



Lakeview

SCHOOL DISTRICT

Secondary Handbook

2018-2019

Dear Students and Parents:

This Secondary 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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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 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.

Age of majority rule

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

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

Represent themselves during disciplinary conferences.

Be in receipt of his or her report card.

Excuse themselves for absence from school.

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

Rights to and limits on student 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 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 the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

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

Students

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, backpacks, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district’s student rules and policies. The search

will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

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

Seizure of Property

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

Students and law enforcement

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

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

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

Video monitoring systems

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

PROCEDURES

Athletic responsibilities

Life of an Athlete

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

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:

1. Students are allowed three excused first-period tardies per trimester when arriving late to school and will be sent to class upon arrival after checking in to the main office. (Note that this does not apply to students who are in the building on time in the morning and then are tardy to first period.) Any tardy after the initial three will automatically be considered unexcused. Tardies due to appointments and documented by an appointment slip are not included in this limit.

For all non-excused tardies, student is processed by the In-School Suspension (ISS) supervisor.

Tardy 1 and 2 – Student receives a lunch detention, or alternative restorative practice

Tardy 3 – 1 After-School Detention (ASD), 3-4 pm

Tardy 4 – 2 ASD

Tardy 5 – 3 ASD

Tardy 6 – 4 ASD

Tardy 7 and up – Official administrative conference with administration and behavior plan is written

A student is tardy to class when he or she is 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.

Exempted absences

- 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 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.

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 that verification of the appointment can be made with the student's parent/guardian.

Students are responsible for knowing the make-up 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, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

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

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

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

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

threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

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

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

Bus conduct

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

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 lunch time. Students may bring larger tablets or E-Readers to class with prior approval from their teacher, to be used for educational purposes only.

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 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 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 back to class without the device and/or headphones.

Students refusing to give their device to the ISS Supervisor they will be disciplined for insubordination.

Confiscated devices may be picked up the same day between 2:50 and 4:00, or any day following. See consequences below for information about who can pick up the phone.

Offense 1 – Student may pick up device.

Offense 2 – 1 ASD. Student may pick up device.

Offense 3 – 2 ASDs. Student may pick up device.

Offense 4 – ½ day ISS. Parent or guardian must pick up device.

Offense 5 – 1 day ISS. Parent or guardian must pick up device.

Offense 6 – 2 days ISS. Parent or guardian must pick up device.

Offense 7 – 1 days OSS pending parent conference to develop behavior plan. Parent or guardian must pick up device.

The number of offenses will reset each school year.

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.

Curricular and non-curricular club guidelines

Equal Access Act (20 USC 4017)

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

Limited Open Forum

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

Fair Opportunity

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

1. the meeting is voluntary and student-initiated
2. there is no sponsorship of the meeting by the school, the government, or its agents or employees
3. employees or agents of the school or government are present at religious meetings only in a non-participatory capacity

4. the meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school, and
5. non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

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

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

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

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

Dance regulations

Guests

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

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

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

Deliveries During the School

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.

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

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

Driving and parking on school property

Parking permits are issued under the following conditions. Failure to abide by these rules will result in loss of permit and/or 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, driver's side. Students are responsible to know the designated areas for student parking.

1. Any and all vehicles driven to school must be registered in the office and accompanied with a sticker fee of \$5.00 per vehicle.
2. Neither the driver nor any other person(s) are allowed to be in the car during the school day.
3. Students are to park in designated areas. Violations will result in a \$20.00 ticket.
4. Vehicles must be under control and driven safely on school property at all times.
5. Maximum permissible speed is 15 m.p.h. or slower, as conditions may warrant.
6. Students who drive and park on school property without a permit will be ticketed. Additional disciplinary measures may be imposed for violations of this rule.
7. Careless driving, littering, and parking on school property where prohibited as reported by any school employee, whether during or after regular class hours, or on weekends, will result in an automatic loss of this permit and/or further disciplinary action.
8. 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 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.

Head lice policy

To prevent continued spread of head lice, students with live lice or nits found within a quarter inch (1/4") of the scalp will remain excluded from class and school-provided transportation.

School staff will verify a student is "lice free" or nits are found beyond one quarter inch (1/4") of the scalp by performing a "head check" before a student may return to class.

Illness or injury at school

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

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

Immunizations

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

4 DTP - Diphtheria, Tetanus, Pertussis

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

3 OPV/IPV

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

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

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

3 Hepatitis B doses are required

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

Recommended but not required:

5th dose of DTP
4th dose of OPV/IPV
Haemophilus Influenza Type B (HIB)
Vision Screening
Tuberculin Test
Hearing Test
Dental Checkup

Medication

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

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

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

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

4. The designated school personnel will:
 - a. Inform appropriate school personnel of the medication
 - b. Keep a record of the administration of the medication
 - c. Keep the medication in a secured storage area
 - d. Return the unused medication to the student's parent/guardian.
5. The student's parent/guardian assumes responsibility to immediately inform the building administration or his/her designated representative, in writing of any change in the child's health affecting the dispensation of medication or of any change in the medication, including the discontinuation or modification of the medication.
6. The student's parent/guardian have responsibility to instruct their child to appear for dispensation of the medication at the scheduled time, and the student has the responsibility for both presenting him/herself on time and for taking the prescribed medication.
7. A record shall be maintained which indicates the time/date of medication, the amount of medication administered, and except in the case of emergency, two adult witnesses must be present. The adult designated to administer medication shall sign this form.
8. Students who are able to self-administer specific medication, (e.g. inhalers) shall be permitted to do so provided all of the following conditions are satisfied:
 - a. In the case of a prescription medication, a physician provides a written order for self-administration of the medication.

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

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

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

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

Moving or withdrawing from Lakeview

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

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

Open lunch (LHS only)

Students may be eligible to leave campus during lunch during the 10th, 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 15 full school days where absences were recorded during the previous year.
- Have less than 3 unexcused absences during the previous school year.
- 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 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 the 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:

1. Student failed a class and needs to retake
2. Student already passed a class that is currently on their schedule
3. Student is enrolled in a course for which they have not met the prerequisite
4. Student has been placed incorrectly
 - Due to staff error - schedule will be changed as soon as possible upon notification
 - Related to ability in core area course - student must attempt the course and discuss with teacher. Changes will be made according to appeal procedure that require student/teacher agreement.
5. Student has an emergent or pre-existing medical condition that relates to their request
6. 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 ending of the course selection window. Furthermore, parents/guardians are asked to provide approval in the form of 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 discretion
- Must be space available in 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 requested class
- Must meet criteria listed above
- Student must make up the work missed in the new class in the first 10 days of trimester. 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 requested class
- Must meet criteria listed above (subject to review at SST)
- Student must make up the work missed in the new class in the first 20 days of trimester.
- 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 requested class
- Must meet criteria listed above (subject to review at SST)
- Student will receive an "E" on the transcript for the original class.
- 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
- 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.)
- 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 counseling team and head principal. Students must demonstrate that they have become aware of requirements for post-secondary program entrance
- Recommendation from college coach for students committed to participate in college athletics.
- Student is able to provide proof of completion of a summer program that indicates change of interest in post-secondary goals. Student must write accompanying 500 word essay that describes participation in program and how it impacted their postsecondary and career goals. The essay will also include an explanation as to how the new course will benefit their new career goals. 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 will use on that locker. This lock is available free of charge so long as it remains on the locker. Students are responsible for the cost if it is lost.

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. These locks will be owned by the student 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.

Weather emergencies and drills

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

Severe Weather Terms

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

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

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

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

During a “**Warning**”

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

Visitors in school buildings and on school grounds

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

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

Contractors and school guests

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

Classroom visitors

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

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

1. Visitations will not be scheduled during exams or test times.
2. Parents are to be quiet observers and should not create 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 will require the prospective volunteer to complete a criminal background check conducted via LiveScan fingerprinting, completed at their own expense, the results of which will be handled as described above, prior to working with students.

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

Work permits

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

GRADUATION REQUIREMENTS, CREDIT EARNING, AND TRANSCRIPTS

Graduation requirements*

To earn a Lakeview 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	4 to 6 credits - At least one core
	English class taken each school year	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
	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 course
	Physical Science	
	Biology	
	Chemistry, Physics, Anatomy,	
	or CTE program	
Social Studies	3.5 credits	4 credits - Geography, American History, Consumer Economics, Citizenship
	World History	
	US History	
	Intro to Economics	
	American Government	
Health and Physical	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 credit of PE and seasons of an acceptable activity).
Education	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 2017).	4 to 5.5 credits - 1 Occupational Guidance and 3 to 4.5 Work Based Learning (based upon 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
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).

High school credit from middle school

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

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

Non-traditional credits

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

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

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

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

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

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

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

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

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

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

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

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

Online courses

Online courses must be selected at the same time as other course selections. LHS works with Michigan Virtual High School to provide online courses. High school courses are offered in 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 MiVHS 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 MiVHS courses. Available courses can be found at mivhs.org. Please see your counselor for further information.

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

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

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

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

Earning college or university credit

Early entry

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

Dual enrollment

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

Students are eligible to dual enroll if they:

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

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

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

Students dual enrollment may have the costs of required textbooks paid for by Lakeview High School provided that the total amount of tuition, fees and books does not exceed \$609.58.

Students should first check with the LHS main office secretary to see if the book is already available. If not, the school will purchase the book and it will be available for pickup at KCC. Upon completion of the course, textbooks must be returned to Lakeview High School. Students are responsible for transportation, parking costs, or any activity fees.

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

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

Grade point average calculations

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

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

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 pm 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 gradebook. 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 pm on the Friday prior to graduation. The official status of the grade will be determined and verified as it appears in the teacher of record's official gradebook. 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 later in the summer after getting all necessary grades up to a 60% or better.

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 required for that) until 3:00 PM on the last day of the course term. This means:

- 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's 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 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 1st 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.

Academic 4.0+ designation

Any student 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.

Academic Excellence Breakfast

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

Graduation cords and expectations

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

1. Successful NHS participants can wear gold cords. These are purchased through the NHS advisor.
2. Participants in Key Club who complete 100+ hours of community service projects over 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 Key Club advisor.
3. 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.

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

NOTICES

Asbestos hazard emergency response act (AHERA)

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

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

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

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

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

Discrimination 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

Wendy Meyer, Communications Director

District Phone: 269-565-2400

Email: jbaker@lakeviewspartans.org,
wmeyer@lakeviewsparans.org

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 the 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 the 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):

Shannon Walker, Assistant Principal
269-565-3710 or swalkerl@lakeviewspartans.org

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

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

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

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

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

Shannon Walker, Assistant Principal
269-565-3710 or swalkerl@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 exception, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill a professional responsibility.

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

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

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

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

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

The district is required, under the No Child Left Behind Act of 2001, to provide military recruiters, upon request, with three Directory Information categories – name, address and telephone number – unless you have advised the district to the contrary in writing. Directory Information is generally not considered harmful or an invasion of privacy if it is released. The district has designated the following as Directory Information:

Lakeview School District Directory Information

Student Name, Dates of Attendance, Most Recent Educational Agency/Institution Attended, Address, Date and Place of Birth, Degrees, Honors and Awards Received, Telephone Number, Grade Level, Participation in District Sponsored Activities and Athletics, Email Address, Photograph, Athletic Team Members' Weight and Height

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.***

Informed consent for counseling services

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

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

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

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

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

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 student within its jurisdiction with students who are not handicapped or disabled, to the maximum extent appropriate to the needs of the handicapped or disabled student.

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

3. Evaluation and Placement

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

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

a. Tests and other evaluation materials have been validated for the specific purpose for which they are used and are administered by trained personnel in conformance with the instructions provided by their producers;

b. Tests and other evaluation materials include those tailored to assess specific areas of educational need;

c. Tests are selected and administered so as best to ensure that the test results accurately reflect the student's aptitude or achievement or whatever other factor(s) the test is designed to measure.

d. In interpreting evaluation data and test results when making placement decisions regarding an eligible student, the District shall draw upon information from a variety of sources including: aptitude and achievement tests; teacher recommendations; physical condition; social or cultural background; an adaptive behavior. Further, the District shall establish procedures to ensure that information obtained from the above sources is documented and carefully considered and that the placement decision is made by a group of persons knowledgeable

about the condition of the eligible student, the meaning of the evaluation data, and the placement options for the eligible student.

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

4. Procedural Safeguards

The District shall establish and implement, with regard to actions involving the identification, evaluation or educational placement of eligible students, a system of procedural safeguards which incorporates: notice; an opportunity for the parent/guardian of the eligible student to examine relevant records; an impartial hearing with the 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 appropriated, 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