

Alternative Education  
Lakeview HS Virtual Academy  
Handbook



Lakeview

SCHOOL DISTRICT

2024-2025

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## Lakeview School District Telephone Numbers

<b><u>Administrative Offices, Board of Education, 15 Arbor Street</u></b>	<b><u>Phone Numbers</u></b>
Board of Education	269 565-2421
Office of Superintendent	269 565-2421
Business Office	269 565-2424
Communications	269 565-2406
Child Care	269 565-2405
Curriculum and Instruction	269 565-2413
Human Resources	269 565-2412
Japanese School	269 565-4516
Food Service, 300 S. 28 <sup>th</sup> Street	269 565-3758
Operations	269 565-3995
Transportation, 111 S. Woodrow Avenue	269 565-2490
<b><u>School Buildings:</u></b>	
<b><u>Lakeview High School, 15060 S. Helmer Road</u></b>	<b><u>269 565-3700</u></b>
High School Attendance Office	269 565-3709
High School Counseling Office	269 565-3720
High School Athletic Office	269 565-3711
<b><u>Lakeview Alternative High School, 15 Arbor Street</u></b>	<b><u>269-565-2453</u></b>
<b><u>Lakeview Middle School, 300 S. 28<sup>th</sup> Street</u></b>	<b><u>269 565-3900</u></b>
<b><u>Minges Brook Elementary School, 435 Lincoln Hill Drive</u></b>	<b><u>269 565-4500</u></b>
<b><u>Prairieview Elementary School, 1675 Iroquois Avenue</u></b>	<b><u>269 565-4600</u></b>
<b><u>Riverside Elementary School, 650 Riverside Drive</u></b>	<b><u>269 565-4700</u></b>
<b><u>Westlake Elementary School, 1184 S. 24<sup>th</sup> Street</u></b>	<b><u>269 565-4900</u></b>

Dear Students and Parents:

This Student/Parent Handbook is prepared for your benefit. Its primary purpose is to acquaint you with the instructional program, operation, and regulations. We hope that you will take an active part in your school program.

Best wishes for a happy and successful year!

**Dr. William Patterson, Superintendent**

**Cody Japinga, Principal**

Lakeview High School  
15060 S. Helmer Rd.  
Battle Creek, MI 49015  
269-565-3700  
cjapinga@lakeviewspartans.org

**Allison Olson, Principal**

Lakeview Alternative High School  
15 Arbor Street  
Battle Creek, MI 49015  
269-565-2400  
aolson@lakeviewspartans.org

# INTRODUCTION

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

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

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

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

## **Description of programs**

**Lakeview Alternative Education (LAHS)** uses the online curriculum delivery system Graduation Alliance, in combination with individual support and guidance in an alternative setting, to allow students to earn their high school diploma. All courses are provided online. Students are required to attend in person every Tuesday, Wednesday and Thursday for their assigned session time. Session times are from 8:30 am- 11:30 am, and 11:30 am- 2:30 pm. Technology is available to all students. Students enrolled in the LAHS will complete the Michigan Merit Curriculum (MMC) graduation requirements.

**Lakeview Virtual Academy (LVA)** Uses various online curriculum delivery systems. These include: Edgenuity, Graduation Alliance, , and Michigan Virtual. Students additionally receive support by an assigned teacher mentor.

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

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

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

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

## Hours of operation

LAHS in-person schedule (aligns with the Lakeview High School calendar)

Tuesday, Wednesday, Thursday

Morning Session 8:30 am – 11:30 am

Afternoon Session 11:30 am – 2:30 pm

Office hours: 7:30 am – 4:00 pm

## RIGHTS

### General Rights

*Students have a right to:*

- Learn and study in a positive atmosphere for learning – one that is unbiased, nonjudgmental, and free from prejudice, discrimination, verbal or physical threats, and abuse;
- Expect that school rules will be enforced in a consistent, fair, and reasonable manner;
- Discuss and receive assistance with educational concerns from the school staff;
- Receive a copy of the student handbook;
- Receive fair discipline without discrimination; and
- Have access to their student records.

*Parents and guardians have a right to:*

- Receive official reports of the student’s academic progress and attendance;
- Request and be granted conferences with teachers, counselors, and administrators;
- Receive explanations from teachers about the student’s grades and disciplinary procedures; and
- Read all school records pertaining to their student.

### Age of majority rule

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

- Have the same privileges as parents in relation to access to their own personal records;
- Represent themselves during disciplinary conferences;
- Receive their report card; and
- Excuse themselves for absence from school.

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

## **Rights to and limits on students' freedom of expression**

Student speech is protected by the First Amendment of the Constitution. Students have the right to express themselves openly on school premises about social, political, and religious matters. However, the school administration has the right to prohibit student expression if it causes a disruption of or interference with the orderly conduct of school activities. This includes some off-campus student speech. *Off-campus student speech, including posts on blogs or social media, may come under the jurisdiction of the school when it promotes material and substantial disruption of the educational process.*

## **Rights to and limits on student privacy – search and seizure**

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

## **School property and equipment as well as personal effects left by students**

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

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

## **Students**

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

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

## **Seizure of property**

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

## Students and law enforcement

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

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

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

## Video monitoring systems

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

# PROCEDURES

## Activities

Students enrolled in both LAHS and LVA may participate in LHS clubs and extracurricular activities such as athletics deemed appropriate by the LHS principal, and/or athletic director.

## Adequate yearly progress- LAHS

**Adequate yearly progress-** Students must maintain Adequate Trimester Progress (ATP) in order to remain in the LAHS. In order to be classified as having met ATP, students must earn at least one (1) credit every trimester and four (4) credits every year. Students who fail to make ATP and are at least 17 years of age will be moved to warning. Students placed on warning receive a letter home, 1-1 conference that includes student/family/involved school stakeholders (mentor). Students who fail to meet ATP expectations after two trimesters and who are at least 18 years of age will be subject to removal from LAHS. Before being withdrawn from the program, students and families are notified and a re-evaluation meeting can be scheduled to determine if being dropped is the next appropriate action.

## Assessments- LAHS & LVA

All quizzes and tests will be taken on site unless exceptions are made for individual student situations. Students that carry 70% or a higher grade are exempt from the exam for Graduation Alliance courses. Edgenuity, and MiVirtual assessments are specific to the enrolled course and will have varied methods of assessments, weights, and exam exemption expectations. Students enrolling in Edgenuity or MiVirtual courses should review the course assessment expectations prior to beginning the course.



## Attendance Procedures

### On-site attendance requirements

**Attendance Line:** 269-565-2453

All students will have an attendance plan detailing the times required to attend and work on their courses on-site at LAHS each week.

Students enrolled in Lakeview Alternative High School (LAHS) are required to attend in person unless otherwise noted as a 'virtual only' student.

*Students are required to attend in person three days a week for their assigned session time.*

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***Step one- Students who accrue their 11th unexcused absence in their first trimester of enrollment will be placed on warning and will receive a failing grade for all classes. Additionally, the student will be withdrawn from attending in-person sessions for the remainder of that trimester. Truancy will be reported at this time.***

***Step two- Students placed on warning will be allowed to return the next trimester in-person on probationary status. This occurs once a meeting has been held with the student, parent, LAHS principal, and mentor.***

***Step three- Students who accrue their 11th unexcused absence within their second trimester of enrollment will be withdrawn from in-person sessions, receive a failing grade for all classes, and will be enrolled in the Dropout Recovery program with truancy reporting.***

***Beginning their third trimester of enrollment, students will remain virtual to complete their graduation requirements. Students will maintain access to their mentor teacher and will be responsible for maintaining weekly communication with their mentor teacher via Zoom.***

***\*Students and parents may petition for re-entry into the in-person classes by scheduling a time to meet with Mrs. Olson and the student's mentor.***

### Excused Absences

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

These absences include:

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

## Unexcused Absences

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

## **Attendance while district is in a virtual learning environment K-12**

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

## **Bullying, intimidation, and harassment**

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

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

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

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

- Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- Causing a substantially detrimental effect on the student's or students' physical or mental health;
- Substantially interfering with the student's or students' academic performance; and

- Substantially interfering with the student’s or students’ ability to participate in or benefit from the services, activities, or privileges provided by a school.

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

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

### **Complaint Manager:**

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

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

## **Bus Conduct**

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

## **Centers and dual enrollment**

Students enrolled in both LAHS and LVA may additionally be enrolled in the Calhoun Area Career Center and/or KCC as deemed appropriate by the LHS principal, LHS counselor, and LAHS principal.

## **Complaint Procedures**

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

### Complaint Procedure

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

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

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

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

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

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

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

## **Counseling Services**

### *Vision Statement*

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

### *Mission Statement*

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

### Program Overview

Counselors make decisions concerning programming based on:

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

How does a student see a Counselor?

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

### Consultation/Collaboration

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

### Crisis Counseling

Meet immediate needs of students/families/school

### Referral (Outside Resources)

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

## **Informed Consent for Counseling Services**

The purpose of this document is to provide the LAHS and LVA students and parents with informed consent to the counseling services at LAHS and LVA. The counseling program assures that all students, regardless of individual differences, will acquire and demonstrate competencies in career planning and exploration, knowledge of self and others, and educational/career-technical development as they learn to live, work and learn over their lifetime. In partnership with other educators, parents or guardians, and the community, school counselors work to remove the barriers to student success. Our department is committed to servicing all students according to their individual postsecondary goals. In order for the counseling program to fulfill its mission, counselors will meet with students as needed throughout the school year. In some cases, counselors will facilitate the scheduling of any further appointments that may be needed. It is rarely the case that counselors will inform parents that any counseling appointments are

occurring. LAHS and LVA Counselors uphold the highest standards of confidentiality. To maintain confidentiality requires that all counselors will keep private any information that is shared with the counselor. Students may share that information with others as they wish, but counselors understand that the right to privacy still exists. LAHS and LVA Counseling Department recognize the legal rights and responsibilities of parents in doing what is in the best interest of their children. If the information of a student is requested by any community agency, the student and their parents will be asked to sign a release form. All students should know that there are exceptions where counselors are obligated to speak confidentiality without consent, including potential harm to one's elf or someone else, suspicion or abuse or neglect, or court order that requires testimony or student records. There may also be times when it is appropriate for a student's counselor to consult or collaborate with another professional. If it is in the best interest of a student, a counselor may inform a teacher, administrator, or another school professional of specific circumstances regarding a student. In these instances, only information absolutely pertinent to the situation will be shared. Students should be aware that any referral will involve sharing of information to ensure a seamless transition of support for the student. In all instances, any professional involved in consultation or collaboration with the LAHS or LVA Counseling Department will be reminded and expected to maintain the highest levels of appointments. These notes are stored in a securely locked drawer or a secure electronic file and are subject to the same rules of confidentiality as mentioned previously. These guidelines are set to inform parents, protect the best interests of students and adhere to the highest levels of best practices as set forth by the American School Counselor Association (ASCA).

## **Curricular and non-curricular club guidelines**

### Equal Access Act (20 USC 4017)

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

### Limited open forum

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

### Fair Opportunity

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

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

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

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

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

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

## **Dance Regulations**

Students enrolled in the LAHS must complete a Guest Student Application form (available in the main office) which will be reviewed by the LHS principal. Guest Student Application forms must be completed by the LAHS Principal prior to being submitted to the LHS principal for approval.

### Guests

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

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

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

## Discipline Procedures

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

- Step One: verbal warning and discussion with the student and coordinator
- Step Two: verbal warning, phone call home, and a plan to adjust behavior that may include removal from the day sessions for a period of time or until academic successes are reached
- Step Three: removal from the Tier 2, LAHS and placed into the Credit Recovery Program with Graduation Alliance Academic Coaches (Tier 4) – *Removal from in-person participation and continued enrollment through virtual, at-home support services*

## Driving and parking on school property

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

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

- Any and all vehicles driven to school must be registered in the office and accompanied with a sticker fee of \$5.00 per vehicle.
- Neither the driver nor any other person(s) is allowed to be in the car during the school day.
- Students are to park in designated areas. Violations will result in a \$20.00 ticket.
- Vehicles must be under control and driven safely on school property at all times.
- The maximum permissible speed is 15 m.p.h. or slower, as conditions may warrant.
- Students who drive and park on school property without a permit will be ticketed, and additional disciplinary measures may be imposed for violations of this rule.
- Careless driving, littering, and parking on school property where prohibited as reported by any school employee, whether during or after regular class hours or on weekends, will result in an automatic loss of this permit and/or further disciplinary action.
- The sticker must be purchased annually and placed on the front windshield, lower left hand (driver's side), and must be in clear vision for identification.

## Enrollment

### Steps in the enrollment process

1. Initiation of Enrollment
  - Student and LHS counselor discuss the possible appropriateness of the program.



2. LHS counselors or administration have initial meetings with students and initial communication with families about attending the LAHS.
3. If the student has an IEP:
  - LHS counselors will involve the student’s caseworker in these conversations from the beginning.
  - Student’s caseworker will convene an IEP as appropriate to consider a change of placement.
4. LHS counselor notifies the LAHS program principal of potential enrollment.
5. LHS counseling staff drafts a required course-taking plan for students to earn a diploma and forwards the Alternative Education EDP Application to the LAHS program principal.
6. LAHS program principal sets a meeting with student and parent/guardian to:
  - Outline program policies and expectations and have guardians and students sign off on those;
  - Draft attendance plan for on-site attendance, including the days and times of attendance;
  - Enroll students in the online curriculum; and
  - Schedule for the day to come in for one-on-one introductions to the Graduation Alliance interface and expectations of courses.

Requirements for students who enroll before the beginning of trimester two (2) of their senior year\*:

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

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

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

Some students may need a 5th year to complete their LAHS diploma. As long as LAHS students are making Adequate Trimester Progress, they will be allowed to return for a 5th year.

Students who haven’t completed the LHS diploma requirements by the end of the summer of their 4th year will be transferred to LVA at the beginning of their 5th year. Students who have yet to complete an Alternative Education Application will remain as LVA students seeking a full LHS diploma. 5<sup>th</sup> year students may transfer into LAHS after successfully completing the application; but may be waitlisted. Waitlisted students will continue to work virtually until an in-person spot

## Field Trips

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

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

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

## **Food Service**

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

## **Grading**

Students are permitted to take additional courses within the trimester if all six (6) courses have been awarded credit and there are at least four (4) weeks remaining in the trimester. Exceptions to this are in situations when an IEP or 504 reduces the student workload. Students that do not pass the assigned class within the trimester that it was enrolled in will receive an E. Classes taken for a second or third time within the same trimester will receive their highest grade for the class.

## **Head lice policy**

*(per the U.S. Center for Disease Control)*

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

Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. For further information, please visit:

<https://www.cdc.gov/parasites/lice/head/schools.html>

## **Illness or injury at school**

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

## **Immunizations**

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

#### 4 DTP - Diphtheria, Tetanus, Pertussis

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

#### 3 OPV/IPV

Primary series of three (3) given at least two (2) months apart. Booster given at least six (6) months after completion of primary series.

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

Both must be after the child's first birthday and given at least one (1) month apart. The second MMR must have been given after fifteen (15) months of age.

#### 3 Hepatitis B doses are required

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

#### **Recommended but not required:**

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

## **Medication**

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

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

- The [Request for Administration of Medication form](#) must be signed by the student's parent/guardian and filed with the building principal or his designee.
- Written instructions signed by the parent/guardian and the student's physician must be furnished and shall include:
  - Student's name, address, telephone number
  - Physician's name, address, telephone number

- Date
- Pharmacy name, address, telephone number
- Name of medication
- Prescribed dosage and frequency
- Possible side effects
- Termination date for administering the medication
- Special handling and storage instructions
- The medication must be brought to school in a container appropriately labeled by the pharmacy. Refill of the medication is the sole responsibility of the student's parent/guardian.
- The designated school personnel will:
  - Inform appropriate school personnel of the medication;
  - Keep a record of the administration of the medication;
  - Keep the medication in a secured storage area; and
  - Return the unused medication to the student's parent/guardian.
- The student's parent/guardian assumes responsibility to immediately inform the building administration or his/her designated representative in writing of any change in the child's health affecting the dispensation of medication or any change in the medication, including the discontinuation or modification of the medication.
- The student's parent/guardian is responsible for instructing their child to appear for dispensation of the medication at the scheduled time, and the student is responsible for presenting themselves on time and for taking the prescribed medication.
- A record shall be maintained that indicates the time/date of medication and the amount of medication administered, and except in the case of emergency, two adult witnesses must be present. The adult designated to administer medication shall sign this form.
- Students who are able to self-administer specific medication (e.g., inhalers) shall be permitted to do so provided all of the following conditions are satisfied:
  - In the case of prescription medication, a physician provides a written order for self-administration of the medication;
  - For prescription or non-prescription medication, there must be written authorization for self-administration of medication from the student's parent or guardian unless the student is emancipated;
  - The student has developed a plan between the parent/guardian, student, and the building administrator for general supervision of self-administration of medication;
  - Building administrators and appropriate teachers are informed that the student is permitted to self-administer medication; and
  - The medication is transported to school and maintained exclusively under the student's control. Students permitted self-administer medication shall not convey, transfer, or distribute the medication to other students. Students violating this condition will be subject to disciplinary penalties as specified in the Code of Conduct.

## **Moving or withdrawing from Lakeview**

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

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

## **Special Education**

Prior to enrollment, students with IEPs will be reviewed. Students that receive special education services will be given the appropriate level of support.

Curriculum may be adjusted based on IEPs based on the Graduation Alliance Accommodations form.

## **Technology**

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

Students may request home wireless access using hotspot technology.

## **Transportation**

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

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

### General Rules

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

### Conduct on the bus

- Be respectful and follow the directions of the driver at all times
- Stay seated facing the front with feet on the floor
- Keep all parts of their bodies inside the bus and out of the aisles
- No use of abusive or profane language or gestures

- Speak only in conversational voices and remain quiet at all railroad crossings and locations designated by the driver
- No eating, drinking, or chewing gum
- No throwing objects inside the bus or out of the windows
- Be responsible for the damage they cause to school buses and personal or public property
- A Student responsible for property damage will be denied bus privileges until such damages are repaired, and if cost is involved, such repairs must be paid for in full. A minimum bus suspension may still apply
- Keep all pop cans, plastic bottles & food items in a closed lunch bag/backpack
- Keep toys or special items for school projects packed safely for bus transport
- Headsets/headphones are not permitted during loading, unloading, or while crossing any roadway or driveway
- Enter and exit the bus only by the front door, except in an emergency or when directed by the driver

### Prohibited Items

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

### Cell Phones/Cameras/Recording Devices

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

### Route/Bus stop changes

All requests for route or stop changes should be directed to the Transportation Department at 269-565-2490. Drivers may not make changes to bus routes without the Transportation Director's approval.

### Procedures for waiting for the bus (AM)

Parents are responsible for the following:

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

### Safe riding instructions

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

### Loading/Unloading the bus

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

### Crossing Procedures

When crossing the street:

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

### Discipline Procedures

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

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

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

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

Lakeview School District  
Transportation Department  
269-565-2490

## **Weapon-free school zone policy**

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

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

## **Weather emergencies and drills**

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

### Severe weather terms

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

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

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

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

During a "**Warning**"

- Pupils will not be sent home but will be kept in their respective buildings and stationed in designated "safe areas" until the warning is lifted;



- If the warning is received during the time busses are loading, pupils will be returned to the buildings until the “All Clear” is announced;
- Parents are asked not to telephone the school or drive to buildings during the “Warning” condition because of the need to keep lines of communication open; and
- Parents are urged not to pick up students during a warning because students are required to remain in a designated tornado shelter area.

## Visitors in school buildings and on school grounds

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

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

### Contractors and school guests

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

### Classroom Visitors

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

*When parents and community members make arrangements to visit a classroom, they must follow these guidelines:*

- Visitations will not be scheduled during exams or test times.
- Parents are to be quiet observers and should not create a disruption to the learning process.
- No visitor will videotape or take pictures of students in the classroom because it may violate the privacy rights of students.
- Any visitor comments or concerns are to be discussed with the teacher when students are not present. Visitors are encouraged to meet with the teacher and/or principal during non-instructional hours to discuss the observation and ask questions.

## Volunteers

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

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

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

Should the results of the background check reveal previous felony involvement with law enforcement/the justice system, the prospective volunteer will be notified that they are ineligible to work with students. It is at the discretion of the Superintendent, or their designee, to permit individuals with a misdemeanor charge/conviction to volunteer to work with students. Prospective volunteers who do not meet the established threshold will be required to have ICHAT, PSOR, OTIS, and NSOR searches completed prior to working with students. Information from these sources that reveal any history of a misdemeanor or felony offenses may require the prospective volunteer to complete a criminal background check conducted via LiveScan fingerprinting, completed at their own expense, the results of which will be handled as described above, prior to working with students.

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

## **Work Permits**

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

# **Graduation Requirements, Credit Earning, and Transcripts**

## **Graduation Requirements\***

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

*Michigan High School Graduation Requirements (18 credits)*

Subject	Credit Amount	Required Courses
English / Language Arts	4.0 Total	4 Courses As Determined By Students EDP
Mathematics	4.0 Total	Math Courses Listed Below
	1.0	Algebra 1
	1.0	Geometry
	1.0	Algebra 2
	1.0	Additional Math or Math-related Course
Science	3.0 Total	Science Courses Listed Below
	1.0	Biology
	1.0	Chemistry, Physics or Anatomy
	1.0	Any third Science Credit
Social Studies	3.0 Total	Social Studies Courses Listed Below

	1.0	World History
	1.0	US History
	0.5	Economics
	0.5	Civics
<b>Health and Physical Education</b>	<b>1.0 Total</b>	<b>Health/PE Courses Listed Below</b>
	0.5	Health
	0.5	Physical Education
<b>Visual, Performing, Applied Arts</b>	<b>1.0 Total</b>	<b>Any Course That Meets The State of Michigan's VPAA Requirements</b>
<b>World Languages</b>	<b>*2.0 Total</b>	<p><b>Any Course That Meets The State of Michigan's World Language Requirements</b></p> <p>* Both credits must be of the same language OR students may satisfy the second credit by completing a CTE program or taking an additional VPAA course</p>
<b>Additional Elective Courses</b>	<b>*1.0 Total</b>	<b>Based On Date Of Enrollment, Students May Have to Complete The Following Courses:</b>
	<b>*0.5</b>	<b>Adult Roles and Responsibilities</b>

	<b>*0.5</b>	<b>Any Career Pathways Course</b>
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\*Please see the Course Description Guide for a list of possible modifications to graduation requirements.

## High school credit from middle school

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

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

## Non-traditional credits

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

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

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

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

## Grade point average

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

## Public secondary school

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

## Non-public secondary school

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

## Home School

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

- If the parent has registered as a homeschool with the Intermediate School District or other such governmental agency and has used curricula from a homeschooling program through an accredited institution, credit(s) will be given based on the transcript received from that accredited institution. A copy of the homeschooling curriculum, course offerings, course descriptions, and grading requirements may also be required.
- If the parent has not registered as a homeschool with the Intermediate School District or other such governmental agency, credit(s) will be given based on the student’s ability to score 77% or higher on the Lakeview High School final exam for each course studied in the home school program.

## Correspondence secondary schools

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

## Earning college or university credit

### Early Entry

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

### Dual Enrollment

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

Students are eligible to dual enroll if they:

- Have principal approval
- Are enrolled in at least one high school course
- Have taken and received a qualifying score on at least one of the following tests:
  - MME
  - ACT
  - SAT

- Compass
- Accuplacer
- EXPLORE
- PLAN
- PSAT

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

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

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

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

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

## Grade point average calculations

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

Non-AP Courses	
Grade/Honor Point	
A+, A	4.0
A-	3.67
B+	3.33
B	3.0

B- 2.67
C+ 2.33
C 2.0
C- 1.67
D+ 1.33
D 1.0
D- .67
E 0

## Standardized testing guidelines

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