parties;
- obtaining and reviewing any written statements of the reporter, the victim (if different from the reporter), the accused student(s), and any known witnesses;
- interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- consideration of any documentation or other information presented by the parties, or any other witness that is reasonably believed to be relevant to the allegations.

### Step 3

At the conclusion of the investigation, the Compliance Officer or the designee shall, within fifteen (15) school days of receiving the formal complaint, prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation, the response of School personnel and, if applicable, the date any incident was reported to the police. The report shall provide recommendations based on the evidence. A preponderance of the evidence standard will be followed. The investigating person's recommendations should consider the totality of the circumstances, including the ages and maturity levels of those involved. Disciplinary recommendations, if appropriate, should be reasonably calculated to prevent recurrence of illegal discrimination or harassment. Disciplinary recommendations may range from: counseling to permanent expulsion, in the case of a student; counseling to discharge, in the case of an employee; and recommendation for censure or a complaint to the Governor in the case of a board member.

### Step 4

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or designee, the Superintendent will either issue a final decision regarding whether the complaint has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both parties.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

### ***Filing a Complaint with Office for Civil Rights***

A Student alleging discrimination on the basis of sex, or harassment, may, at any time, file a complaint with the United States Department of Education Office for Civil Rights at:

U.S. Department of Education  
Office for Civil Rights  
Cleveland Office  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
(216) 522-4970

### ***Cooperation with Law Enforcement Agencies***

In certain instances, an allegation of harassment may also be investigated as a criminal matter. To the extent permitted by law, the District will comply with law enforcement requests for cooperation.

### ***Retaliation***

Retaliation against a person who files a complaint alleging discrimination or harassment, or participates as a witness in an investigation, is strictly prohibited. Upon a finding that a person has engaged in retaliation, appropriate disciplinary action will be taken.

### ***Maintenance of Records***

All materials generated as a part of the formal complaint process will be retained in a single location under the control of one of the Compliance Officers (including where acting as a Title IX Coordinator) in accordance with the Board of Education's records retention policy and/or Student Records policy.

## **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):

Wendy Meyer, Communications Director  
269-565-2400 or [wmeyer@lakeviewspartans.org](mailto:wmeyer@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):

Wendy Meyer, Communications Director  
269-565-2400 or [wmeyer@lakeviewspartans.org](mailto:wmeyer@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, 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.***

## **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 refers 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

- a. 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:
  - i. 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. 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.
- c. 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**

Lakeview School District does not discriminate on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap in the admission to, access to, participation in, benefits of, or employment in its programs or activities as provided by district policy and in compliance with federal and state law. For more information, please contact the:

Superintendent's Office  
Lakeview School District  
15 Arbor Street  
Battle Creek, MI 49015  
Telephone: (269) 565-2400; FAX (269) 565-2428

### **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.

### **Public act 80**

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 the MSDS