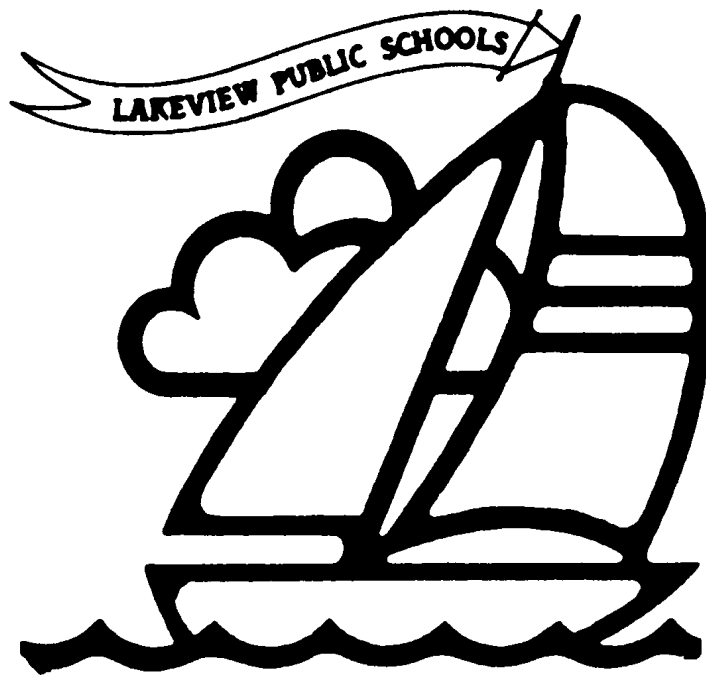


**Lakeview Public Schools  
District Handbook for  
Students and Parents/Guardians  
2011-12**



**Lakeview Administration Building  
20300 Statler  
St. Clair Shores, Michigan 48081  
(586) 445-4000  
[www.lakeview.misd.net](http://www.lakeview.misd.net)**

**\*Adopted by the Board of Education on August 16, 2011**



## Lakeview Public Schools

20300 STATLER, ST. CLAIR SHORES, MICHIGAN 48081  
(586) 445-4000 FAX: (586) 445-4029



Welcome to Lakeview Public Schools. Our hope is each student comes to school ready to be challenged, learn and have fun. Graduates from Lakeview Public Schools have an unlimited potential. Your child's school years can be the best of their life if they take full advantage of all that's available. Lakeview operates six (6) school buildings, with a variety of academic, athletic, fine arts, and other offerings. This handbook is designed to assist all parents in understanding our high expectations for your child to begin their *Pursuit of Excellence* with us.

We provide a comprehensive curriculum aligned with the State of Michigan Grade Level Content Standards and High School Content Expectations. Students are assessed several times throughout their career and their academic information is provided through a variety of means such as report cards, standardized test data, etc. Of particular note is our comprehensive high school, offering many opportunities in rigorous academics, clubs and activities, athletics and service to the community. We hope your child spends their whole academic career with us. Staying with us from Kindergarten through the High School provides a solid foundation in rigorous academics that prepares them for any after high school experience. Some students leave us and attend four-year universities, while others begin work and continue their education part time. The important thing to remember is that education is the "great equalizer". Students need to learn early that the most successful individuals in the future will be those who can continuously learn new things, particularly on their own.

It is our hope that this handbook will help you make better decisions about your child's education with Lakeview.

Our handbook is designed in three main categories, including, general information, school related services, and student activities and athletics. Please take time to read and review this Handbook carefully with your child so each of you is aware of its content and our expectations for academics and behavior.

I have great confidence in the education and skills of our principals, teachers, and support staff and look forward to having you at Lakeview in the coming year. Good luck!

Sincerely

Karl D. Paulson  
Superintendent of Schools

#### Nondiscrimination and Access to Equal Education Opportunity

It is the policy of the Board that no student in this District shall, on the basis of race, color, religion, national origin or ancestry, age, gender, marital status, sexual orientation, disability, height, weight, and/or any other legally protected characteristic, be discriminated against, excluded from participation in, denied benefits of, or otherwise be subjected to discrimination in its programs and/or activities. Any person believing they have been discriminated against may bring a complaint to the local civil rights coordinator: Executive Director of Human Resources, 20300 Statler St, St Clair Shores MI 48081, 586-445-4000 x 2503

## **LAKEVIEW BOARD OF EDUCATION**

Daniel Dombrowski, President  
Timothy Houlihan, Vice-President  
Phillip Thomas, Jr., Treasurer  
Michael C. Wenner, Secretary  
Donald Wheaton, Jr., Trustee  
Michael McCain, Trustee  
Carol Herbon, Trustee

## **LAKEVIEW DISTRICT ADMINISTRATORS**

Karl Paulson, Superintendent  
Tracy Van Peeren, Assistant Superintendent  
Sean Zaborowski, Director of Athletics and Operations  
Tasha McIntyre, Director of Business Services  
Christine Brown, Director of Student Services

## **LAKEVIEW BUILDING ADMINISTRATORS**

<b>Ardmore Elementary:</b>	Donna Block, Principal
<b>Greenwood Elementary:</b>	Diane Koenig, Principal
<b>Harmon Elementary:</b>	Gregory Seader, Principal
<b>Princeton Elementary:</b>	Sherry Michalowicz, Principal
<b>Jefferson Middle School:</b>	David Lavender, Principal Jason Townsend, Assistant Principal
<b>Lakeview High School:</b>	Brent Case, Principal Heather Huber, Assistant Principal Scott Kapla, Assistant Principal

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## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal(s).

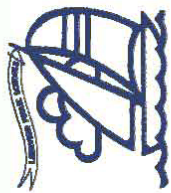
This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 16, 2011. If any of the policies or administrative guidelines referenced herein are revised after August 16, 2011, the language in the most current policy or administrative guideline prevails.

## **MISSION OF THE DISTRICT**

Lakeview Public Schools, in partnership with our community, is committed to students achieving their full academic potential and becoming responsible citizens prepared for global diversity, today and tomorrow.





# Lakeview Public Schools

## Priorities and Goals For School Improvement 2009-2014

### STUDENT ACHIEVEMENT

- “Increase student achievement through collaborative efforts”
- All students will demonstrate annual improvement in reading
  - All students will demonstrate annual improvement in writing
  - All students will meet math content expectations

### SOCIAL & EMOTIONAL DEVELOPMENT OF STUDENTS

- “Support students in becoming well-rounded, responsible citizens”
- Enhance interpersonal skill development
  - Demonstrate tolerance and acceptance of diversity
  - Expand student participation in extra-curricular (K-12) activities
  - Foster positive student-student, staff-student, staff-staff, and staff-parent relationships
  - Increase civic activity through volunteerism and participation in community-based experiences
  - Develop skill sets for success in a global work force

### COMMUNITY RELATIONS

- “Develop high levels of community involvement”
- Provide opportunities for shared decision-making
  - Expand lines of effective communication
  - Assist parents in finding resources to support high expectations for learning
  - Ensure an inviting school culture for all
  - Establish partnerships to strengthen community relations

### FACILITIES, EQUIPMENT & MATERIALS

- “Maintain and enhance facilities, equipment, and instructional materials”
- Maintain and enhance instructional materials, including educational technology
  - Expand teacher use of effective instructional technology
  - Maintain and enhance materials used by extra-curricular groups
  - Maintain and enhance the infrastructure of buildings to guarantee a safe and productive learning environment

### FINANCIAL STABILITY

- “Regularly align financial resources with district priorities”
- Ensure that the level of instructional spending as a percentage of budget continues to exceed the county average
  - Allocate financial resources to enhance the quality of programs
  - Develop short- and long-range capital expenditure plans
  - Develop an effective marketing plan to retain and attract students
  - Continue to adopt annual budgets

## Building Facilities

### ARDMORE ELEMENTARY SCHOOL

*Donna Block, Principal*  
27001 Greater Mack  
St. Clair Shores, Michigan 48081

**Main: (586) 445-4160**  
Attendance: (586) 445-4160 x 1  
Fax: (586) 445-4524

<http://www.lakeview.misd.net/ardmore/>

### GREENWOOD ELEMENTARY SCHOOL

*Diane Koenig, Principal*  
27900 Joan  
St. Clair Shores, Michigan 48081

**Main: (586) 445-4178**  
Attendance: (586) 445-4178 x 1  
Fax: (586) 445-4195

<http://www.lakeview.misd.net/greenwood/>

### HARMON ELEMENTARY SCHOOL

*Gregory Seader, Principal*  
24800 Harmon  
St. Clair Shores, Michigan 48080

**Main: (586) 445-4184**  
Attendance: (586) 445-4184 x 1  
Fax: (586) 445-4526

<http://www.lakeview.misd.net/harmon/>

### PRINCETON ELEMENTARY SCHOOL

*Sherry Michalowicz, Principal*  
20300 Statler  
St. Clair Shores, Michigan 48081

**Main: (586) 445-4190**  
Attendance: (586) 445-4190 x 1  
Fax: (586) 445-4399

<http://www.lakeview.misd.net/princeton/>

### JEFFERSON MIDDLE SCHOOL

*David Lavender, Principal*  
*Jason Townsend, Assistant Principal*  
27900 Rockwood  
St. Clair Shores, Michigan 48081

**Main: (586) 445-4130**  
Attendance: (586) 445-4136  
Fax: (586) 445-4041

<http://www.lakeview.misd.net/jefferson/>

## **LAKEVIEW HIGH SCHOOL**

*Brent Case, Principal*  
*Heather Huber, Assistant Principal*  
*Scott Kapla, Assistant Principal*  
21100 11 Mile Road  
St. Clair Shores, Michigan 48081

**Main: (586) 445-4045**

Attendance: (586) 445-4047

Athletic Office (586) 445-4070

Counseling Office (586) 445-4055

Records Office – (586) 445-4063

Fax: (586) 445-4072

<http://www.lakeview.misd.net/lakeviewhs/>

## **SATURELLI PRESCHOOL**

\*Housed at Greenwood Elementary

**Main: (586) 445-4159**

<http://www.lakeview.misd.net/greenwood/saturellipreschool.aspx>



## School Schedules

### Elementary Buildings

8:13 a.m.	Bell to enter school
8:15 a.m.	School Begins
11:25 a.m.	Lunch Begins
12:13 p.m.	Afternoon Session Begins
3:19 p.m.	End of School Day

### Jefferson Middle School

7:59 a.m.	Warning bell
8:00 – 8:51 a.m.	Zero Hour (school begins)
8:55-9:39 a.m.	First Hour (Time To Read Period)
9:43 – 10:34 a.m.	Second Hour
10:38 – 11:29 a.m.	Third Hour
11:33 – 12:59 p.m.	Fourth Hour
1:03 – 1:54 p.m.	Fifth Hour
1:58 – 2:51 p.m.	Sixth Hour

### Lunch Schedule

6th Grade	11:33 – 11:59 a.m.
7th Grade	12:03 – 12:29 p.m.
8th Grade	12:33 – 12:59 p.m.

### Lakeview High School

#### M-W-F

6:30 a.m.	Office opens
7:45-9:20 a.m.	First Block
9:15-9:20 a.m.	Announcements
9:25-10:55 a.m.	Second Block
11:00-1:05 p.m.	Third Block
11:00-11:30	(A) Lunch
11:50-12:20	(B) Lunch
12:35-1:05	(C) Lunch
1:10-2:41 p.m.	Fourth Block

#### T-TH

6:30 a.m.	Office opens
7:45-9:05 a.m.	First Block
9:10-9:50 a.m.	Seminar
9:55-11:15 a.m.	Second Block
11:20-1:15 p.m.	Third Block
11:20-11:50	(A) Lunch
12:00-12:30	(B) Lunch
12:45-1:15	(C) Lunch
1:20-2:41 p.m.	Fourth Block

# Building & District Calendar

## Lakeview Public Schools 2011/12 Calendar

**Full & ½ Days Students have off are marked in “bold” print**

	2011/12
Teachers Report	<b>August 30, 2011</b>
Teachers Professional Development	<b>August 31, 2011</b>
Students Report for Full Day	<b>September 6, 2011 (Tues)</b>
Lakeview High School End of 1 <sup>st</sup> Card Marking	<b>October 14, 2011 (Fri)</b>
Lakeview High School Fall PM & Evening Conferences <i>(No 9<sup>th</sup> – 12<sup>th</sup> Grade Students in PM)</i>	<b>October 26, 2011 (Wed)</b>
Lakeview High School Fall AM Conferences <i>(No 9<sup>th</sup> – 12<sup>th</sup> Grade Students in AM)</i>	<b>October 27, 2011 (Thu)</b>
Teachers Professional Development – <b>No students K - 12</b>	<b>November 1, 2011 (Tues)</b>
Elementary End of 1 <sup>st</sup> Card Marking / Jefferson Middle School End of 1 <sup>st</sup> Card Marking <i>No K – 8<sup>th</sup> Grade Students in PM – ½ day records for K-8 teachers</i>	<b>November 4, 2011 (Fri)</b>
Jefferson Middle School Fall PM & Evening Conferences <i>(No 6<sup>th</sup> – 8<sup>th</sup> Grade Students in PM)</i>	<b>November 9, 2011 (Wed)</b>
Jefferson Middle School Fall AM Conferences <i>(No 6<sup>th</sup> – 8<sup>th</sup> Grade Students in AM)</i>	<b>November 10, 2011 (Thurs)</b>
Elementary Fall Evening Conferences	<b>November 16, 2011 (Wed)</b>
Elementary Fall P.M. and Evening Conferences <i>(No K – 5<sup>th</sup> Grade Students in PM)</i>	<b>November 17, 2011 (Thu)</b>
Elementary Teacher Comp. Time <i>(No K – 5<sup>th</sup> Grade Students in PM)</i>	<b>November 18, 2011 (Fri)</b>
Lakeview High School End of 2 <sup>nd</sup> Marking Period	<b>November 25, 2011 (Fri)</b>
<b>Thanksgiving Recess – School Closes End of AM for K – 12<sup>th</sup> Grade Students</b>	<b>November 23, 2011 (Wed)</b>
School Reopens	<b>November 28, 2011 (Mon)</b>
<b>Winter Recess – School Closes End of AM for K – 12<sup>th</sup> Grade Students - 2011 (2012, 2013, &amp; 2014 School Closes at the End of the Day K-12<sup>th</sup>)</b>	<b>December 21, 2011 (Wed)</b>
School Reopens	<b>January 4, 2012 (Wed)</b>
<b>Martin Luther King Day – No School for K – 12<sup>th</sup> Grade Students (2012)</b>	<b>January 16, 2012 (Mon)</b>
Lakeview High School AM Exams (No 9 <sup>th</sup> – 12 <sup>th</sup> Grade Students in PM)	<b>January 19 &amp; 20, 2012 (Thu/Fri)</b>
Elementary & Jefferson Middle School End of 2 <sup>nd</sup> Card Marking / Lakeview High School End of Semester & 3 <sup>rd</sup> Marking Period <i>No K – 12<sup>th</sup> Grade Students in PM – ½ day records for all teachers</i>	<b>January 20, 2012 (Fri)</b>
<b>Martin Luther King Day – No School for K – 12<sup>th</sup> Grade Students (2013)</b>	

<b>Mid-Winter Recess – School closes End of Day for K – 12<sup>th</sup></b>	<b>February 16, 2012 (Thu)</b>
School Reopens	<b>February 21, 2012 (Tue)</b>
Lakeview High School End of 4 <sup>th</sup> Marking Period	<b>March 9, 2012 (Fri)</b>
Lakeview High School Spring PM & Evening Conferences (No 9 <sup>th</sup> – 12 <sup>th</sup> Grade Students in PM)	<b>March 22, 2012 (Thu)</b>
<b>School Closes - Spring Recess begins at end of AM Classes for 9<sup>th</sup> – 12<sup>th</sup></b> <b>No AM/PM for K – 8<sup>th</sup> Grade - Teachers Record Day &amp; Comp Day</b> End of Third Card Marking	<b>March 30, 2012 (Fri)</b>
School Reopens	<b>April 10, 2012 (Tues)</b>
Jefferson Middle School Spring PM & Evening Conferences (No 6 <sup>th</sup> – 8 <sup>th</sup> Grade Students in PM)	<b>April 12, 2012 (Thu)</b>
Elementary Spring Evening Conferences	<b>April 18, 2012 (Wed)</b>
Elementary Spring PM & Evening Conferences (No K – 5 <sup>th</sup> Grade Students in PM)	<b>April 19, 2012 (Thu)</b>
<b>Elementary Teacher Comp Day – No K – 5<sup>th</sup> Grade Students in PM.</b>	<b>April 20, 2012 (Fri)</b>
<b>Spring Holiday Recess – No School K – 12 (2014)</b>	
School Reopens	
Lakeview High School End of 5 <sup>th</sup> Marking Period	<b>April 27, 2012 (Fri)</b>
Lakeview High School Senior Exams	<b>May 24-25, 2012 (Thu/Fri)</b>
<b>Memorial Day Recess</b>	<b>May 28, 2012 (Mon)</b>
Lakeview High School Graduation	<b>June 1, 2012 (Fri)</b>
Lakeview High School Grades 9-11 Exams (No 9 <sup>th</sup> – 11 <sup>th</sup> Grade Students in PM)	<b>June 12-13, 2012 (Tue/Wed)</b>
Elementary & Jefferson Middle School End of 4 <sup>th</sup> Card Marking / Lakeview High School Grades 9 <sup>th</sup> -11 <sup>th</sup> Grade Exams / End of Semester & 6 <sup>th</sup> Marking Period <b>Students Last Day (No K -11<sup>th</sup> Grade Students in PM)</b>	<b>June 13, 2012 (Wed)</b>
Last Teacher Work Day	<b>June 13, 2012 (Wed)</b>
	<b>179 Students days/183 Teacher days</b>



## **Student Rights and Responsibilities**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' and administrators' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior. If a parent/guardian believes their child's civil rights have been violated, they can contact the District's Civil Rights Compliance Officer, Assistant Superintendent for Human Resources, Tracy Van Peeren at 445-4000 ext. 2503.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, be prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the building administrator(s).

## Student Well-Being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down, tornado drills, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. (Lakeview Public Schools requires parents/guardians to complete and update student emergency cards online using a system called Info Snap.) A student may be excluded from school until this requirement has been fulfilled. A student cannot be released to anyone who is not the parent/guardian or listed on the emergency card. Proper ID must be shown when picking up a child.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the school office.

## Academics

### Academic Letters (High School)

Students can receive an Academic Letter for outstanding academic achievement. To receive a letter and subsequent academic achievement pins, a student must achieve the minimum cumulative grade point average for all courses taken. A student can earn an academic letter after their first semester of attendance at Lakeview. The minimum grade point average necessary to earn an academic letter or academic achievement pin is as follows:

1<sup>st</sup> Semester: 3.9 GPA

5<sup>th</sup> Semester: 3.7 GPA

3<sup>rd</sup> Semester: 3.8 GPA

7<sup>th</sup> Semester: 3.6 GPA

### Advanced Placement (High School)

Advanced Placement (AP) classes are available through Lakeview High School during the school day and through the Michigan Virtual High School, which is an online state program. Advanced Placement Exams are administered in the spring. All Students enrolled in an AP class will take the Exam at the districts expense. Students who score well on the AP exam may have the opportunity to earn college credit. The number of credits granted varies depending on the college. For more information about AP Exams, including exam dates, please go to [www.collegeboard.com/student/testing/ap/about.html](http://www.collegeboard.com/student/testing/ap/about.html).

\*Advanced Placement (AP) courses will be **year long courses** to provide the appropriate amount of rigor and time necessary to cover the content of the course. Utilizing two semesters for instruction will help to ensure that students are prepared to take the AP test and be successful.

### Armed Forces Recruiting

The District must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed Forces" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the District that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the school officials of the school shall not allow that access to the student's directory information. The District shall ensure that the students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all "directory information" including the armed forces of the United States.

Annually, the District will notify male students age eighteen (18) or older that they are required to register for selective service.

### **Career Development Support Services (High School)**

Special support services are available for eligible students enrolled in Career Technical Education classes. See your counselor for details.

### **Computer Technology And Networks**

Before any student may take advantage of the District's computer network and internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in Code of Conduct or referral to law enforcement authorities. Copies of Lakeview Public School's *Student Network and Internet Acceptable Use and Safety Policy* and the requisite student and parent agreement can be found on the Technology Department's page of the district's website.

### **Counseling/Social Worker Services**

Lakeview Public Schools is committed to our students in the development of student academic achievement, self-esteem, personal abilities, and social skills needed in daily living. In order to help all students be successful in these areas, counseling and social work services are available at all levels.

District counselors and social workers are involved with the following:

1. Small group and individual counseling and support
2. Assisting students with class changes, when appropriate
3. Assistance to students beginning or leaving Lakeview Public Schools
4. Coordination of addressing parent and teacher concerns, individual needs, possible testing, and potential referral to special education through the child study process

5. Standardized student testing...Michigan Education Assessment Program (MEAP), Michigan Merit Exam (MME), English Language Proficiency Assessment (ELPA), Explore, Plan, and Decommissioned ACT, and the Northwest Evaluation Association (NWEA) Tests  
\*(The purpose for giving a test is to use the results to improve learning and to communicate with those concerned about how well a student or group of students are learning. Board Administrative Guideline #2623.)
6. Special group or individual work meetings on such topics as death, divorce, substance abuse, or child abuse
7. Informing teachers, as necessary, of the special needs of students
8. Involvement with follow-up of progress reports and report cards and related parental/guardian concerns
9. Involvement with school attendance, homework completion following absence or suspension, or start of homebound services
10. Work with parents/guardians to coordinate efforts of home and school
11. Facilitate meetings between teachers and parent/guardians
12. Referrals to outside counseling or other agencies such as Lions Club, C.A.R.E., etc.
13. Career-life goal setting for students entering Lakeview High School
14. Liaison to outside agencies & community resources
15. Work with parent organizations in keeping parents knowledgeable of problems facing the their child

Counseling and social work assistance is available to all students throughout the year. Students should sign up in the respective offices indicating the desire for a conference. Parents/Guardians desiring to speak to the counselor or social worker concerning special situations, scheduling, or student progress may contact the school's counseling office.

**Secondary Students:** Except in a crisis situation (verified in writing as such by the administrator or counselor), students are not to be missing from an assigned class because they are going (on their own) to see a counselor or administrator. The proper procedure in these instances is to notify the counseling secretary on your own time and request an appointment and then wait for a call down from your counselor. All students returning to class from a visit to one of these offices should have a signed pass with the time leaving the office indicated. Failure to show up to class within a reasonable time following issuance of the pass could lead to an unexcused tardy or even absence.

## **Course Offerings**

Lakeview Public School's curriculum and course offerings can be found on the building and/or district website which can be accessed at [www.lakeview.misd.net](http://www.lakeview.misd.net).

## **Credit Recovery (Secondary Students)**

Secondary students who fail core content courses will be required to participate in after school and/or summer credit recovery programs. High school students will only be rescheduled for one failed course during their entire four years in the high school. Any additional failed courses must be retaken in an after school and/or summer credit recovery program. Failure to participate in such programs will result in a student being retained in their current grade at the middle school or a student potentially not graduating at the high school.

## **Diploma or Certificate of Completion**

### **High School Completion**

It shall be the policy of the Board of Education to acknowledge each student's successful completion of an instructional program.

### **High School Diploma**

The Board shall award a high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board, the Michigan Department of Education (MDE), and as provided by State law. The Board shall award a high school diploma at graduation ceremonies to the student who completes the following:

- For every student enrolled in this District who completes the requirements under Board Policy and the Michigan Merit Curriculum. The Michigan Merit Curriculum and coursework can be found on page 22 of this handbook.
- For every student enrolled in this District who meets the requirements of a Personal Curriculum, established by a District team and appropriate to the achievement of District goals and objectives, and completes all requirements outlined in the Personal Curriculum plan which must equate to 26 credits.

### **Certificate of Completion**

Individualized Education Planning Teams must consider an appropriate course of study for each child with a disability.

Some students receiving highly individualized special education programs and/or services, who appropriately complete the goals specified in their Individualized Education Plan, certified by the Individualized Education Plan Team shall receive a Certificate of Completion. They shall participate in all graduation activities and will receive a certificate of program achievement during their high school completion ceremony with their school-aged peers.

Students who are deemed appropriate for a certificate of completion continue to be eligible for services under Michigan Administrative Rule R 340.1702.

## **Dual Enrollment (High School)**

Lakeview Public Schools has partnered with local colleges/universities to be able to offer its students the opportunity to take college courses while they are still in high school. This allows a student who meets the requirements to take courses at the college level that can be later applied to a college degree upon graduation. Lakeview will pay for the cost of the course (s), according to the formula detailed below, saving students and parents a substantial amount of money and time.

A student may take advantage of Dual Enrollment opportunities, if all of the following conditions are met:

1. Students are in grade 10, 11 or 12.
2. Students must meet the requirements for an endorsed diploma in all three subject areas of the MME High School Test: communication skills, mathematics, and science; a student in grade 12 is eligible for courses in the subject area in which he or she has earned endorsements, computer science or foreign language courses not offered by the school, and fine arts programs, as permitted by the district.
3. Students must be enrolled in both the school district and postsecondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
4. The college courses must not be offered by the district. An exception to this could occur if the Board of Education determines that a scheduling conflict exists, which is beyond the student's control.
5. The college courses cannot be a hobby, craft or recreation course, or in the subject areas of physical education, theology, divinity, or religious education.

School districts are required to pay the lesser of: (a) the actual charge for tuition, mandatory course fees, materials fees and registration fees; or (b) the state portion of the students' foundation allowance, adjusted to the proportion of the school year they attend the postsecondary institution.

\*The building principal has the ability to waive graduation requirements for dual enrollment students to allow for the students to take additional courses.

If you believe you are eligible for dual enrollment, that you qualify for tuition and fee support, and you wish to participate, contact your Counselor/Principal.

### **Educational Development Plan (Secondary Schools)**

Educational Development Plans are created by students, with the assistance of their teachers and counselors that outline the courses students will take to fulfill their graduation requirements according to their future personal and professional goals.

## **Equal Education Opportunity**

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity, should immediately contact the School District's Compliance Office listed below:

Tracy Van Peeren  
Assistant Superintendent  
(586) 445-4000

## **Family Education Rights and Privacy Act (FERPA)**

Lakeview Public Schools shall not disclose information contained in a student's educational record without the proper written consent of the parent/guardian or adult student except as permitted by law.

Each year, the school district is required to notify parents/guardians and adult students (18 years or older) about information that may be made public, if so requested. Student directory information may be made public by Lakeview Public Schools.

Student directory information consists of a student's name; address; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; awards received and any other information which would not generally be considered harmful or an invasion of privacy.

Parents/guardians and adult students may refuse to allow the district to disclose any or all of the above listed information by notifying the principal of the school no later than 30 days after receiving this notice.

Parents/guardians and adult students also have, under the law, certain rights regarding records:

1. Student's educational records may be inspected and reviewed.
2. Amendments to, inaccurate, misleading, or information otherwise in violation of a student's rights may be requested.
3. Personally identifiable information must have the consent of the parent/guardian or adult student.
4. A complaint of non-compliance may be filed with the Department of Education.
5. A copy of the District's policy and administrative guidelines on student records may be obtained.

All records are housed in the school office and may be reviewed upon written request by the parent/guardian or adult student. If copies are requested, a copying fee will be assessed.

School officials (administrators, teachers, counselors, and professional support personnel) have access to student records for legitimate education interests. These interests include disciplinary, academic, social and/or emotional growth of the student.

School records must be sent directly to a new school upon the request of the receiving school when a student transfers.

## **Field Trips**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental/legal guardian consent. Regular school rules must be followed on all field trips.



## **Graduation Requirements**

It shall be the policy of the Board of Education to acknowledge each student's successful completion of the instructional program or a personal curriculum appropriate to the achievement of District goals and objectives as well as personal proficiency, by the awarding of a diploma at graduation ceremonies.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board, the Michigan Department of Education (MDE), and as provided by State law.

The required credits are as follows;

**Class of 2012-2016**

English	4.0 Credits
Math	4.0 Credits (1 in Senior Year)
Science	3.0 Credits
Social Studies	3.0 Credits
Physical Education	1.0 Credit
Health/Nutrition	1.0 Credit
Visual, Performing or Applied Arts	1.0 Credit
Required Courses	17.0 Credits
Elective Courses	15.0 Credits
<b>Total</b>	<b>32.0 Credits</b>

<b>Scheduled Credits Needed for Graduation</b>				
<b>Courses/ Credits</b>	<b>9<sup>th</sup> Grade</b>	<b>10<sup>th</sup> Grade</b>	<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade</b>
<b>English (1)</b>	English I	English II	English III	English IV
<b>Math (1)</b>	Geometry	2 <sup>nd</sup> Required Math Credit	3 <sup>rd</sup> Required Math Credit	Math Related Credit
<b>Science (1)</b>	Physics 9	Chemistry or Accelerated Chemistry	Biology	Optional Science Elective
<b>Social Studies (1)</b>	Optional Elective	World History/Geography	Us History/Geography	Government/Economics
<b>PE/Health (1)</b>	Physical Education	Health (Class of 2013 and on)	Health (Class of 2011 and 2012)	
<b>Elective (1)</b>	Elective	Elective	Elective	Elective
<b>Elective (1)</b>	Elective	Elective	Elective	Elective
<b>Elective (1)</b>	Elective	Elective	Elective	Elective
<b>Elective (1)</b>				Elective
<b>Seminar (Credit/No Credit)</b>	Seminar	Seminar	Seminar	Seminar
<b>Total Credits for the Year</b>	8 Credits	8 Credits	8 Credits	8 Credits
<b>Total Accumulative Credits</b>	8 Credits	16 Credits	24 Credits	32 Credits

The Michigan Merit Curriculum requirements, mandated by the State of Michigan, requires that all students achieve proficiency in at least one of the Visual, Performing, or Applied Arts disciplines by graduation from high school. Students must acquire a minimum of one credit through the successful completion of an approved course in one of the above areas.

Administration has evaluated our course offerings and identified the courses available to Lakeview students that can be taken to meet proficiency in at least one of the Visual, Performing, or Applied Arts disciplines. The courses are:

Art

- Explorations in Art
- Beginning, Intermediate & Advanced Drawing
- Beginning, Intermediate, & Advanced Painting
- Beginning, Intermediate, & Advanced Three-Dimensional Design
- Beginning, Intermediate, & Advanced Photography
- Graphic Design/Commercial Art
- AP Studio Art

#### Business Education

- Website Development

#### English

- Mass Media I & II
- Yearbook
- Journalism II
- Creative Writing
- Technical Information Skill

#### Technology/Industrial Education

- Technology Education
- Introduction to Drafting
- Engineering Drafting I, II, III, & IV
- Architectural Drafting I, II, III, & IV
- Basic Electronics

#### Music

- Band: Woodwinds, Brass, Percussion
- Symphony Orchestra
- Jazz Band
- Concert Choir
- Lakeview Select Choir

Students must also take a math or math-related course in their 4<sup>th</sup> year of high school to fulfill the Michigan Merit Curriculum requirements. Courses that are considered to be math-related are:

#### **Lakeview Courses:**

- Environmental Science
- Drafting I, II, III, IV
- Auto Tech II & III
- AP Chemistry
- Accounting
- AP Biology
- AP Physics
- Early Childhood Development

#### **College/University Dual Enrollment**

- Any course in the Mathematics content area

#### **Consortium CTE Courses:**

- Marketing I & II
- Collision Repair

**District Approved Online Math Courses (i.e., Michigan Virtual High School):**

- Any course in the Mathematics content area

Other High School Graduation Information

1. All students must carry four classes per day and satisfy an eight-semester residency requirement to graduate. Transfer students' semester requirement will be equated based upon the graduation requirement of their previous school in conjunction with Lakeview's requirements.
2. In the senior year, co-op may substitute for classes as determined by individual programs.
3. Special scheduling problems will be handled on an individual basis by the counselors and principals.
4. Class changes - class schedules are based on the student's request, and changes will be made only if:
  - a. the student does not have the required prerequisites.
  - b. the class has already been taken or was taken during summer school.
5. Though students receive a CR/NC grade for Directed Studies, this is not included toward their credits for graduation.
6. NO CLASS MAY BE DROPPED WITHOUT PRIOR APPROVAL OF A BUILDING ADMINISTRATOR.
7. Note: The physical education requirement should be satisfied by Physical Education I in the ninth grade.
8. The Health and the U.S. History/Geography requirements should be satisfied in the eleventh grade.
9. The Economics and Government requirements should be satisfied in the 12th grade.
10. Each student must be enrolled full time for (8) semesters.

**GRADUATION HONORS**

**Ranking for Valedictorian, Salutatorian, and the Top Ten** will be determined by utilizing semester course grades, ACT or SAT scores, and MME endorsements. A student's grade point average (GPA) will be determined by computing the grades earned on all core classes (Math, English, Science, Social Studies, and Foreign Language classes). The GPA and ACT/SAT test scores will be factored into a formula, as noted below. The top score possible for graduation honors ranking is a 2,000. In addition, a student must have earned a "proficient" on all sections of the MME test.

The formula used is:

- GPA of CORE COURSES (Convert to 4.0 scale) Based on eight semesters (+ / - are not used). Total core course points (A=4, B=3, C=2, D=1, F=0) = \_\_\_\_\_ / by number of core courses \_\_\_\_\_ = \_\_\_\_\_ (extended to three decimals) x 250 = \_\_\_\_\_.
- Combine SAT or ACT, choose only one. If the student has taken either test more than once, use the highest score:

• ACT composite score \_\_\_\_\_ multiplied by 27.778 = \_\_\_\_\_ **OR** SAT \_\_\_\_\_  
divided by 1.6 = \_\_\_\_\_.

• Total Score of GPA = \_\_\_\_\_

+ ACT OR SAT \_\_\_\_\_

= Final Score of: \_\_\_\_\_

- The top student will be named Valedictorian
- the next student Salutation, and
- the next eight students will follow to form the Top Ten Students.

Medals will be awarded to each student. If there should be a tie, multiple awards will be given.

**Graduating with Highest Honors** a student who earns a 3.75 GPA, has earned "proficient" ratings on all sections of the MME, has taken at least two AP courses, and has taken a specific sequence of courses will be graduated with Highest Honors. The course sequence must be English 1-4, with AP English 4 as an alternate, four sciences classes, and four mathematics courses with Geometry as the base course. A student must also have taken 2 years of the same foreign language. Students meeting the criteria will be awarded honor cords.

**Graduating with Honors** a student, who completes the required courses for graduation, maintains a GPA of 3.5 or better, and has earned at least 2 proficient endorsements on the Michigan Merit Exam, will graduate with Honors. Students meeting the criteria will be awarded honor cords. If a student has received credit only in a class due to attendance issues (no grade given), he/she will not be eligible for any of the above recognitions (Valedictorian, Salutation, Top Ten). Independent study class and credit granted through testing out of a course are not included in the formula.

## **Homebound Instruction**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Homebound students are not subject to the penalties of the attendance policy. The procedure to be followed for a student to be considered for homebound instruction is as follows:

1. A student must be out of school for a medical reason for a minimum of five (5) school days with the absence being verified by a doctor. Homebound service can start on the first day of absence provided it is verified that the student will be missing at least five (5) days of school. Homebound services will be offered twice a week in one-hour blocks of service.
2. A Homebound Referral Form must be obtained from the principal by the parents/guardians to be filled out by the parents/guardians and the doctor.
3. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.
4. The Homebound Referral Form must be returned to the principal who will work with the Director of Student Services to arrange for the homebound

teacher and who will act as the liaison person during the period homebound instruction is provided.

## **Homework**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for State mandated tests and graduation.

Homework will not be used for disciplinary reasons but only to enhance the student's learning.

## **Individuals with Disabilities**

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Christine Brown, Director of Student Services at (586)445-4000 ext. 2513 to inquire about evaluation procedures and programs.

## **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Director of Student Services at (586) 445-4000 ext. 2513 to inquire about evaluation procedures and programs offered by the District.

## **Messages For Students**

Messages will only be taken for students in the event of an emergency. In order to preserve the classroom instructional time, arrangements for after school events should be made before the school day starts.

## **Review of Instructional Materials And Activities**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction

in health and sex education. Any parent who wishes to review materials or observe instruction must schedule an appointment with the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **Review of Teacher Qualifications**

Parents have the right to request information about the professional qualifications of Lakeview's classroom teachers. Lakeview requires all teachers to meet State Licensing Certification and meet the Federal and State standards for "Highly Qualified" in their teaching assignment. In most cases, our teachers exceed the standards set forth in "Highly Qualified". Additionally, during the 2010-11 school year, 87% of Lakeview teachers have earned the Master's Degree or higher. 100% of administrators have earned the Master's Degree or higher.

### **Sex Education Curriculum**

The School District believes that provision should be made for students to receive instruction in reproductive health and family planning. "Reproductive health" shall be defined as that state of an individual's well-being which involves the reproductive system and its physiological, psychological, and endocrinological functions.

In addition, students are to be provided instruction in the recognition, prevention, and treatment of noncasual-contact communicable diseases such as venereal diseases, HBV, and HIV; and the use of abstinence from sex as a responsible method for restriction and prevention of noncasual-contact communicable disease and as a positive life-style for unmarried young people.

A parent is entitled to submit a written request to review the content of the program that will be delivered to their child and can choose to "opt out" of the lesson or the unit by submitting a written request to the building principal. More information about student and parent rights regarding the district's sex education program can be found in Board Policy 2414.

### **Special Education**

Lakeview Public Schools provides a continuum of services for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent/legal guardian involvement in this procedure is required. More importantly the district wants the parent/guardian to be an active participant. To inquire about the procedure or programs available, a parent/legal guardian should contact the Office of Student Services at (586) 445-4000 ext. 2513.

### **Specials Program (Elementary)**

Lakeview is very proud to have special programs available to elementary children. These programs are offered in order to meet the variety of needs and interests students have beyond the regular academic curriculum.

A list of these programs follows. Should you wish to have more information about any of these, please contact the school.

- ❖ Art, Music, Physical Education, and Health (Grades K-5)
- ❖ Spanish (Grades 3-5)
- ❖ Counseling
- ❖ Strings/Band Program for 5<sup>th</sup> Grade
- ❖ Peer Mediation
- ❖ Reading Support

## **Student Records**

Lakeview Public Schools maintains many student records, including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other personal information, except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- a student's name;
- major field of study;
- participation in officially recognized activities and sports;
- height and weight, if a member of an athletic team;
- dates of attendance;
- date of graduation;
- or awards received.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent/guardian. Parents/guardians may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District.

Other than directory information, access to all other student records is protected by *Family Education Rights and Privacy Act* (FERPA) and Michigan law. Except in limited circumstances, as specifically defined in State and Federal law, Lakeview Public Schools is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records will be charged to the parent/guardian. To review student records, please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents/guardians and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading, or violates the student's privacy. A parent/guardian or adult student must request the amendment of a student record in writing and if the request is denied, the parent/guardian or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents/guardians, to submit or to participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents/guardians; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents/guardians have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the students. The parent/guardian still have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents/guardians and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education

Informal inquiries may be sent to the Family Policy compliance Office via the following e-mail addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **Textbooks**

Each student will be issued textbooks, and once issued, they become the responsibility of the student. Books may be issued new or previously used. When the text is used, the student and/or teacher should note any damage on the Book Assessment form so that a student will not be assessed damage fees for a previous students' negligence. The texts should not be written in, loaned to another student, or treated carelessly. Gym and hallway lockers should be securely locked, and no one other than the student should have access. Books missing from lockers are still the student's responsibility. At the close of the semester (or school year), all books are to be returned. Fines for damage or loss will be assessed to the student to whom the book was assigned. Schedules and transcripts will not be sent if textbooks are not returned or fines paid.

## **Evaluating And Reporting Student Progress**

### **Assessment Program**

Assessments are administered in all Lakeview schools at different times through the school year to measure student progress. Students will be tested in accordance with State standards and District policy. While no assessment instrument in and of itself can provide an adequate picture of a child's academic ability or school achievement, the assessment program does provide:

1. A means of effective counseling and guidance by helping students understand their capacities and limitations, interests and achievements, personal and social growth so that they can make increasingly mature judgments.
2. An aid to teachers in understanding needs and capabilities of students for the purpose of meeting those needs more adequately in the classroom. A means of effective parent/guardian guidance through helping parents/guardians better understand the capacities and limitations, interests and achievements, personal and social growth of their child.
3. A method of evaluating present curriculum and to point out needs for changes or curriculum study on a district-wide basis. Parents/Guardians are encouraged to discuss their child's test results with the teacher during parent/guardian teacher conferences.

In addition to local assessments, students in grades K-11 will be administered the Northwest Evaluation Association (NWEA) assessments three times per year. Students in grades 3-9 will be administered the MEAP, state standardized test, and unless exempted, each 11th grade student, over a two-week span will be administered the Michigan Merit Exam

(MME). Lakeview will not violate the rights of consent and privacy of a student participating in any form of evaluation.

The evaluating and reporting of student performance is an integral part of the school process. All required work is a part of the assessment. Both positive and negative aspects of this work should be considered. Student input is allowed and encouraged.

The method of reporting is simple and effective. It must give both the student and the parents/guardians a clear and concise picture of intellectual, physical, emotional, and social functioning.

## **Grades**

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student, teachers, and parents judge properly how well the student is achieving the goals of the District's program.

The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level, kindergarten through twelfth.

The Board directs the Superintendent to develop Administrative Guidelines for grading which:

- A. develop clear, consistent criteria and standards particularly when grades are based on subjective assessment;
- B. help each student understand in each course or program what behavior and/or achievement is needed to earn each grade as well as what will produce a failing grade;
- C. provide frequent opportunities for each student to obtain information as to his/her progress toward the learning goals of his/her courses or programs;
- D. provide for a pass/fail grade in programs for which it is appropriate;
- E. provide students the opportunity to assess both their own achievements and their areas of difficulty.

The grading system should not inhibit the professional staff member from learning the strengths and weaknesses of each student on an individual basis.

The grading system should be subject to continual review by staff, students, and parents. Revisions shall be made only when such changes will assure a clearer, more valid, or more reliable system of grading.

The teacher responsible for a student's instruction in a particular course or program shall determine the student's grade. That grade may not be changed without the teacher's consent unless overruled in accordance with State law and the guidelines established by the Superintendent.

## **Elementary Grading**

The elementary grading system is based upon a standards based reporting system. Students are provided with a “ranking” based upon his/her mastery of the content expectations for his/her grade level. Elementary students receive four report cards throughout the year (quarterly). Students receive indicators of their progress on academic standards, as well as indicators of his/her performance level in respect to life skills, a summary of attendance for the card marking, and comments from the teacher about progress.

## **Secondary Grading**

Jefferson Middle School and Lakeview High School both utilize a traditional letter grading system (A-F) for which to report student progress. Students are provided a letter grade for academic achievement, a “rating” for citizenship and work habits, as well as an attendance summary for that marking period on each of their report cards.

## **Grading Policy (High School)**

Six week marking periods:

Each marking period is worth 30% of the student’s grade.

The Final Exam is worth 10% of the student’s grade.

Nine week marking periods:

Each marking period is worth 45% of the student’s grade.

The Final Exam is worth 10% of the student’s grade.

## **Grading Scale (High School)**

93% - 100%	A
90% - 92%	A-
87% - 89%	B+
83% - 86%	B
80% - 82%	B-
77% - 79%	C+
73% - 76%	C
70% - 72%	C-
67% - 69%	D+
63% - 66%	D
60% - 62%	D-
0% - 59%	F

## **Progress Reports (Middle and High School)**

After approximately five weeks of each card marking a progress report is either sent home with the students at the middle school or mailed to parent/guardians of high school students for those students where academic or behavioral concerns are present. Progress

reports are sent when a student is showing significant academic and/or behavioral decline. Progress reports will define the major areas of difficulty. These are not intended to be report cards and are NOT required for all students.

## **Parent/Teacher Conferences**

Parent/Teacher Conferences dates are printed in the yearly calendar. If a special conference aside from these times needs to be scheduled, a mutually agreeable time can be arranged with one or more teachers, counselors, and/or administrators. These can be scheduled through the classroom teacher at the elementary level and the counselors at the secondary level.

It should be noted that phone or e-mail contacts can also be made if situations are not serious enough to warrant a personal visit. Each staff member has a voice mailbox which can be accessed by calling the main number of each building and an e-mail address which is the first initial and last name of the staff member followed by @scslakeview-k12.com.

It is important that students, parents/guardians, and teachers keep the lines of communication open to ensure that the best possible school experience is achieved. Upon request, the District shall make reasonable accommodations for a disabled person to be able to participate in parent/teacher conferences. Please call the school's main office to request such an accommodation.

## **Promotion, Placement, And Retention**

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- A. in the opinion of the professional staff, achieved the instructional objectives set for the present course or grade; and
- B. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Following sound principles of child guidance, the Board discourages the skipping of grades.

The Superintendent shall develop administrative guidelines for promotion and retention of students which:

- A. ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the District's core curriculum;
- B. require the recommendation of the relevant staff members for promotion or retention;
- C. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- D. assure that efforts are made to remediate the student's difficulties before s/he is retained;
- E. assign to the building principal the final responsibility for determining the promotion or retention of each student.

## **Report Cards**

Report cards are issued at the end of each card marking period to parents/guardians of all students. Information contained in the report includes:

- A. Academic grades
- B. Citizenship marks
- C. Comments by teachers
- D. Absence/Tardy record for that marking period only

## **Testing Out of a Course (High School)**

Students have the right to attempt to test out of a course if they already have mastered the content expectations for that course. Students who are interested in exploring this option should see their counselor to obtain information on the procedure and the deadlines for taking the "test out" assessment.

## **Student Activities**

### **Nonschool-Sponsored Clubs and Activities**

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during non-instructional hours. The applicant for permission can be obtained from the principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot.

## **School-Sponsored Clubs and Activities**

Lakeview Public Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member. Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

## **Student Employment**

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

# **Enrollment**

## **Admission Requirements**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's school of choice policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must provide an official transcript from their previous school in order to have credits transferred. Lakeview schools will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent or designee shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

Students are required to attend school once they are enrolled and can be dropped as a student of Lakeview Public Schools for lack of attendance.

Any questions regarding enrollment should be directed to the Curriculum Office at (586) 445-4000 extension 2504.

## **Change in Residency**

Parents/Guardians are required to notify the school office for each of their children when there has been a change in residency. In most cases, a student will be permitted to complete the current school year and the school personnel will assist with the steps that need to be taken to continue enrollment in Lakeview Public Schools. If it is discovered that a student's residency has changed and the school has not been notified of the change, the student may be ineligible to attend and may be excluded from attendance immediately.

## **Immunizations**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set

deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school secretary.

## **Scheduling and Assignment**

### **Elementary Buildings**

The principal will assign each student the appropriate classroom and program. Any questions or concerns about the assignment of a student should be discussed with the principal in a scheduled appointment.

### **Secondary Buildings**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Counseling Office. It is important to note that some courses may be denied because of available space or the need to take prerequisites. **Students are expected to follow their schedules.** Any variation requires the student to have their schedule changed by their counselor or building administrator.

## **Schools of Choice**

The Board of Education has determined that it will allow nonresident students, residing within the Macomb ISD, but whose parent(s) does not reside in the District, and who qualify, to enroll in the District through a Schools of Choice program during the forthcoming school year.

The Board shall review this decision annually based on information provided by the Superintendent concerning the availability of space in each of the district's schools and programs. The board shall determine and publish whether or not it will accept applications for enrollment by new constituent district students, contiguous district students, or tuition students by the second Friday in August for the next school year. The Board may, at its option, choose to accept Schools of Choice students for any second semester openings. Openings for second semester must be published two (2) weeks prior to the end of the first semester.

Any constituent or contiguous district students who were enrolled during the previous school year or semester under a Schools of Choice program will be permitted to enroll for the next school year.

Students who have been enrolled in the District through a Schools of Choice Program during the previous semester or school year may continue their enrollment through graduation provided they maintain continuous enrollment and are not expelled for disciplinary reasons.

## **Transfer Out of The District**

Parents/guardians must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Lakeview Public Schools, the parent/guardian must notify the principal. Transfer will be authorized only after the student has completed



certain privileges, and/or have the parents/guardians taken to court. Lakeview Public Schools has an attendance policy to avoid these negative consequences.

The District expects all students to attend a minimum of 90% of the school days scheduled for the school year. If a student falls below this threshold at any time during the year, warning notifications and discipline, referral to truancy, up to and including being dropped from attending may result.

## **Absences**

All parents and guardians are requested to notify the school prior to starting time if their child will be absent from school and the reason for the absence. If a child has been in attendance in the morning and will not return in the afternoon, please notify the office as soon as possible. If your child is absent and the school has not been notified, the school will call home using the automated system. This will help assure the school and parents/guardians that all students are present and accounted for if they were sent to school in the morning.

In the event a child is absent due to medical reasons, a doctor's note **MUST** be provided to the school office in order for the absence to be considered excused. If no note is provided, the absence will be unexcused and the student will be considered truant. We are obligated to report excessive absences and tardies to the Truant Officer. If the absence of a student appears to be questionable or excessive, the school staff will try to help the student improve attendance.

## **Attendance Policies**

**All student absences fall into one of three categories. The three types of absences are:**

1. **Excused Absence:** An absence is considered an excused absence if it meets the following criteria;
  - a. Documented bereavement
  - b. Documented court appearances
  - c. Personal illnesses with documentation from a doctor.
  
2. **Verified Absence:** An absence is considered a verified absence if the Parent/guardian notifies the attendance office of the absence and the school is aware of the reason for the absence. This includes;
  - a. Illnesses without a doctor's note
  - b. Vacations
  - c. College visits
  - d. Other appointments

\*Verified absences **are not** excused absences but verifying the student's absence is necessary to avoid possible discipline for skipping.
  
3. **Unverified Absence:** An absence is an unverified absence if a student does not show up for school/class and the attendance office is unaware of the absence. The student is then subject to the appropriate discipline actions.

It is the policy of Lakeview Public Schools that a student will be referred to the Macomb County Truancy Office if they have ten (10) or more Verified or Unverified absences in a semester. (The truancy office does not consider verified absences, regardless of the reason, to be acceptable if they are excessive.)

*Students must attend at least half of the school day of a scheduled athletic or co-curricular event may not participate or attend the event unless they have pre-authorization from the building administrator.*

## **Tardy Policy**

A student who is not in his/her assigned location at the start of the school day, immediately following lunch, or at the start of the class period shall be considered tardy. Excessive tardies negatively impact the success of students and should this occur, students will be subject to discipline accordance with the policy below, as well as potential referrals to the county truancy officer. Students that arrive late to school should report immediately to the school office at the elementary buildings and the Attendance Office at the secondary schools.

Consequences for tardiness are:

### **Elementary Buildings**

- 5<sup>th</sup> tardy= Warning letter generated (by semester)
- 9<sup>th</sup> tardy= Second letter warning of referral to truancy
- 11<sup>th</sup> tardy= Letter informing of referral to truancy

### **Jefferson Middle School**

- 3<sup>rd</sup> tardy= warning slip provided by the attendance secretary
- 5<sup>th</sup> tardy= Detention assignment (after school or 2 lunch)
- 7<sup>th</sup> tardy= one day of in-school suspension (ISS), or opt out by doing 4 hours of approved community service
- 9<sup>th</sup> tardy= one day ISS, or opt out by doing 4 hours of approved community service
- 11<sup>th</sup> tardy = 1 day ISS, with referral to truancy (4 hours community service opt out still available)

### **Lakeview High School**

- 3<sup>rd</sup> tardy= warning slip provided by the attendance secretary
- 5<sup>th</sup> tardy= Detention assignment (after school or 2 lunch)
- 7<sup>th</sup> tardy= one day of out-of-school suspension (OSS), or opt out by doing 4 hours of approved community service
- 9<sup>th</sup> tardy= one day OSS, or opt out by doing 4 hours of approved community service
- 11<sup>th</sup> tardy = 1 day OSS, with referral to truancy (4 hours community service opt out still available)

\*Secondary tardies will be calculated by class period and action will be taken independently related to each class.

\* Failure to serve detentions assigned for being tardy can result in additional detentions or possible in-house suspension.

## **Truancy**

Truancy is being excessively absent/tardy from classes without professional documentation. This type of behavior will not be tolerated. A student is truant when they are:

1. Absent without documentation from a scheduled class
2. Excessively tardy
3. Skipping lunch
4. Leaving classes without permission
5. Excessively absent from classes due to discipline referrals

After 10 days per semester, a student will be considered a “habitual truant” which can result in:

- A poor work-ethic grade with will become a part202 of the student’s permanent record;
- A report to the Macomb County Truant Officer;
- A hearing before a judge in a court of law;
- Assignment to an alternative placement with loss of participation in school activities and events.
- Students over the age of 16 may be dropped from enrollment and required to re-enroll the next semester.

## **Early Dismissal**

No student will be allowed to leave school prior to dismissal time without a written request signed by his/her parent/guardian or the parent coming to the school office to request the release. No student will be released to a person other than a custodian parent(s) or an individual listed on the student’s emergency card. Individuals picking up students must be able to show proper I.D.

If a student has a dental or medical appointment during the school day a parent/legal guardian call is required. If the student returns to school later that same day, verification of the appointment is required. Students who are excused to leave the building for any other reason may not return to school for the remainder of the day. Any exceptions (i.e. funerals, court appointment, etc.) need prior approval from a building administrator. When a student returns to school, he/she must report to the office.

## **Make-Up Work**

1. It is the responsibility of the student to complete any work given during his/her absence.
2. Make-up time is equal to the number of days absent.

3. Assigned work helps to determine card-marking grades. Failure to complete required work may reduce those grades. Prompt completion is therefore desirable.
4. Make-up work for one or two day absences will be available upon return to school. Students and teachers should agree upon a completion schedule based on the length of absence.
5. Make-up work for absences of three days or more may be obtained by special arrangement with the child's teacher at the elementary level and the child's counselor at the secondary level. If possible, teachers prepare materials during the day of request. Work may then be picked up at the end of the day. If this is not possible, work may be acquired and completed upon return to school.

## **Student Attendance At School Events**

The school encourages students to attend as many school events held after school as possible, without interfering with their school, work, and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that secondary students be accompanied by a parent or adult chaperone when they attend the event. **It is mandatory that elementary and middle school students be accompanied by a parent or adult chaperone at all high school events.** The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location.

## **Suspensions**

Suspensions and/or absences which are the result of school-sanctioned or school-sponsored activities are exempted from inclusion in either the excused or unexcused absence totals.

Parents/legal guardians are urged to review and discuss this attendance policy with their son/daughter. Parents/legal guardian may also call the attendance office during regular school hours to check on their son's/ daughter's attendance. We strongly encourage a close, working partnership with Lakeview parents/legal guardian.

## **Vacations**

Parents/Guardians are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents/guardians should discuss the matter with the principal and make necessary arrangements for makeup work with the teacher(s) (in writing) at least one week in advance. It should be

noted that the Macomb County Attendance Office does not recognize vacations as an excused absence. Parents/Guardians should consider planning vacation times around the school calendar. Though work may be completed, class experiences cannot be repeated or duplicated. Vacations taken during scheduled school days will be coded as verified (unexcused) absences.

## **Student and School Safety**

### **Blood-Borne Pathogens**

The Board of Education seeks to provide a safe educational environment for students and staff. This can best be accomplished by assuring that all persons with the school community understand the method of transmission and prevention of diseases that are not contracted through air-borne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease. The Board has adopted a policy (8354.01) to address blood-borne pathogens.

### **Communicable Diseases**

If your child becomes ill or shows signs of developing any communicable disease during school hours, you will be contacted. In the event that he/she has a contagious disease, you are requested to inform the school office.

Parents/Guardians are advised not to return their children to school until at least the day after the communicable period has passed. This will help in preventing the spread of the disease to the other children. If you have any questions regarding communicable diseases, contact your doctor or the Macomb County Health Department at 586-466-6800 for further information.

Health Department Regulations dictate that pupils who have been absent with a communicable disease may be re-admitted as follows:

#### **PROBLEM**

Chicken Pox  
German Measles  
Impetigo  
Measles  
Scarlet Fever

Strep Throat

Mumps  
Head Lice  
Ringworm

#### **RE-ADMITTED**

When skin is clear of active lesions  
After 5 days, if completely recovered  
After treatment and inspection  
After 5 days, if completely recovered  
After 24 to 48 hours, if symptoms have subsided  
After 24 to 48 hours, if symptoms have subsided  
After swelling of face and neck has subsided  
After treatment and inspection  
After treatment from physician

## **Drop-off and Pick-Up Procedures**

Each building has drop-off and pick-up procedures that are designed to ensure the safety of our students, staff, and parents. Please check with your child's school for procedures specific to that school.

## **Emergency Medical Authorization**

The Board has established a policy that every student must have an Emergency Medical Card completed and signed by his/her parent/guardian. The Emergency Medical Card is required for participation in any activity on or off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Card is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

## **Emergency Closings and Delays**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the District will notify the following radio and television stations:

**Radio Stations:** WWW, WJR      **TV Stations:** Channels 2, 4, 7, and Education Access Channel

Lakeview Public Schools will also post the information on the building and district websites, as well as utilize School Messenger, the district's automated phone system, to call each home with a recorded message communicating the emergency closing or delay.

## **Fire, Lock Down, and Tornado Drills**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a continual buzzing sound.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornados is different from the alarm signal for fire and lock down drills and consists of a pattern of three short rings of the school bell followed by a short pause.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm signal for a school lock down is different from the alarm system for fires and tornadoes and consists of a verbal notification over the PA system.

## **Identification Cards**

Picture identification cards are issued to all JMS and LHS students. These cards are to be kept in students' possession at all times. The cards must be shown to staff members when requested. I.D. cards are required to check out media center materials, purchase lunches, to purchase event tickets and to schedule classes. Students who do not bring their ID cards to purchase lunch will be moved to the end of the line.

## **Injury And Illness**

All injuries must be reported to a staff member or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. If a student is to be sent home, the parent/guardian will be contacted.

In all cases of sickness or accident, it is necessary for a parent/guardian, or an adult designated on the child's emergency card, to sign the child out in the main office at the elementary buildings and the Attendance Office at the middle school and high school. **For this reason, it is very important to keep each student's emergency card up to date with accurate work/home and other release phone numbers.**

High school students may be granted permission to leave the building in the event of an illness if school personnel gains permission from the parent/guardian in advance and a pass is issued to the student. **If a student leaves the building without the office having obtained parent/guardian permission and issuing a pass to the student, it will be considered skipping and the appropriate discipline will be applied.**

## **Medications**

The medications and/or treatments which may be administered are defined in Policy [5330](#). In those circumstances where a student must take prescribed or non-prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization [Form 5330 F1](#) must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. This written and signed request form will include:
  1. student's name;
  2. medication and dosage or procedure required;
  3. times required;
  4. special instructions including storage and sterility requirements;

5. date prescribed medication will be started;
  6. date prescribed medication will no longer be needed;
  7. physician's name, address, and telephone number;
  8. probable side effects;
  9. authorization for school personnel to administer the prescribed medication, if necessary;
  10. agreement/satisfactory arrangement to deliver medication to/from school;
  11. agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year.
- C. All medications to be administered during school hours must be registered with the principal's office.
- D. For each prescribed medication, the container shall have a pharmacist's label with the following information:
1. student's name
  2. physician's name
  3. date
  4. pharmacy name and telephone
  5. name of medication
  6. prescribed dosage and frequency
  7. special handling and storage directions
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
- H. [Form 5330 F1](#) shall be completed and signed by the principal authorizing the person(s) who may administer the medication or procedure.

## **Pesticide Program**

Please be advised that routine pest control services are provided in the cafeteria, kitchen, and select areas by a certified applicator on the 2<sup>nd</sup> Monday of each month in all school buildings. If a special application is necessary, notice shall be posted at the entrance of the school and posted on the District's website. This notice shall contain information about the pesticide, purpose, location, date of application and contact information. The

routine and special applications, which are provided at the school buildings, occur during non-school hours.

A parent/guardian is entitled to notification of special application by first-class mail, postmarked three days before the application, if a request is made to the building administrator. For further information on the asbestos and pesticide programs, please contact Mr. Sean Zaborowski, Director of Operations & Athletics, 445-4000, ext. 2526.

This notice is published per Regulation 637 Act 171, Public Acts 1976, as amended.

## **Preparedness for Toxic and Asbestos Hazards**

Lakeview Public Schools is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of Lakeview's Preparedness for Toxic Hazard and Asbestos hazard Policy and asbestos management plan will be made available for inspection at the Administration Offices upon request.

## **Video Surveillance**

Lakeview Public Schools utilizes video surveillance and electronic monitoring in order to protect District property, promote security and protect the health, welfare, and safety of students, staff, and visitors.

Every effort shall be made to apprehend those who knowingly cause serious physical harm to students, staff, visitors, and District property and to require prosecution of those who bring harm to persons and property. The Board will seek repairs to rectify the damage or payment of a fee to cover repairs. A reward may be offered for apprehending such persons.

Video surveillance will not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms.

## **Visitors**

Adult visitors during the school day:

1. Must check in at the attendance office near the parking lot entrance when wishing to see a staff member or administrator. The guest will sign in and receive a "Visitor's Badge."
2. If an adult wishes to deliver money, clothing, lunches, etc. to a child, these items should be brought to the attendance office. An office monitor will bring the item(s) to

the student.

3. School volunteers must complete a volunteer consent form before supervising or assisting in any school activity.
4. Security concerns prohibit parents or guardians from going directly to classrooms. Appointments with teachers must be arranged beforehand.
5. The administration reserves the right to ask for picture identification.
6. The administration reserves the right to limit the visits of parents or guardians that disregard visitor procedures.

**Student visitors are not permitted.**

## **Code of Conduct**

A major component of the educational program at Lakeview Public Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

The student code has been established on the premise that each student

1. has the right to learn and no one has the right to interfere
2. should respect the dignity, welfare, and material possessions of others
3. should follow all established school rules

Each student is expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing goals, regardless of the others' ability, gender, race, religion, height, weight, disability, sexual orientation, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

### **Backpacks, Purses, Athletic Bags**

Backpacks, purses, athletic bags, etc. are not permitted in classrooms.

### **Bullying Policy**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities, whether on or off school property.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior. (Policy 5517.01)

### **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the students parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

All lockers are the property of Lakeview Public Schools. The Administration or designee has the right to open and to enter any locker in the event of an emergency, believed serious violation of school Board Policy, or for the purpose of safety, health, and welfare of students and staff.

### **Dance Code of Conduct (High School)**

#### **Lakeview High School SCHOOL DANCE CODE OF CONDUCT**

The purpose of this code of conduct is to promote healthy, safe, and enjoyable dances for all students. The following behavior expectations, consequences, and procedures are designed to insure a positive dance environment.

#### **Expectations**

- ▶ Students will demonstrate good character, maintain a high community standard, and follow all school/districts rules.
- ▶ Students will adhere to the school accepted dance dress code.

#### **Ladies:**

- Strapless/spaghetti straps *are* allowed
- Dress length must be appropriate! **If you are not sure, ASK!!**
- Dress/skirt slits no higher than the top of the knee
- No garters, exposed undergarments, sheer/see-through, or bare midriffs
- No banded/bubble dresses

### **Gentlemen:**

- Collared shirts
- Shirts must have sleeves
- Shirts must remain on
- Dress pants or slacks; no jeans
- No baseball hats, bandanas, or chains

- ▶ Students will be required to show photo ID
- ▶ Students understand that he/she is not allowed to engage in sexually explicit dancing.
  - Sexually explicit dancing includes: freaking, grinding, or any other type of dancing which could be construed as vulgar or provocative.
  - ***FACE-TO-FACE ONLY***
- ▶ Students/guests understand that once he/she enters the dance, he/she is not permitted to leave and enter again.
- ▶ Students understand that he/she is not allowed to enter the dance an hour and a half after the start time.
- ▶ Students understand that if he/she has the privilege to bring a non-Lakeview guest to the dance that they must be under the age of 21.

### **Consequences**

- ▶ Students in violation of the code of conduct will be removed from the dance and will wait until they are picked up if they don't have their own transportation.
- ▶ Students/guests violating this code of conduct will not be allowed to attend the next school dance event.
- ▶ No refunds will be given if a student/guest is directed to leave or if a student doesn't show up after previously purchasing a ticket prior to the dance.

### **Procedures for Controlling Sexually Explicit Dancing and Inappropriate Behavior**

- ▶ Upon entry to the dance each student and guest will be given one wrist band.
- ▶ If a student/guest is spotted by a faculty member or chaperone inappropriately dancing, the wrist band will be removed, and the student/guest will be allowed to remain in the dance with a warning.
- ▶ If he/she is caught again, he/she will be removed until pick up if transportation is required.
- ▶ All rules, consequences, and procedures will be expected of student guests. A student guest must have a complete guest form and be aware of the code of conduct.

### **Dress and Grooming**

Students are required to dress in an appropriate manner as not to interfere with the health, welfare, or safety of either themselves or the other students. Dress which disrupts the instructional and learning process will also not be allowed. Lakeview Public Schools has an official dress code policy. Please comply with the following;

1. Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear tank tops, halter tops, garments with spaghetti straps, or strapless garments. Garments that are “see-through”, skin tight, cut low, or expose one’s midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arm. Shorts and skirts must not be shorter than three inches above the knee. Undergarments must not be visible and pajamas (pants, tops or slippers) are prohibited.
2. Hats are not allowed except for special events such as; Spirit Days, Fundraisers, after-school events. A hat is defined as, “a covering for the head” and when permitted must be worn straight over the head with no tilt.
3. Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.
4. Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; promote alcohol or drug use or violence or gangs; or that are otherwise contrary to the school’s educational mission.
5. All students are required to wear shoes, not slippers. No sandals are allowed in the elementary buildings and no flip flops are permitted in either the elementary or middle schools.
6. No shorts or pants with rips or cutouts above the thigh.
7. Coats and outerwear are not to be worn in the school buildings. They are to be placed in the student’s locker.

School administrators and staff will determine the acceptability of all items of clothing. Final determination on suspected dress code violations will be made by the building administrator.

## **Harassment Policy**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, name-calling, taunting, and other disruptive behaviors. (Policy 5517)

## **Physical Restraint**

Proper physical restraint may be used by school personnel to protect the safety of, other students and staff members, to defend themselves and to protect property from physical damage.

## **PROVISIONS FOR REVIEW OF THE CODE OF CONDUCT**

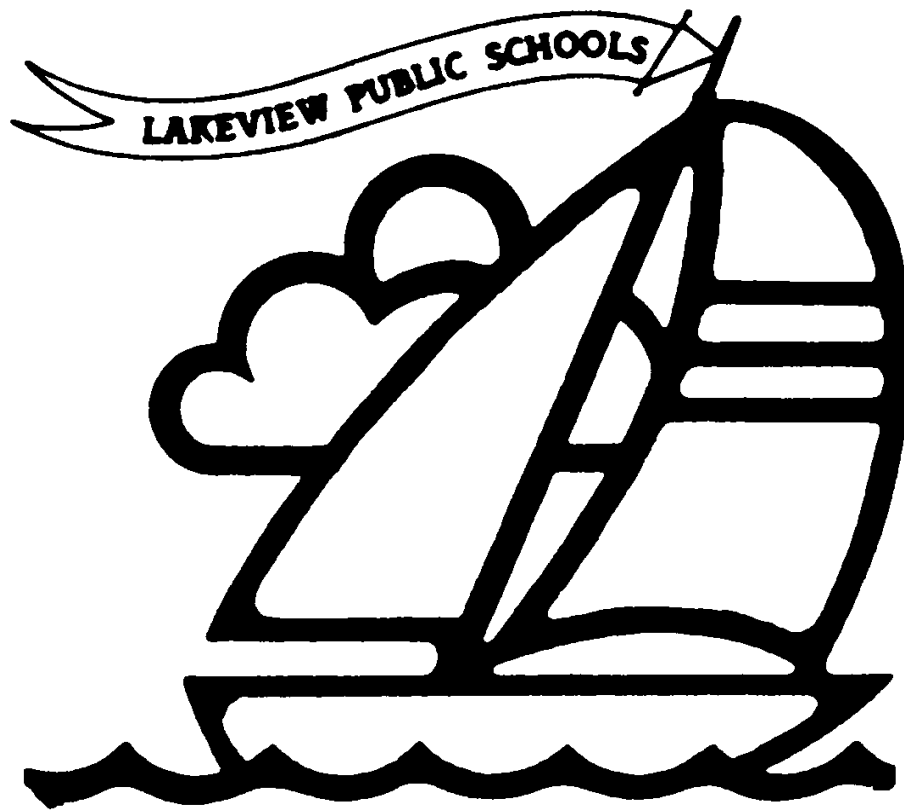
An administrator will chair a committee composed of parent/guardian, faculty, and student representatives to annually review the Student Code of Conduct. All such revisions will be submitted in writing, to the superintendent and to the Board of Education.

**Lakeview Public Schools**

Student

# Code of Conduct





# Code of Conduct

## 2011-2012

### INTRODUCTION

Lakeview Public Schools endeavors through its educational environment and programs to provide opportunities and experiences which assist each student in becoming a responsible, self-controlled individual capable of and willing to assume and fulfill his or her role as a participating citizen. An aspect of this growing-up process is to respect rules and regulations of conduct in the school community. One of the major responsibilities of both home and school is to help each student to learn the art of self-discipline, an art that leads to self-respect, an ingredient essential for a successful and happy adult life. To accomplish this, it is necessary to establish and require adherence to a well-defined standard of acceptable behavior. The school in itself is a miniature community, and the rules and regulations are established for the protection of the rights of all members of that community. Violations of school rules and regulations that are harmful to the rights and privileges of others cannot be tolerated.

The discipline policy that follows is based on humanitarian principles and ideals and recognizes the dignity and worth of each student. The primary purpose of these rules, policies, and procedures is to provide a school atmosphere where everyone can participate in the process of learning in an environment that is reasonable, orderly, safe, and conducive to teaching and learning. The purpose of the policies and procedures contained here are to present not only guidelines for responsible student citizenship, but to provide a systematic, consistent approach to handling violations of these policies which may arise in the school setting. The immediate objective of school discipline is to provide for student growth in abilities, attitudes, and habits essential to acceptable and self-controlled behavior in life.

## **Interventions Short of Administrative Action**

Because students spend most of their school time in the classroom setting, and the classroom teacher is primarily responsible for control and discipline in the classroom, this discipline policy only becomes utilized after corrective measures attempted by the classroom teacher have been ineffective. A teacher may utilize various strategies to help a disruptive student grow into more positive behavior. Some of those strategies may include, but are not limited to:

- 1 Discuss the behavior with the child, causing the child to reflect on his/her choices.
- 2 Incorporate positive reinforcement techniques in an effort to improve the behavior.
- 3 Provide supervised time-out sessions for the student.
- 4 Remove privileges, such as recess or special events.
- 5 Hold phone conferences with the parents seeking help in rectifying the situation.
- 6 Discuss or conference with the school counselor.
- 7 Discuss with the school administrator and the child.
- 8 Require a detention.
- 9 Require written assignments to reflect on actions.
- 10 Other items the teacher/administration determine as appropriate.

It is the expectation of parents and staff that students will mature in their ability to control their own behavior as they grow older. This discipline policy seeks to help students understand this concept through a progressive “step system” of discipline. If administrative action is determined to be appropriate for addressing a student’s behavior, that action could result in the student’s suspension or expulsion from school. The following Code of Conduct has been developed through research, discussions with teachers, administrative staff and Board of Education members.

### **TABLE OF CONTENTS**

- I. Disciplinary Step System
- II. Disciplinary Procedures
- III. Short Term Suspension Appeal Procedures
- IV. Long Term Suspension / Expulsion Procedures
- V. Appendix A – Miscellaneous Provisions

### **I. DISCIPLINARY STEP SYSTEM**

- A. The disciplinary steps listed below shall be followed in the administration of disciplinary action. The steps are designed to:
  1. Provide the student with a program that includes ample opportunity for modification of the negative behavior.
  2. Provide consistency in the administration of disciplinary action- i.e., a fair program in that all students charged with the same level of misconduct will receive the disciplinary action.
  3. Provide for clearly stated, advance knowledge to all students, parents, and staff members of the course of action to be taken in handling disciplinary matters.
  4. Provide a program that is progressive (moderate to most severe action).
  
- B. The steps shall be administered under the following conditions:
  1. Generally, interventions shall be taken prior to administrative disciplinary action. However, in case of serious misconduct, interventions may occur simultaneously with administrative disciplinary action. Placement on the step system will be proportionate to the severity of the misconduct and subject to the discretion of the administrator.
  2. Once a student is placed on the disciplinary steps, the student may, during the current school year, move to succeeding steps for each occurrence of misconduct. Movement on the steps will be proportionate to the severity of the misconduct.
  3. In recognition of good behavior, students’ placement on the step system may be reduced one step when their behavior results in no administrative action, in

accordance with the following schedule.

a. The student's placement on the step system shall be reduced one step for each consecutive thirty (30) school days at the high school level, twenty (20) at the middle school, and fifteen (15) school days at the elementary level without misconduct requiring disciplinary action as described in this policy.

4. With the start of a new school year, students who were placed on the step system in the prior year will return without any steps on their record. However, penalties to be served resulting from the prior school year step placement will be served within the first two (2) week period of the new school year.

C. Legal Basis for School Discipline

1. Michigan School Code of 1976, Article 2, Part 16, Sections 380.1300, 380.1311
2. Various Court rulings which further define the role of the Board, administration and staff of schools.
3. Appendix A attached identifies additional areas of legal authority.

D. Disciplinary Steps-description applicable to all schools.

- |         |  |
|---------|--|
| Step 1  | Administrative conference with the student to include review of the disciplinary policy and procedures and notification that the next infraction of rules will result in action on at least the 2nd step. The student's parents shall be notified of the conference, and a copy of the step system and related penalties shall be sent to the parents. |
| Step 2  | Student/parent/administrative conference (can be done by phone)  |
| Step 3  | One-day (short-term) suspension  |
| Step 4  | Two-day (short-term) suspension  |
| Step 5  | Three-day (short-term) suspension  |
| Step 6  | Five-day (short-term) suspension   |
| Step 7  | Seven-day (short-term) suspension  |
| Step 8  | Ten-day (short-term) suspension  |
| Step 9  | Recommendation for long-term suspension and/or expulsion for misconduct not including possession of a dangerous weapon, arson or criminal sexual conduct.  |
| Step 10 | mandatory expulsions for possession of dangerous weapon, arson or criminal sexual misconduct, physical assault on a school employee/volunteer/contractor (for students in grade six or above).   |

PLEASE NOTE:

For Steps 3 through 6, the building administrator may invoke the option of having the student serve suspension days through the in-school suspension program. Days are school days, not calendar days.

E. Acts of Student Misconduct For Which Suspension and/or Expulsion May Be Appropriate Disciplinary Action

The Board of Education hereby establishes the following categories of misconduct, which may result in suspension or expulsion from Lakeview Public Schools. These categories are generally descriptive of the most obvious types of misconduct and are not considered as all inclusive, or as a limitation upon the authority of school officials to deal appropriately with any other types of conduct which interfere with the good order of the school system, or the proper functioning of the educational process.

Misconduct	Initial Disciplinary Action By Level			
	Elementary K-1	Elementary 2-5	Middle School	High School
<b>1. Failure to follow approved school and classroom rules</b> which are consistent with Board policies and administrative procedures.	After a minimum of three (3) but not more than five (5) infractions for which interventions have been taken and recorded (one of which will be a parent contact), a student will be placed on Step 1-2.	After a min. of three (3) but not more than five (5) infractions for which interventions have been taken and recorded (one of which will be a parent contact), a student will be placed on Step 1-2.	Step 1-2*  * Following proper interventions, including a parent contact.	Step 2-3*  * Following proper interventions, including a parent contact.
<b>2. Insubordination, disrespect, or disregard of verbal instruction</b> or direction of school personnel.	Step 1-5	Step 1-5	Step 1-5	Step 1-5
<b>3. Open, persistent defiance</b> of the authority of a staff member	Step 1-8	Step 2-8	Step 2-8	Step 2-8
<b>4. Closed Campus - Skipping</b> (Not adhering to Closed Campus policy: leaving the school building without authorization during scheduled class, passing or lunch periods.	Step 1-3	Step 1-3	Step 3-5 Step 3-5	
<b>5. Unauthorized entry, trespassing, or loitering.</b> * Law enforcement authorities may be notified in cases of this misconduct.	Step 1-3	Step 1-3	Step 1-3	Step 2-4
<b>6. Acts of being in an unauthorized place/lingering</b> aimlessly in or about school or forced entry of an area without authorization, refusing to leave when directed to do so by school personnel. * Law enforcement authorities may be notified in cases of this misconduct.	Step 1-6	Step 1-6	Step 3-6	Step 3-8
<b>7. Assault and/or battery</b> (Verbal and/or non-verbal threats and/or acts of physical violence). * Law enforcement authorities may be notified in cases of this misconduct.	Step 1-9	Step 1-9	Step 1-9	Step 1-9

<b>Misconduct</b>	<b>Initial Disciplinary Action By Level</b>	<b>Misconduct</b>	<b>Initial Disciplinary Action By Level</b>	<b>Misconduct</b>
<p><b>8. Larceny – petty theft</b> (Any theft of money or personal or public property and/or any theft involving unlawful entry, including lockers, desks, etc.)</p> <p>* Law enforcement authorities may be notified in cases of this misconduct.</p> <p>* Restitution and repair or replacement of damaged property, and/or removal of computer privileges and/or possible loss of credit for the course or removal from the activity.</p>	Step 1-6	Step 1-6	Step 1-9	Step 1-9
<p><b>9. Extortion – Blackmail</b> (Obtaining money, property or favors as a result of intimidation without use of a weapon.)</p>	Step 1-3	Step 1-3	Step 1-5	Step 3-6
<p><b>10. Offensive speech/displays.</b> Speech, communication, and displays which tend to disrupt the orderly conduct of the educational process, including, but not limited to:</p> <ul style="list-style-type: none"> <li>A. Indecency. The act of offending commonly recognized standards of good taste; including the use of vulgar acts, obscenities, gestures, or inappropriate displays of affection or sexual contact, or symbols.</li> <li>B. Slurs about race, ethnicity, sexual orientation, religious, disability, or any legally protected characteristics and/or intimidation.</li> <li>C. Inappropriate Sexual Behavior: verbal or non-verbal sexual innuendo, obscene gestures, leering, unwanted sexual advances or contact. Examples include: sexual remarks or suggestions, unsolicited and unwelcome flirtations, advances or propositions, graphic or degrading comments about a student’s appearance, dress or anatomy, touching another’s clothing or person, verbal abuse with sexual connotations, display of sexually suggestive objects or pictures, dirty jokes or offensive gestures, and conversation regarding sexual matters which are too personal.</li> <li>D. Sexual Harassment: a pattern of unsolicited and unwelcome inappropriate sexual behavior (see 8C above). Sexual Harassment may consist of direct or indirect behavior toward an individual.</li> <li>E. Illegal messages, displays which advocate or glamorize behavior which is illegal for students, such as alcohol, tobacco use or gang affiliation.</li> <li>F. Display, possession, distribution and sharing of any images from any electronic source, drawings, graphics, video, text messaging, printed material of an obscene or violent nature (such as gun and weapons catalogs, bomb making information, magazines supporting violence).</li> </ul>				

<b>11. A. Incidental, not specifically directed toward another person</b>	Step 1-3	Step 1-4	Step 2-4	Step 2-5
<b>12. B. Incident specifically directed toward another person</b> , which has the tendency to disrupt the orderly conduct of the educational process.	Step 1-4	Step 1-9	Step 2-9	Step 2-9
<b>13. Bullying:</b> a pattern of abuse over time and not isolated or a singular incident. Bullying may consist of direct and/or indirect behavior against an individual(s), as defined by Board policy.  <ul style="list-style-type: none"> <li>• Law enforcement authorities may be notified in cases of this misconduct.</li> </ul>	Step 1-9	Step 1-9	Step 1-9	Step 2-9
<p><b>14. Fighting.</b> The act of physical violence or quarreling, including bodily contact, in and on school property, going to and from school, including any activity under school sponsorship, i.e. dances, athletic events, field trips, etc. Spontaneous incident – if one student initiates physical contact and the other student does not respond with physical contact, the second student does not have to be placed on the step system.</p> <p>* Law enforcement authorities may be notified in cases of this misconduct.</p>				
<b>14. A. Incitement</b> (The act of inciting or prompting others to action.)	Step 1-3	Step 1-4	Step 1-8	Step 3-9
<b>14. B. Spontaneous incident</b>	Step 1-3	Step 1-8	Step 1-8	Step 5-9
<b>14. C. Planned, prearranged fight</b>	Step 1-4	Step 4-8	Step 4-9	Step 6-9
<b>14. D. Gang fighting-</b> i.e., three (3) or more students involved in the same fight.	Step 1-8	Step 5-8	Step 5-9	Step 7-9
<b>15. Possession or use of fire-works explosives</b> , including stink bombs, bomb bags and bottle bombs  * Law enforcement authorities may be notified in cases of this misconduct.	Step 2-9	Step 2-9	Step 2-9	Step 5-9

<p><b>16. Possession or use of explosives or incendiary devices</b> that have potential to do great bodily harm or great physical damage</p> <p>* Law enforcement authorities may be notified in cases of this misconduct.</p>	Step 9	Step 9	Step 9	Step 9
<p><b>17. Possession or use of matches or lighters</b></p>	Step 1-4	Step 1-4	Step 2-4	Step 2-5
<p><b>18. Possession of drug paraphernalia</b></p> <ul style="list-style-type: none"> <li>• Law enforcement authorities may be notified in cases of this misconduct.</li> </ul>	Step 2-4	Step 2-4	Step 2-6	Step 5-8
<p><b>19. Consumption, possession or under the influence of alcoholic beverages, controlled substances, alleged drugs, or inhalants without prescription</b> on school property, school owned vehicles or at school events. This includes look-alikes and such items as low or no-alcoholic beverages (O'Doul's, Sharp's, etc.)</p> <p>* Law enforcement authorities may be notified in cases of this misconduct.</p>	Step 3-5	Step 3-5	Step 5-9	Step 6-9
<p><b>20. Delivery or receipt of alcohol.</b> (The act of delivering, receiving, purchasing, selling, supplying or arranging for the delivery, receipt, purchase, sale or supply of alcohol on school property, in school owned vehicles, or at school events. This includes look alike items and</p>	Step 3-5	Step 3-5	Step 5-9	Step 6-9

<p>beverages advertised as low or no alcohol, such as O'Doul's, Sharp's, etc.)</p> <p>*Law enforcement authorities may be notified in cases of this misconduct.</p>				
<p><b>21. Delivery or receipt of controlled or alleged controlled substances or prescription medications</b> as set forth in Article 12. (The act of delivering, receiving, purchasing, selling, supplying or arranging for the delivery, receipt, purchase, sale or supply of controlled or alleged controlled substances on school property, in school owned vehicles, or at school events.)</p> <p>* Law enforcement authorities may be notified in cases of this misconduct.</p>	Step 6-7	Step 6-7	Step 9	Step 9
<p><b>22. Delivery or receipt of over-the-counter drugs or medications.</b> The act of selling, supplying or arranging for the sale or supply of over-the-counter drugs or medications on school property, school owned vehicles, or at school events.</p> <p>* Law enforcement authorities may be notified in cases of this misconduct.</p>	Step 1-5	Step 1-5	Step 3-6	Step 3-6
<p><b>23. Possession of tobacco or use of smoking paraphernalia or smokeless tobacco</b> while on school property, in school owned vehicles, or at school events.</p>	Step 1-5	Step 1-5	Step 3-6	Step 3-6

<p>*Law enforcement authorities may be notified in cases of this misconduct.</p>				
<p><b>24. Negligence</b> (Damage to the school or personal property through carelessness or inappropriate behavior.)</p> <p>* Law enforcement authorities may be notified in cases of this misconduct.</p> <p>*Restitution and repair or replacement of damaged property, and/or removal of computer privileges and/or possible loss of credit for the course or removal from the activity.</p>	Step 1-3*	Step 1-3*	Step 2-3*	Step 2-3*
<p><b>25. Malicious mischief</b> (Damage to the school or personal property through intentional vandalism or defacing.)</p> <p>* Law enforcement authorities may be notified in cases of this misconduct.</p> <p>*Restitution and repair or replacement of damaged property, and/or removal of computer privileges and/or possible loss of credit for the course or removal from the activity.</p>	Step 3-9*	Step 3-9*	Step 4-9*	Step 5-9*
<p><b>26. Electronic tampering.</b> Any unauthorized use, misuse or access of any of the school district's electronic equipment including, but not limited to, voice and video equipment, computers or use of the internet. In addition, students</p>	Step 2-9*	Step 2-9*	Step 2-9*	Step 2-9*

<p>are prohibited from downloading any files from the Internet or saving, or attempting to save any files as hidden. Reference will be made to the Lakeview Public Schools Acceptable Technology Use Agreement and classroom rules which may apply in cases of this misconduct.</p> <p>* Law enforcement authorities may be notified in cases of this misconduct.</p> <p>*Restitution and repair or replacement of damaged property, and/or removal of computer privileges and/or possible loss of credit for the course or removal from the activity.</p>				
<p><b>27. Forgery/False information/ Copying/Plagiarism</b> Students are prohibited from copying, or allowing others to copy, schoolwork. The fraudulent use of the name, work or other data of another person or the falsifying of information is prohibited. All parties involved will be subject to disciplinary action.</p> <p>*Students will also receive academic consequences that include losing credit for the assignment.</p>	Step 1-3	Step 1-3	Step 1-6	Step 2-8
<p><b>28. Bomb Threats</b></p> <p>*Law enforcement authorities may be notified in cases of this misconduct.</p>	Step 5-9	Step 5-9	Step 9	Step 9
<p><b>29. False Fire Alarms. Tampering</b></p>	Step 1-5	Step 1-5	Step 2-7	Step 5-7

<p><b>with a fire alarm</b> box or system or fire fighting equipment.</p> <p>Setting off a false fire alarm</p> <p>*Law enforcement authorities may be notified in cases of this misconduct.</p>	Step 3-9	Step 3-9	Step 5-9	Step 6-9
<p><b>30. Students may not bring any object or materials which may be disruptive to the educational process</b> or hinder school officials' attempts to maintain an orderly environment, such as cell phones, I-pods, MP3 players or other electronic entertainment devices. Students may be in possession of cell phones (parent permission required at the K-8 levels). However, use of cell phones is restricted to before and after school hours only. Any cell phone use during the instructional day, including during lunch time, will be a violation of school policy and subject to disciplinary action.</p> <p>*Following proper corrective action including confiscation of the item which will be returned upon a parent contact with school authorities.</p>	Step 1-2*	Step 1-2*	Step 2*	Step 2-5*
<p><b>31. Possession or use of weapons;</b> not defined under Section G-1 of this code, in a school building, on school premises or in school owned vehicles. The term weapons shall mean any object or device which could inflict bodily harm, and weapon shall also</p>	Step 1-9	Step 4-9	Step 4-9	Step 5-9

<p>include a facsimile of objects or instruments which are weapons. The term weapons shall additionally include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of same is coupled with intent by a student to inflict injury or harm upon another person.</p> <p>*Law enforcement authorities may be notified in cases of this misconduct.</p>				
<p><b>32. Infraction of school rules not covered by the above categories,</b> particularly those infractions on or off campus which, because of their nature, pose a serious health/safety threat to students and staff</p>	Step 1-9	Step 1-9	Step 1-9	Step 2-9

F. Acts of Student Misconduct Which Will Result in Mandatory Expulsion/Suspension of up to 180 school days.

Pursuant to State law and district policy, the Board of Education has established the following categories of misconduct which will result in mandatory expulsion/suspension of up to 180 days.

1. Physical assault upon other students..... Grade six and above: Step 9
2. Verbal assaults against a school Employee, volunteer, or contractor.....Grade six and above: Step 9

G. Acts of Student Misconduct Which Will Result in Mandatory Permanent Expulsion for All Students.

Pursuant to State and Federal law, the Board of Education has established the following categories of misconduct which will result in permanent expulsion from Lakeview Public Schools and all Michigan public schools, other than appropriate alternative education programs or “strict discipline academies”.

1. Possession or use of dangerous weapons in a school building, on school grounds or in school owned vehicles. The term “dangerous weapon” shall mean a firearm (including a starter gun) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; any destructive device or any explosive, incendiary device, or poison gas bomb, grenade, rocket having a propellant charge or more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device; a dagger, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device; an iron bar or brass knuckles; or, any other weapon as set forth in 18 USC 921.

All schools: Step 10

2. Arson in a school building or on school grounds. All schools: Step 10
3. Criminal sexual misconduct in a school building or on school grounds. All schools: Step 10
4. Physical assaults upon school employees, volunteers, or contractors. Grade six and above: Step 10

## II. DISCIPLINARY PROCEDURES

### A. Types of Administrative Disciplinary Actions:

1. Loss of activity privileges
  - a. Building administrators may suspend students from participating in or being present at extracurricular activities.
  - b. Sponsors of activities, including coaches, have full authority to determine who shall be participants in a given situation, but they may remove a student from a given activity only on the basis of predetermined rules which have been approved by the principal or appropriate administrative personnel. Parents and students are to be made aware of school rules or regulations affecting specific activities prior to the beginning of the activity.
  - c. Students under school suspension shall refrain from entering upon school property without prior permission from school authorities.
  - d. Students under suspension shall not participate in or be present at school functions.
  - e. Nothing in this policy is intended to limit a teacher, coach or sponsor in exercising authority requiring a student to leave a particular activity when that student's behavior violates Board policies or school rules. A report of misconduct of such a student and the action taken by the teacher or sponsor shall be reported to the appropriate school administrator at the earliest possible opportunity, not later than the beginning of the next school day.
2. Closed class or removal from class with loss of credit.
  - a. Definition
    1. A closed class is the denial of the right to attend a class or classes on a temporary basis during a time when a matter of immediate concern is being resolved.
    2. Classes may be closed by a school administrator, for a period not to exceed five (5) days, without a parent/student/administrator conference. Permanent closing of a class(es) may result if all established school procedures fail to modify student behavior.
  - b. Procedures
    1. A closed class may be imposed only after following the procedure applicable to short term suspension.
    2. The student will be notified by the proper administrator that a class or classes are closed, the reasons therefore, and what must be done prior to his or her reentry to the class.
    3. Parents of students having classes closed for a period in excess of one day will be notified by mail.
    4. A parent/student/administrator conference shall be held prior to

permanent class closure. The administrator may remove a student from the course if the nature of the offense leaves the student unable to faithfully complete the requirements of the course (Ex: loss of computer privileges in computer class, or theft from the school store, Co-Op site or other school-related activity, etc.).

3. Social Probation

a. Definition

At times, students become habitual discipline problems involving persistent disobedience and class disruption. When efforts to effect a change in behavior, including parent contact, have been tried and the student's behavior continues to disrupt the educational progress of others, it may be necessary to place the student on social probation. During the period of social probation, the student will be given assignments but will be restricted from the school building or school activities during the period of social probation.

b. Procedures

1. The student will be made aware of the "Social Probation" procedures, the reason for being considered for probation, and the steps necessary for removal from probation and re-entry into the regular school program.
2. A student may be placed on social probation only after following the procedure applicable to short term suspension.
3. Written notice outlining the specific violations and the conditions of "Social Probation" will be forwarded to the student, parent, or guardian by mail prior to the actual placement. A committee made up of two of the students' teachers, the counselor, and a school administrator shall be appointed by the principal, or designee, to serve as a Social Probation Committee. The purpose of this committee is to monitor the progress of the student and to make recommendations as to future status. If the academic program is recommended, the student will follow a program similar to the following:
  - a. The student will be given one week's assignments, books, and supplies necessary to carry out the assignments and sent home for one week.
  - b. At the end of one week, an appointment will be made, at which time the student will bring in the finished work, meet with the teachers to be advised of necessary work and be given the next week's assignments. The student will, in addition, be seen by the counselor, then be returned home for one more week.
  - c. At the end of the second week, the student will return all completed work, along with a written explanation of why he or she should be allowed back into a regular program. The entire committee will meet to evaluate the work and to determine whether the student should return to school.
  - d. The student may be returned to a regular class schedule for an additional two week probationary period or be required to

return home for an additional two week period.

- e. If the student is returned to school for the probationary period, the committee shall meet at the end of the two weeks to evaluate the student's progress. The probation may be lifted or continued. In all cases where the probation is continued, or the student is returned home for an additional period, the parent and student shall be made aware of the rationale for such action. In cases where the committee feels it necessary, the process may be reinitiated.
4. Students will be given full credit for work completed and for credits earned during this period.
  5. It may be necessary under certain circumstances to recommend additional support agencies to assist in effecting a desirable change during the period of "Social Probation."
  6. A written record of all aspects of the case will be documented and will reflect all steps taken by the school.

#### 4. Short Term Suspension

##### a. Definition

A short-term suspension is the denial of a student's right to attend school. A short-term suspension may be one, two, three, five, seven or ten school days. For suspensions ranging from one to three days, the in-school suspension program may be utilized as an alternative to out of school suspension. Students serving in-school suspension report directly to the suspension room and spend the entire day working independently on schoolwork. Students are responsible for bringing their schoolwork for the day and will receive credit for assigned work completed while in this program. Students are expected to remain on task and be productive. Students will be provided a timeframe equal to the number of day of the suspension in which to complete the missed school work. Students serving suspensions may not participate in or attend after school or extra curricular activities on the day or days of suspension.

##### b. Authority

A principal or designee (hereafter "Building Administrator") has the authority to impose a short-term suspension based upon misconduct.

##### c. Procedure

1. A suspension may be imposed by a building administrator following an informal hearing involving the administrator and the student in which the student is advised of the misconduct with which he or she is charged and the evidence supporting the charge and is given an opportunity to present his or her version of the alleged incident(s).
2. At the discretion of the building administrator, other persons may be permitted to attend the hearing or otherwise provide information which will tend to assist in the resolution of the charge.
3. Upon the conclusion of an informal hearing, if the building administrator determines that the student has not engaged in misconduct, the charge shall be dismissed and all documents reflecting the charge, if any, shall be removed from the student's records.
4. Upon the conclusion of an informal hearing, if the building administrator determines that the student has engaged in

misconduct, an appropriate suspension not to exceed ten (10) school days may be imposed upon the student by the building administrator.

5. Parents will be notified as soon as possible by telephone or letter of the student's suspension and the reasons for the suspension.
6. During an out of school suspension, the student will be given the opportunity to complete school assignments. The following conditions will apply:
  - a. It shall be the responsibility of the student and/or the parents to initiate the request for schoolwork.
  - b. The student or parent shall have the responsibility for obtaining the assignments in a manner prescribed by the school.
  - c. Work assigned is due upon the student's return to school. At the high school level, students will receive credit for work while on out-of-school suspension. Students serving in-school suspension will also receive credit for daily work.
7. Major projects, quizzes, tests and exams, as defined in the high school attendance policy under the category of make-up work, will be accepted for full credit.
  - a. At the high school level, during suspensions up to 20 days, assignments need to be completed for credit.
  - b. At the elementary and middle school level, students suspended up to twenty days may complete assignments for full credit.

### **III. SHORT TERM SUSPENSION APPEAL PROCEDURES**

- A. Should the student and parent or guardian request a review for the student regarding the suspension, that review shall be held before the building principal.\*
  - B. A review at the building level shall be held within three (3) school days of the suspension unless the parents request a delay. A delay may be granted for as long as one week. If a review does not occur within a week, the disciplinary action will go into effect.
  - C. During the appeals process, said student shall remain in class unless the offense is deemed a threat to others or so extremely disruptive that the student's presence interferes with the rights of others. Students who have appealed a suspension may not attend or participate in after school activities, clubs, sports, etc. while the appeal is pending.
- \* The building principal is the final level of appeal on short term suspensions, except in cases where the principal was the suspending administrator or a witness against the student. In such cases, the appeal shall be directed to the designated central office administrator, whose decision shall be final.

### **IV. LONG TERM SUSPENSION OR EXPULSION PROCEDURES**

- A. Definition
  1. A long-term suspension is the denial of a student's right to attend school, be present on school grounds, and attend any school function for a period in excess of ten (10) school days. The Superintendent shall have the authority to suspend a student for up to forty-five (45) school days. Any suspension beyond forty-five (45) school days shall be approved by the Board of Education.
  2. Expulsion is the total and permanent exclusion of a student from Lakeview Public Schools.

B. Authority

1. The Superintendent has the authority to impose a long-term suspension up to forty-five (45) school days based upon misconduct.
2. The Board of Education has the authority to long-term suspend or expel based upon misconduct.

C. Procedure

1. A long-term suspension or expulsion may be recommended to the Superintendent by a building administrator following an investigation of charges of misconduct by a student and an offer to the student and his or her parents or guardians of a meeting involving the administrator and the student in which the student shall be advised of the misconduct with which he or she is charged and the evidence supporting the charges and is given the opportunity to present his or her version of the alleged incident(s). At the discretion of the building administrator, other persons may be permitted to attend or otherwise provide information which will tend to assist in the resolution of the charges.
2. Upon the conclusion of an investigation of the charges by the building administrator and upon the conclusion of the meeting, when requested, if the building administrator determines that the student has not engaged in misconduct, the charges shall be dismissed and all documents reflecting same, if any, shall be removed from the appropriate academic records of the student.
3. Upon the conclusion of an investigation of the charges by the building administrator and upon the conclusion of a parent meeting, when requested, if the building administrator determines that the student has engaged in misconduct which merits the imposition of a long-term suspension or expulsion, the building administrator shall recommend in writing to the Superintendent or designee that the student be so disciplined, identifying the basis (es) upon which the building administrator's recommendation is founded. The building administrator may also, upon making such determination, impose an immediate suspension of the student, pending further review of the recommendation.
4. Upon receipt of a recommendation from a building administrator for a long-term suspension or expulsion of a student, the Superintendent shall review such recommendation and shall determine, based upon the information before the Superintendent, whether to forward the matter to the Board of Education for a hearing to determine the appropriateness of expulsion or to retain the matter for a parent meeting to determine the appropriateness of a long-term suspension or to take such lesser action as is appropriate.
5. If the Superintendent determines that it is appropriate to pursue either a long-term suspension (beyond forty-five [45] days) or expulsion, then the Superintendent shall schedule a hearing before the Board of Education.
6. Prior to the hearing before the Board of Education, the Superintendent shall notify the student and his or her parents or guardians of their opportunity for a hearing on the charges in closed or open session, at their election, and the date the hearing has been scheduled.
7. RE-ADMISSION

Following expulsion, the student shall not be readmitted to any school within Lakeview Public Schools except by action of the Board of Education. After an expelled student's absence from school for the remainder of the following semester, the student or, on his or her behalf, the parent or guardian thereof may seek re-admission by applying to the Board of Education through the Superintendent. The Board of Education may readmit the student if he or she can satisfactorily

demonstrate that he or she has made a sincere effort at rehabilitation subsequent to the expulsion and will not represent a threat to the safety and welfare of the students of Lakeview Public Schools. The Board of Education shall base its decision in part on the severity of the incident leading to expulsion. The Board of Education may further qualify re-admission upon specified conditions which it determines are appropriate. An application for re-admission shall be filed no earlier than forty-five (45) days but no later than fifteen (15) days prior to the commencement of the semester for which re-admission is sought. The decision of the Board of Education is final. If, as a result of the recommendation for expulsion, the parents and/or student(s) voluntarily withdraw the student from school, the student shall follow the re-admission procedure applicable to the expelled student.

- a. If a student possesses or uses a dangerous weapon in a school building or on school grounds, or commits arson in a school building or on school grounds, or engages in criminal sexual misconduct in a school building or on school grounds, the school board, or its designee, shall expel the student from the school district permanently (subject to potential reinstatement as described below).

## 2. Procedure

- a. If student is expelled pursuant to this policy, that fact shall be entered on the student's permanent education record. Within three (3) days of the expulsion of a student under this policy, the school board or its designee shall refer the student's name to the County Department of Social Services of the County Community Mental Health Agency. The school board or its designee shall notify the student's parent or guardian of the referral, or notify the student of the referral if the student is at least age eighteen (18) or is an emancipated minor.

- b. If a student is expelled pursuant to this policy, the parents or legal guardian of the student, or the student if at least eighteen (18) years of age or if an emancipated minor, may petition the school board for reinstatement to public education in the school district, but only in accordance with the terms of this subsection. (These reinstatement terms shall also apply to students expelled from another school district for possession of a dangerous weapon, arson, or criminal sexual misconduct, and who may be seeking to be reinstated to public education in Lakeview Public Schools).

1. For a student who was enrolled in grade 5 or below at the time of expulsion, a petition for reinstatement may be initiated at any time after sixty (60) school days from the date of expulsion. Such a student shall not be reinstated before the expiration of ninety (90) school days from the date of expulsion.

2. For a student who was enrolled in grade 6 or above at the time of expulsion, a petition for reinstatement may be initiated at any time after one hundred-fifty (150) school days from the date of expulsion. Such a student shall not be reinstated before the expiration of one hundred-eighty (180) school days from the date of expulsion.

3. The school district shall make the state approved form of reinstatement available to the parent or guardian of a student expelled under this policy, or to a student if at least eighteen (18) years of age or an emancipated minor. The school board or its designee is not required to assist in the preparation of any petition or reinstatement.

4. Within ten (10) school days after the receipt of a petition for reinstatement under this subsection, the school board or its designee shall appoint a committee to review the petition and any

supporting documentation. The committee shall be comprised of two (2) school board members, one (1) school administrator, one (1) teacher, and one (1) parent of a student enrolled in the school district. The superintendent may submit a recommendation to the committee for or against reinstatement, along with supporting documentation.

5. Within ten (10) days following the appointment for the reinstatement committee, the committee shall review the petition for reinstatement any supporting documentation and any recommendation and supporting documentation submitted by the superintendent or his or her designee on the issue of reinstatement, and shall submit a recommendation to the school board regarding reinstatement. The recommendation shall either be for unconditional reinstatement, or conditional reinstatement, or against reinstatement. The recommendation shall be based upon consideration for all of the following factors:
  - a. The extent to which reinstatement of the individual would create a risk of harm to students or school personnel.
  - b. The extent of which reinstatement of the individual would create a risk of school district or individual liability for the school board or school district personnel.
  - c. The age and maturity of the individual.
  - d. The individual's behavior since the expulsion and the prospects for remediation of the individual.
  - e. The individual's attitude concerning the incident that caused the expulsion.
  - f. The individual's behavior since the expulsion and the prospects for remediation of the individual.
  - g. If the petition was filed by a parent or legal guardian, the degree of cooperation and support that has been provided by the parent or legal guardian and that can be expected if the individual is reinstated, including, but not limited to, receptiveness toward possible conditions placed on the reinstatement.
6. Not later than the next regularly scheduled Board of Education meeting following the receipt of the recommendation of a reinstatement committee, the school board shall render a decision either to reinstate an individual unconditionally, or reinstate an individual conditionally, or deny an individual reinstatement. The decision of the school board is final, and not subject to reconsideration or appeal.
7. If the school board renders a decision to reinstate an individual conditionally, the school board may require an individual, or the parent or legal guardian if the petition was filed by the parent or legal guardian, or agree in writing to specific conditions before conditionally reinstating an individual to public education in the school district. (Such proposed conditions may also be included in support of a petition for reinstatement). The conditions may include but are not limited to, any of the

following:

- a. Agreement to a behavior contract, which may involve the student, a parent or legal guardian, or an outside agency;
  - b. Participate in or completion of an anger management program or other appropriate counseling;
  - c. Periodic progress reviews; and,
  - d. Specific immediate consequences for failure to conform to condition(s), including, but not limited to, immediate re-expulsion.
- c. Nothing in this policy shall diminish or be in derogation of the due process rights accorded to students who have been determined to be eligible for special education services under Federal and State Laws.
3. Continued Educational Opportunities

Efforts shall be made to offer information regarding opportunities to students on suspension to continue their education.

4. Suspension/Expulsion of a Student Enrolled in Special Education

If a student is handicapped, or suspected of being handicapped, according to state and federal mandates, rules and/or regulations, the Board shall not conduct the hearing prior to the completion of a review and evaluation by an Individualized Education Planning Committee (IEPC). The student shall not be excluded from school longer than ten (10) school days or otherwise changed in his/her educational program placement during the pendency of the review or evaluation by the IEPC and the exhaustion of the appeal procedures related thereto without the written agreement of the parents to an interim change in placement or obtaining a court order excluding the student from attending school in an appropriate case where the safety of students is involved.

5. Title IX / VI Disclaimer

Lakeview Public Schools will comply with all federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683 and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) which prohibits discrimination on the basis of handicaps; (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-2555), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended relating to nondiscrimination in the sale rental or financing of housing; (i) any other nondiscrimination provision in the specific statute(s) under which application for federal assistance is being made; and (j) the requirements of any other

nondiscrimination statute 9S0 which may apply to the application. Any alleged violation of the above stated laws should be reported to the Superintendent, Lakeview Public Schools, 20300 Statler, St. Clair Shores, MI 48081 or telephone at (586) 445-4000.

### **Student Rights, Responsibilities, and Limitations**

#### I. Freedom of Speech and Assembly

- A. Within the school program students should be provided the opportunity for free expression of ideas. Responsible criticism and reasonable dissent are basic to the education process. No idea should be suppressed simply because it is unpopular. The use of obscenities or personal attacks is prohibited.
  - B. All student meetings in school buildings or on school grounds shall function only as a part of the formal educational process or as authorized by the principal.
  - C. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinion and beliefs. Conducting demonstrations that interfere with the operation of the school or classroom is prohibited.

#### II. Freedom to Publish

- A. Students are entitled to express in writing their personal opinions. The distribution of such material may not interfere with or disrupt the educational process. Such written expressions must be signed by the authors.
- B. Students who edit, publish, or distribute handwritten, printed or duplicated matter among their fellow students within the school must assume responsibility for the content of such publications
- C. Libel or slanderous falsehoods, obscenity and personal attacks are prohibited in all publications.
- D. Unauthorized commercial distribution or solicitation will not be allowed on school property at any time. The final determination for authorization shall rest with the principal of the building in which the material is to be distributed, or the Superintendent if material is to be distributed to the entire community.
- E. The distribution by students, in school buildings or on school grounds, of political material (other than student body politics), whose contents reflect the special interest of a political candidate or political organization, shall be done in a manner and at times and in places that do not create a material and substantial disruption of school activities.
- F. The content of student newspapers that are part of the educational curriculum or a regular classroom activity may appropriately be regulated.

#### III. Dress and Appearance

The district expects students to dress and groom themselves in an appropriate manner. Dress and appearance must not present health or safety problems or cause disruption.

Dress, grooming and appearance may not be disruptive to the educational process, damaging to property, or violate reasonable standards of safety, health, hygiene or decency.

#### IV. Attendance

Daily attendance of all who are enrolled in the Michigan Public Schools is required in accordance with the state law. Section 380.1561 of the revised Michigan School Code states "...every parent guardian or other person in this state, having control and charge of a child between the ages of 6 to the child's sixteenth birthday, shall send that child to a public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.... A child becoming 6 years of age before December 1 shall be enrolled on the first school day of the school year in which the child's sixth birthday occurs." Students are expected to adhere to the specific attendance rules of their buildings. Violation of attendance rules resulting in excessive or patterned absence will be referred to the Macomb

County Truancy office for the purpose of criminal prosecution (Michigan Compiled Law 380.1599).

#### V. Disruptive Conduct

Conduct that deliberately interfaces with the educational process or violates accepted and ordinary standards of conduct is also prohibited even though not specifically set forth above. Violating any school rule -or performing any act that is disruptive or detrimental to the health, welfare or educational process of other individuals or damaging to school property is prohibited. The degree of severity of the misconduct will determine whether any offense warrants suspension or expulsion from school. Conduct interfering with the educational process or infringing on the rights of others will not be tolerated or condoned.

#### VI. Refusal to Identify Self

All persons must, upon request, identify themselves to school district personnel in the school building, on school grounds or at school-sponsored events. Refusal to identify oneself upon request may result in disciplinary action including suspension, expulsion, and/or referral to the appropriate police agency.

#### VII. Off-Campus Events

Students at school-sponsored, off-campus events shall be governed by their school rules and regulations and are subject to the authority of school district officials. School rules and regulations apply not only during regular school hours, but also at any school-sponsored event held on campus as well as any school-sponsored event held off campus and at all times on any school property whether during school hours or not.

#### VIII. Search and Seizure

The following rules shall apply to the search of school property assigned to a specific student (locker, desk, etc.) and the seizure of items in a student's possession. Prior to any search, school authorities should have reasonable suspicion to believe that the possession constitutes a crime or rule violation. Periodically, the school administration may ask police authorities to bring in drug-sniffing dogs as a preventative measure. A positive response from a drug dog will be considered reasonable suspicion of drugs. In the case where a violation of school rules or applicable laws are found, students will be referred to the appropriate administrator for discipline. This provision applies to student vehicles parked on school premises.

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

As used in this policy, the term 'unauthorized' means any item dangerous to the health or safety of students or school personnel, or disruptive to any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

##### A. Personal searches

A student's personal effects (i.e. purse, pockets, book bag, etc.) may be searched whenever a school authority has reasonable suspicion of illegal or unauthorized materials.

If a pat down search of a student's person is conducted it will be conducted in private by a school authority of the same sex and with an adult witness of the same sex present unless the health or safety of the students will be endangered by the delay which might be

caused by following these procedures.

If the school authority has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student's person may be conducted. Such a search may only be conducted in private by a school authority of the same sex, with an adult witness of the same sex present, and only upon the prior approval of the Superintendent unless the health or safety of the students will be endangered by the delay which might be caused by following these procedures.

#### B. Locker Searches

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant

#### C. Automobile Searches

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal and unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

#### D. Seizure of Illegal Materials

If a property conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. LEGAL REFERENCES: G.S. 11 SC-288(e), 11 SC307(a), State v.F.W.E., 360 So. 2d 148 (Fla. App. 1978), Zamora v Pomeroy, 639 F.2d 662 (1 Oth Cir. 1981), State v. D.T.W425 So. 2d 1383 (Fla. App. 1983), New Jersey v. T.L.O., No. 83-172 (U.S.. Jan. 15, 1985).

### IX. Age of Majority

Rules and regulations for the discipline and control of students shall be enforced reasonably for all students at all times as indicated in part VIII regardless of the age of the student. These rules may be relative to anything necessary for the proper establishment maintenance, management and carrying on of the school program including regulations relative to the conduct of students.

### X. Student Records

Cumulative records shall be maintained for all students from their entrance into school through the twelfth grade. Eighteen year old students and parents of students under eighteen have the right to examine -and contest entries in their records according to the procedures established by the district in compliance with State and Federal Law. A natural parent of a student, whether the parent is the custodial parent or not, is entitled to review the students records unless there is a specific court order revoking such right.

#### Criminal Acts

1. The following activities are among those defined as criminal under laws of the State of Michigan and may not be all inclusive.
  - A. Arson
  - B. Assault
  - C. Battery
  - D. Burglary
  - K. Sale, use, or possession of alcoholic beverages or controlled substances including look-a-likes
  - L. Breaking and entering

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|--|---|
| E. Explosives to include fireworks, smoke bombs, or other incendiary devices | M. Trespassing  |
| F. Extortion, blackmail or coercion  | N. Interference with school authorities and/or students |
| G. Possession or use of firearms or and/or weapons                           | O. Intimidation of school authorities and/or students   |
| H. Larceny   | P. Criminal sexual conduct                              |
| I. Malicious mischief and/or pranks  | Q. Sexual harassment                                    |
| J. Robbery   | R. Possession or use of noxious gases                   |

The commission of or participation in any criminal acts in school buildings, on school property, or at school sponsored events is prohibited. Disciplinary action will be taken by the school regardless of whether or not a criminal charge results. The preceding list is not deemed to be all-inclusive.

## **Telephone Use**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

Office personnel will initiate all calls on behalf of a student seeking permission to leave school. Students may also use electronic devices after school hours to communicate with parents/guardians.

## **Zero Tolerance**

The Lakeview Board of Education believes that students, staff members, and visitors are entitled to function in a safe school environment. Therefore, Lakeview Public Schools has taken a zero tolerance position on any death threat; verbal, written or gestured. All incidents of this nature will be taken seriously and reported to the building principal and Superintendent.

Parents will be contacted and appropriate action will be taken. Death threats may result in suspension or expulsion from school.

At the elementary level the following steps will be implemented:

1. Parents will be contacted and the child will be suspended for the remainder of the day. Student/Parent/Guardian will meet with the school counselor and/or principal upon returning to school.
2. The second offense will result in suspension for two days. A yearly Statement of Compliance (signed by student and parent/guardian) is kept on file in the school office.

At the secondary level:

Disciplinary consequences for death threats will be in accordance with the Code of Conduct language.

## **Nondiscrimination and Access to Equal Education Opportunity**

It is the policy of the Board that no student in this District shall, on the basis of race, color, religion, national origin or ancestry, age, gender, marital status, sexual orientation, disability, height, weight, and/or any other legally protected characteristic, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in its programs and/or activities.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Tracy Van Peeren  
Assistant Superintendent  
586-445-4000

## **Parent Involvement**

The Administration and the Board of Education believe that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goal(s). To this end, parents should be meaningfully involved in:

- A. developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing the learning outcomes;
- B. providing a school and home environment which encourages learning and augments, at home, the learning experiences provided by the school;
- C. establishing the learning outcomes for their child with the goal of developing a responsible, adult member of society;
- D. establishing and supporting a consistent and shared approach to child guidance and discipline;
- E. providing for the proper health, safety, and well-being for their child;

- F. developing English language proficiency.

### Relations with Parents

Administration and the Board need parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority, but are still supported by the parent. During the school hours, the Board, through its designated administrators, recognizes the responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct.

For the benefit of the child, the Board encourages parents to support their child's career in school by:

- A. participating in school functions, organizations and committees; (parents/guardians who volunteer to work in classrooms or chaperone on field trips must register with the main office and background checks are conducted before participation is permitted.)
- B. supporting the teachers and the schools in maintaining discipline and a safe and orderly learning environment;
- C. requiring their child to observe all school rules and regulations;
- D. supporting or enforcing consequences for their child's willful misbehavior in school;
- E. sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- F. maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- G. reading all communications from the school, signing, and returning them promptly when required;
- H. cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

# **Lakeview Public Schools**

## **Athletic Handbook**

**A Guide For**  
**Student-Athletes and their Parents**

Website: [www.lakeview.misd.net](http://www.lakeview.misd.net)

**Updated Schedules: [www.highschoolsports.net](http://www.highschoolsports.net)**

**Revised: August 2011**

### **\*Athletic Philosophy**

The athletic experience should provide for the development of values, attitudes, and life-long skills. Lakeview Public Schools values sportsmanship, fair play, and respect for self, teammates, opponents, coaches, officials, and all others associated with the game as well as the game itself. Creation of a desirable self-image is important, as is the desire to prepare vigorously to succeed. Winning is secondary to the development of young people who will be well-rounded and productive citizens. The student-athlete will develop an appreciation for education, physical fitness, and socialization through athletics.

### **\*Participation in Athletics**

Participation in extracurricular competitive interscholastic athletics is **a student privilege that can be removed at any time** for failure to meet the standards and requirements of the team, the school or the school district.

### **\*Athletic Code for Athletes (Adopted from MHSAA Handbook)**

The student-athlete represents his/her school at interscholastic athletic activities. In this important capacity, these standards should be practiced:

1. Know and adhere to the athletic code of Lakeview Public Schools.
2. Exceed all attendance and academic requirements as practical evidence of loyalty to school and team and a proper philosophy of school-sponsored athletics.
3. Observe completely all policies regarding conduct, doing so as a duty to school, team and self.
4. Counsel with the athletic director over questions of eligibility.
5. Practice and play fairly, giving complete effort in all circumstances and credit in victory to teammates and to opponents in defeat.
6. Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.
7. Demonstrate respect for opponents and officials before, during and after contests.

### **What is Sportsmanship?**

- Sportsmanship is respect. Respect for his/herself and for others.
- Sportsmanship is the “Golden Rule” – treating others as you wish to be treated.
- Sportsmanship is a demonstration of generosity and genuine concern for others. It is a concrete measure of an individual’s understanding and commitment to fair play, ethical behavior, and integrity.
- Sportsmanship is a blending of cheers for your team and applause for the opponents, observing the letter and spirit of the rules, and showing consideration for others.
- Sportsmanship is a coach accepting a “questionable” call without protest.
- Sportsmanship is a student-athlete extending a helping hand to an opponent.
- Sportsmanship is spectators cheering for their players when they lose and applauding the opponents when they win.
- Sportsmanship is an official showing restraint when verbally assaulted by coaches, student-athletes, or spectators.
- Sportsmanship is all that is good in human nature.
- Sportsmanship is citizenship in action.
- Sportsmanship is a way of life.

## **\*Coaches**

Coaches are typically selected from the professional staff of the Lakeview School District. When there are no qualified candidates from within the staff, open positions are posted outside the school district. All applicants are subject to reference checks and must meet the approval of the Board of Education. The Athletic Director is the direct supervisor of the coaches.

## **\*Athletic Code for Coaches (Adopted from MHSAA Handbook)**

The coach is the official representative of the school at interscholastic athletic activities. In this important capacity, these standards should be practiced:

1. Develop an understanding of the role of interscholastic athletics and communicate it to players, parents and the public.
2. Develop an up-to-date knowledge of the rules, strategies, precautions, and skills of the sport and communicate them to players and parents.
3. Develop, communicate and model policies for athletes' conduct and language in the locker room, at practice, during travel, during competition, and at other appropriate times.
4. Develop fair, unprejudiced relationships with all squad members.
5. Allow athletes to prove themselves each season and do not base team selections on previous seasons or out-of-season activities.
6. Allow athletes time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.
7. Give the highest degree of attention to athletes' physical well-being.
8. Teach players, by precept and example, respect for school authorities and contest officials, providing support for them in cases of adverse decisions and refraining from critical comments in public or to the media.
9. Teach players strict adherence to game rules and contest regulations.
10. Present privately, through proper school authorities, evidence of rule violations by opponents; and counteract rumors and unproven allegations of questionable practices by opponents.
11. Attend required meetings, keep abreast of MHSAA policies regarding the sport, and be familiar with MHSAA eligibility and contest regulations.
12. Present a clean and professional image in terms of personal appearance and provide a positive role model in terms of personal habits, language and conduct. Use of tobacco within sight of players and spectators and use of alcohol any time before a contest on the day of the contest is not acceptable.

## **\*Sports Offerings at Lakeview**

The following sports are offered at Lakeview.

### **Fall Sports:**

The season begins in August. Fall sports include girls volleyball (V, JV, 9), boys & girls cross country (V), football (V, JV, 9), boys soccer (V, JV, 9), girls swimming and diving, boys tennis (V), girls golf (V). Cuts are usually necessary in girls volleyball and boys soccer.

### **Fall/Winter Sports**

The season begins in August and runs through March. Fall/Winter sports include Cheerleading (V, JV, 9), and Huskettes (V, JV). Tryouts are in May and cuts usually occur in both activities

### **Winter Sports:**

The season begins in late October to mid-November. Winter sports include boys & girls basketball (V, JV, 9), boys & girls bowling (V, JV), ice hockey (V), boys swimming and diving, and wrestling (V). Cuts are usually necessary in boys & girls basketball, boys & girls bowling and ice hockey.

### **Spring Sports:**

The season begins in March. Spring sports include baseball (V, JV, 9), girls soccer (V, JV, 9), girls softball (V, JV), girls tennis (V), boys & girls track and field and boys & girls rugby (V) boys golf (V, JV\*). Cuts are usually necessary in baseball, girls soccer, and girls softball.

## **\*Lakeview Booster Club**

The Booster Club supports all athletic activities at Lakeview. Parents of athletes are urged to join and participate. The Booster Club operates the concession stand at nearly all athletic events and hosts several large fundraisers during the year as deemed appropriate by its board. Money raised by the Booster Club is used to support individual sports, other projects related to the athletic program, and for scholarship for graduating student-athletes. The Booster Club normally meets the first Wednesday of each month in the Lakeview cafeteria at 7:30 p.m. Information about the club is available through the Athletic Office.

## **\*MHSAA**

Lakeview High School is a voluntary member of the Michigan High School Athletic Association. The MHSAA is the regulatory agency for high school athletics in Michigan and is the sponsor for most state tournaments. A complete list of MHSAA policies can be found in the MHSAA Handbook. Several commonly referenced MHSAA guidelines are listed below. In some cases Lakeview has guidelines that are **MORE** restrictive than those shown here.

1. **Enrollment** - The student must be enrolled in the school for which he/she competes not later than the fourth (4<sup>th</sup>) Friday after Labor Day for the 1<sup>st</sup> semester and the fourth (4<sup>th</sup>) Friday in February for the 2<sup>nd</sup> semester.
2. **Age** - High school students become ineligible if they turn nineteen before September 1st of the current school year. Any student who is born before September 1, 1992 is ineligible for the 2011-12 school year.
3. **Physical Exam** - A student must have a physical examination completed by as required by the MHSAA. Physical forms are available in the Athletic Office and must be completed before participation in any practice or competition can occur. Only official MHSAA forms will be accepted. Physicals for the current school year must be completed after April 15th of the previous school year.
4. **Semesters of Eligibility** - Students are limited to eight semesters of eligibility while enrolled in grades 9-12. Four semesters for the fall term and four semesters for the spring term.
5. **Academic Eligibility** - Students must be passing 66% of classes in order to be eligible to participate
6. **Amateur Status** - Students must not accept money, merchandise, membership privileges, services, or any other form of valuable consideration for participating in any form of athletics, sports, or games. Students will be ineligible if they sign any type of professional sports contract.

7. **Limited Team Membership** - Students who are participating in a high school sport are not allowed to participate with non-school teams while the sport is in season. Students may not participate in any so-called “all-star” games or national championships which have not been approved by the MHSAA.
8. **School Attendance** - A student must be in school for at least half the school day of the day of competition in order to compete in a contest on that day. Field trips or activities sanctioned by the school count as being in school. Whether the student is excused or not does not affect the requirement of being in school.

### **\*Macomb Area Conference**

Lakeview High School is a voluntary member of the Macomb Area Conference (MAC). The MAC includes 36 schools from Macomb, Oakland, St. Clair, and Wayne counties. The MAC is set up in divisions based on size of school and strength of program. The MAC consists of the following high schools:

Anchor Bay	Grosse Pointe South	New Haven
Center Line	Henry Ford II	Port Huron
Chippewa Valley	Lake Shore	Port Huron Northern
Clawson	Lakeview	Romeo
Clintondale	Lamphere	Roseville
Cousino	L’Anse Creuse	South Lake
Dakota	L’Anse Creuse North	St. Clair
East Detroit	Lincoln	Sterling Heights
Eisenhower	Madison	Stevenson
Fitzgerald	Marine City	Utica
Fraser	Marysville	Warren Mott
Grosse Pointe North	Mt. Clemens	Warren Woods Tower

### **\*Sportsmanship**

As a member of the MAC, we agree to abide by the rules of the constitution and bylaws of the organization. We also identify closely with the MAC’s beliefs concerning sportsmanship as stated below.

#### **Macomb Area Conference Sportsmanship Belief Statements**

1. We believe in the values of educational athletics through good citizenship and high behavioral standards.
2. We believe that good sportsmanship is defined as those qualities of behavior that are characterized by generosity and genuine concern for others.
3. We believe that responsible behavior will be demonstrated by student-athletes, coaches, fans, cheerleaders and others connected with athletics.
4. We believe that all involved in an athletic contest will demonstrate respect for the opponent, game officials, fans, and accept the results of interscholastic competition.

Lakeview believes sportsmanship to be the most important and fundamental practice that student-athletes, parents, and fans can learn from sports and that they can demonstrate during a competition. Listed here are several examples of what it means to be a sportsman:

## **\*Fan Participation**

Fan participation is a welcome addition to any athletic event. The opportunity to enjoy a good game and at the same time lend support to your team makes every fan a double winner. Fans need to remember that sportsmanship applies to them as well as to the participants in the game. Fans are reminded that the appropriateness of any cheer can be judged by the “Golden Rule”. Always cheer in a way that brings respect and honor to your school, your team, and yourself. Finally, be aware that fans that persist in cheering in an inappropriate manner will be directed to leave the event. Be a good fan – Be a good sport – Be a winner.

## **\*Admission and Season Passes**

Lakeview Public School students will be charged \$3.00, and all others will be charged \$4.00 admission for the activities listed below, with the exception of Varsity Football, which will be \$5.00. All spectators have the right to enjoy an athletic contest, therefore an adult must accompany all elementary and middle school students that attend high school events in order to help supervise his/her child’s behavior. Senior Citizens will not be charged admission at any LPS athletic events.

- **V/JV Football**
- **V/JV/9<sup>th</sup> Boys & Girls Basketball**
- **Swimming**
- **V/JV/9<sup>th</sup> Volleyball**
- **Wrestling**
- **V/JV Boys & Girls Soccer**
- **Competitive Cheer**

**\*\*Note: Admission will not be charged for “stand alone” 9<sup>th</sup> grade contests\*\***

Athletic passes are available. Passes are good for the entire school year. The cost for a pass is:

- Lakeview Public Schools student - **\$15.00**
- Lakeview family pass - **\$60.00**
- All others passes - **\$25.00**

Please note: Admission for SCS Lakers hockey games is set by the Lakers Booster Club.

Also, admission for MHSAA tournaments hosted by Lakeview is set by the MHSAA. Lakeview athletic passes are not honored at these events.

## **\*Lakeview Athletic Policies and Rules**

Student-athletes are expected to abide by the policies of the district, the guidelines of the Lakeview High School Student Handbook, the rules of the MHSAA, the rules of the MAC, the rules found in this handbook and any team rules specific to the sport in which they participate. A violation may result in a student being declared benched, ineligible, or suspended. It is important to note the difference between these three penalties.

- **Benched.** The student-athlete may not compete. He/she may practice and take part in any other team activity. This penalty is usually imposed by a coach for violation of a team rule.

- Ineligible. The student-athlete may not compete. He/she may practice and take part in any other team activity. This penalty is usually imposed by the Athletic Director for violation of academic standards.
- Suspended. The student may not compete, practice, or take part in any team activity during a period of suspension. This penalty is usually imposed by the Athletic Director for violation of district, school, or athletic policies.

Disciplinary decisions made by a coach may be appealed to the Athletic Director. A disciplinary decision by the Athletic Director may be appealed to the building principal.

### **\*Lakeview's Athletic Rules**

Student Athletes shall be regarded to be under the rules of the athletic code of conduct beginning with their first day of participation in interscholastic athletics grades 7-12 and continuing through their date of graduation or the last date of participation, whichever is later.

**A student athlete is considered to be under the code of conduct at all times, including school vacations, summer recess and any off season times (24 hours a day/7 days a week/365 days a year).**

1. **Team Rules:** Coaches will have Team Rules pertaining to their sport. Team Rules must be approved by the Athletic Director and distributed, in writing, to the student-athletes and their parents prior to the start of the season. A violation of the team rules may result in disciplinary action as determined by the head coach.
2. **Controlled Substances:** The use, possession, concealment, distribution, sale, or being under the influence of a controlled substance such as tobacco, alcohol, or illegal drugs are considered a violation of the athletic code of conduct.
  - **1<sup>st</sup> career offense:** Suspended for 20% of the scheduled games for that sports season
  - **2<sup>nd</sup> career offense:** Suspended for 50% of the scheduled games for that sports season
  - **3<sup>rd</sup> career offense:** Total Expulsion from the athletic program for the duration of their time as a student at Lakeview Public Schools.
  - Should a student-athlete be in violation of the above, while not participating in a sports season, their penalty will be enforced with the next sport they choose to participate in.
  - Penalties are cumulative throughout a student-athlete's career at Lakeview
  - Penalties not completed during the regular season will carry over into any state tournament games, until the suspension has been completed
  - Should a student's penalty not be fulfilled in his/her current season, the remainder of the penalty will be carried over into the next sport season.
3. **Absence from a Team Activity:** If a student-athlete misses a team activity and is excused by the coach, he/she may return to the team without penalty. Such student-athletes may be held out of competition until their playing skill returns to their pre-absence level. If a student-athlete misses a team activity, without being excused by the coach, he/she may be benched for not more than the next two competitions. A second offense may result in the student-athlete being benched for not more than the next four competitions. A third offense may result in dismissal of the student-athlete from the team. Please note that family activities

take precedent over team activities. However, to the extent possible, such family activities should be arranged so as not to interfere with the team's schedule of activities. Student-athletes who notify a coach in advance that they will be absent from a team activity because they must attend a family activity with their parent, will be considered excused. Parents are advised to inform a coach as early as possible (prior to the start of the season is preferred) that their student-athlete will be missing a team activity due to a family activity. Student-athletes who "go on vacation" during the season, without their parents, will be considered unexcused. ***It will be the coach's responsibility to notify parents before the beginning of the season, the dates and times of practices and competitions. This is to include any dates when school is not in session!***

4. **School Suspensions:** Any student who is suspended from school, either **In-House or Out of School**, will also be suspended from all athletic activity during the day(s) of the school suspension. The suspended athlete may not attend any athletic activity, including practice, either as a participant or spectator, home or away.
5. **Behavior:** Athletes who display insubordinate behavior or behavior that is detrimental to the team may be benched by the head coach. Additionally, the Athletic Director may declare a student-athlete ineligible or suspended for a period of time determined by the Athletic Director for behavior that is deemed by him/her to be inappropriate. Examples of these behaviors include:
  - fighting,
  - intentionally causing injury to a competitor or team member,
  - outbursts of vulgarity,
  - inappropriate behavior directed at officials, coaches, teammates, competitors, or spectators.
  - any other conduct unbecoming a Lakeview student-athlete.
6. **Student-athletes as Representatives:** Student-athletes will represent themselves, their team, their school and their community in an appropriate manner at all times whether in season or out of season. By example they will:
  - Abide by the laws of the community, follow the rules of the school and display good manners as are accepted by the community.
  - Show respect for their parents, teachers, peers, teammates, opponents, and all others, especially themselves.
  - Practice good sportsmanship and encourage the same from others.
  - Act in such a way as to cause others to think well of them and their school.

Inappropriate representation may result in discipline by the Athletic Director. Such discipline shall consist of any action up to and including permanent suspension from the Lakeview athletic program.

### **\*Due Process:**

All athletes in Lakeview Public Schools are entitled to due process. If an athlete feels he/she has been unfairly suspended or expelled from the athletic program, they may begin due process. All information received will be investigated to determine its validity and merit.

1. The Athletic Director will notify the parent(s) of any athlete who is involved in an offense and will describe the incident along with disciplinary action being taken. The student athlete and parent/guardian will be given written notice of the violation and action being taken within 3 school days.
2. If the student wishes to appeal the action taken, he/she must submit the appeal in writing, to both the building principal and athletic director, within two (2) school days of the athlete's written notice of the disciplinary action. The appeal must contain, in detail, the athlete's reason why the disciplinary action should be changed or not imposed at all.
3. The Building Principal will review the incident and schedule a meeting with the parent(s) and the student-athlete to gather any further information that may be available. The Building Principal has 3 options:
  - a. Uphold the initial suspension/expulsion
  - b. Reduce or eliminate the suspension/expulsion
  - c. Increase the suspension/expulsion
4. If the student wishes to appeal the Building Principal's decision, he/she may appeal to the Superintendent. This appeal must be in writing and delivered to the Superintendent's office. The postmark may be no more than 5 school days after the date of the Building Principal's decision. The Superintendent will follow the same procedure as the Building Principal and will have the same 3 options as listed in #3 a-c above. The Superintendent's decision will be considered final.

**DURING THE APPEAL PROCESS, THE STUDENT'S INITIAL SUSPENSION/EXPULSION WILL REMAIN IN EFFECT.**

### **\*Academic Eligibility**

Lakeview Public Schools believes that being a student-athlete is an earned privilege, and all participants must meet and exceed the standards set by the Michigan High School Athletic Association for eligibility.

Lakeview High School athletic teams will follow the standards set by the Michigan High School Athletic Association and Lakeview Public Schools for academic eligibility. The current MHSAA academic grade policy requires a student be passing 66% of their classes at the completion of each semester. **Student-athletes who do not meet the MHSAA minimum requirement of 66% will be ineligible for competitions for 90 school days.**

In addition to this state policy, it will be the expectation of the Lakeview High School Athletic Department, that a student will pass 66% of all classes **and** maintain a C average or meet personal curriculum to be eligible to participate.

#### **The following are the requirements for which student-athletes must abide to maintain eligibility:**

The athletic department will identify any student-athlete from the team's rosters who has not passed 66% of classes **and** kept at least a C average at the completion of their previous marking period/semester or met personal curriculum requirements.

The identified student-athlete must earn the privilege to engage in competition by **successfully completing a weekly progress report for the remainder of the marking period.** (Passing 66% of classes **and** maintain a C average or meeting personal curriculum requirements.)

Grades will be calculated with the current LHS grading scale.

**Failure to return the progress report will result in loss of participation for the following week.**

This process will continue weekly until the end of current marking period. If, at the end of the marking period, a student is passing 66% of classes **and** above a C average or meets personal curriculum requirements he/she will be removed from progress reports.

If a student-athlete should receive an **unsatisfactory progress report** (not passing 66% of classes and/or lower than a C average or meeting personal curriculum requirements), he/she will be **ineligible** for all competitions the following week (Monday through Sunday). **The student-athlete may attend practices & team activities but not dress for competitions** until the next satisfactory progress report is completed. (Passing 66% of classes **and** not lower than a C average or meeting personal curriculum requirements).

*A student-athlete who has not passed 66% of classes in the second semester can attend summer school to make up the credit(s). If he/she successfully makes up the credit, this would permit the student to be eligible for Fall sports the following school year.*

**Behavioral Eligibility** Student-athletes are expected to follow school rules, demonstrate respect for authority and, in general, be good citizens while in school. Failure to meet any of these expectations may cause an Assistant Principal to declare a student-athlete ineligible or suspended for a period of time to be determined by the Assistant Principal. Assistant Principals will use this authority only after other forms of behavior modification have been attempted. The Assistant Principal's decisions may be appealed to the Principal.

**\*Insurance for Athletes**

Lakeview Public Schools does not provide medical insurance for student-athletes participating in a sport. If a student-athlete is not insured, he/she should purchase a minimum level of insurance from a private company.

**\*Out-of-Season Athletics**

The following is a statement by the Macomb Athletic Conference concerning out-of-season athletic activities. As a member of the MAC, Lakeview High School also endorses this statement:

“Like the Michigan High School Athletic Association (MHSAA), the Macomb Area Conference (MAC) supports a student-athlete's right to improve athletic skills by participating in whatever individual activities he/she chooses outside of the defined season for a sport. Just as we encourage individual improvements, conference administrators support, to a point, a limited number of out-of-season team activities as allowed by the MHSAA. We recognize, however, that some out-of-season athletes are operating under implied demands, especially during the summer months. The MAC administrators' position on out-of-season activities is summarized in the following two statements:

1. Athletes have a right to choose or decline participation in out-of-season activities.
2. The athlete's choice carries no consequences for making a team.

As stated, you do have a choice regarding out-of-season participation. Student-athletes should be able to participate in family time, vacations, work, and other important activities during the off season. Particularly during the summer, it is

best to get an athletic activity schedule, list the dates when you are available, and communicate those dates to your coaches. Communicating with as much advance notice as possible is paramount since this information can spare awkward situations caused when a coach is unaware of a planned absence.

We recognize that some student-athletes and families enjoy all of the summer athletic activities. We also know that some athletes are being pulled in many directions and are not available for everything. Each school should examine the out-of-season issue and devise strategies that allow for the two important provisions highlighted above. All schools endorse this policy of choice with no strings attached. If you have concerns regarding pressures on your child, please contact your school administration.

### **\*Playing Time**

Lakeview Public Schools District Guidelines, as approved by the Board of Education, specify the following playing time expectations, which assume all practice and team obligations are met:

Freshman Teams:

- **Play in each game. The amount of time is not necessarily equal and is determined by the coach.**

JV Teams:

- **Play at some time during the course of the season (not necessarily each game).**

Varsity Teams:

- **Playing time is determined by the head coach**

### **\*Senior Night**

Recognition of seniors at the last regular season home event or event designated by the head coach is the way to honor our senior athletes for their dedication to the athletic department throughout their career. Each senior will receive a thank you gift from the athletic department. The head coach for each program determines the date, time, and format for their team's senior night.

### **\*Coaches responsibility dealing with discipline**

It is the responsibility of the coach to contact parents/guardians in a timely fashion if disciplinary action is taken against a player. If an offense is serious enough, it may be necessary to have a player/parent/coach meeting. Any violations of the athletic handbook will be documented and reported to the Athletic Director in writing. If parents have a question about their son/daughter's athletic participation, they should contact the head coach first to set up a meeting to discuss their concerns. Topics that will not be discussed include playing time, team strategy or other players. Confrontations with coaches or players **during a game** are unacceptable. If a parent's concern pertains to a situation in a contest, they must wait until the next day to contact the coach and set up a meeting.

### **\*School Letters**

School letters are given to participants in the various activities at Lakeview. Letters are normally presented at an awards ceremony that follows the season. The criteria for receiving a letter is determined by the program's head coach and approved by the Athletic Director. The criteria are to be shared with the student-athletes prior to the start of the season. Only one letter is awarded to the student-athlete during his/her high school

career. Pins are awarded when the criteria for winning a letter is achieved in another activity or in subsequent years.

### **\*Awards**

Five awards are provided by the school to each team to be awarded by the coach for significant achievement. The specific awards and the recipients are determined by the coach. Typical awards are most improved, scholar athlete, most valuable player, etc. Awards are presented at a ceremony that follows the season.

### **\*Travel**

Student-athletes are expected to use the transportation provided by Lakeview Public Schools for all away activities and some specific home activities. Student-athletes are expected to ride the team bus both to and from each contest.

Under unusual circumstances, a **parent** may submit a written request to transport his/her child to or from an activity. This written request must be approved by the Athletic Director (or designee) **prior** to the team's departure to the activity.

Student-athletes who have been transported to an athletic contest by Lakeview Public Schools will not be allowed to leave that contest with anyone other than their parent. Some sports require travel to off campus sites for practice. These sports include cross country, football, hockey, golf, bowling, tennis, baseball, softball, boys & girls soccer.

### **\*Web-Site Information**

The district web site is a very important source of information for parents. If you search under the high school page for sports, you will be able to use **High School Sports.net** to get directions to almost all of our games. Phone numbers, E-Mail addresses, schedule times, and other pertinent information are available at this site.

### **\*Parent Volunteerism**

There are several opportunities for parents to involve themselves with their student-athlete's team and with the athletic programs in general. They include:

1. Active participation in the Athletic Booster Club. Come to the meetings which are held the first Wednesday of each month. Volunteer to work the concession stand during home games.
2. Get involved with your team. Many teams now have team dinners prior to games. The dinners are provided by parent volunteers who are more than happy to accept your assistance.
3. Volunteer to be a team statistician, a videographer, or other team helper. This is an opportunity to get involved with the team and to contribute in a meaningful way.
4. Become a timekeeper, scorekeeper, or public address announcer. Volunteer by contacting your team's coach.
5. Work one of the events at a home track meet. A typical meet requires about a dozen volunteers to work as timers or event judges.

All of our sports have volunteer roles for parents. Get involved. Share the athletic experience with other parents and the players. Have more fun than just sitting and watching. Most jobs are not complicated. What needs to be known can be learned quickly. The most important thing is for you to be willing. During the parent meeting at the start of the season is a good time to let the coach know you are available.

### **\*Fundraisers**

Teams will sometimes hold district approved fundraisers. Funds are generally used to purchase apparel for team members, special equipment for the team, or to defray the cost of travel. Money from fundraisers is deposited in team accounts that the district maintains for such purposes. Checks for fundraisers should be made out to “Lakeview High School” so that they may be deposited into the school accounts. Apparel and equipment is then purchased using a school purchase order.

### **\*The NCAA Clearinghouse**

Any student-athlete wishing to compete in collegiate athletics after graduation at a division I or II School must register with the NCAA Clearinghouse. This should ideally be done in the student-athlete's junior year. Beginning with the freshman year, all Student-athletes should be aware of the NCAA core curriculum. The core curriculum, additional information regarding the clearinghouse, and related forms can be obtained from the Lakeview Counseling Department. All students should attempt to qualify for NCAA Division I eligibility, as this will guarantee eligibility at all levels.

**ATHLETIC CODE OF CONDUCT AGREEMENT**

I am giving my son/daughter permission to participate in Lakeview High School's Athletic Program. I have received and read the Athletic Handbook. I have also reviewed it with my student athlete and we understand the rules and regulations set forth by the Lakeview Public School's Athletic Department.

We understand that a current physical (dated after April 15 of the current year) must be on file in the athletic department before participation in a practice or event can occur.

I also understand that any equipment issued to my son/daughter is to be returned at the completion of the season. I agree that all equipment issued will be returned in the same or similar condition, normal wear and tear excluded, or I will be responsible for replacing missing or damaged equipment. I also understand that failure to return all equipment or replacement of damaged equipment may lead to a hold placed on my student-athlete's senior checkout.

I also acknowledge the inherent risk of injury while competing in athletic competition and understand the possibility that serious injury may result in athletic activities, from exposure to moving and stationary objects, various playing surfaces, transportation and other items that can lead to injury, dismemberment or even death.

**\*\*This communication is written so you and your student-athlete fully understand the potential dangers involved with the participation in interscholastic athletics\*\***

**I have read the athletic handbook and have understanding of what is expected of my student-athlete. I have also sought clarification of any and all items I do not fully understand, so there is no misunderstanding.**

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT-ATHLETE SIGNATURE

\_\_\_\_\_  
DATE

## Appendix A: Annual Notices

The locations where the following annual notices can be found in the Student Handbook are listed below.

<b>Type of Annual Notice</b>	<b>Location Where It Can Be Found</b>
Nondiscrimination in Education	78
Civil Rights Compliance Office Contact Information	14
Student Directory Information	20
Release of Student Directory Information to Recruiters	16
Emergency Medical Authorization	44
Locker Search Policy	49
Student Privacy and Parental Access to Information	20
Inspection of Instructional Materials	27
Inspection of Teacher Qualifications	27
Parent/Guardian's Rights to Inspect Student Educational Records	20, 29
Filing a FERPA Violation Complaint	29
Pesticide Application Notification	47
District Code of Conduct/Student Discipline	48
Harassment Policy and Guidelines	51
Bullying Policy	49
Rules Regarding Entry on School Premises	41
Authorizing Student Early Dismissal	41
Parent Notification Regarding Blood-Borne Pathogens	43
Parent Notification Regarding Sex Education and AIDS Instruction	27
Notice of Use of Video Surveillance/Electronic Monitoring of School Facilities	47