

# Elementary Student Handbook



# Lakeview

SCHOOL DISTRICT

2025-2026

Dear Students and Parents:

This Elementary Student/Parent Handbook is prepared for your benefit. Its primary purpose is to acquaint you with the elementary schools of the Lakeview School District, their instructional programming, operations, and regulations. We hope that you will take an active part in your school program.

Best wishes for a happy and successful year in elementary school!

**Minges Brook Elementary School**

**Heather Fausey, Principal**

435 Lincoln Hill Drive

Battle Creek, MI 49015

269-565-4500

hfausey@lakeviewspartans.org

**Prairieview Elementary School**

**Amber Miller, Principal**

1675 Iroquois Avenue

Battle Creek, MI 49015

269-565-4600

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**Riverside Elementary School**

**Tara Rice, Principal**

650 Riverside Drive

Battle Creek, MI 49015

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**Westlake Elementary School**

**Michelle Lamb, Principal**

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## Lakeview School District Telephone Numbers

<u>Administrative Offices, Board of Education, 15 Arbor Street</u>	<u>Phone Numbers</u>
Board of Education	269 565-2421
Office of Superintendent	269 565-2421
Business Office	269 565-2424
Communications	269 565-2406
Child Care	269 565-2405
Curriculum and Instruction	269 565-2413
Human Resources	269 565-2412
Japanese School	269 565-4516
Food Service, 300 S. 28 <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>

# INTRODUCTION

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

We believe deeply in the dignity of children and building their resilience for their whole lives to to serve both their academic and social-emotional needs. Maintaining all of these things is the goal while supporting the school environment so that our students can be ready to learn. 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.

## Resilience

### **Resilience Support**

#### **Mission**

Lakeview students and staff will exhibit behaviors that are socially, emotionally, mentally, and physically beneficial to themselves and others.

#### Classroom Lessons – Tier 1

Classroom lessons are facilitated by the teacher/resilience coach to address Social/Emotional based skills as outlined by the Michigan CASEL (Collaborative for Academic, Social and Emotional Learning) Competencies through the Michigan Department of Education.

#### Small Group Resilience Support – Tier 2

Groups are designed to offer additional learning around social and emotional behaviors. This is based on SWIS referrals, social/emotional screeners, and/or teacher and guardian input.

#### Individual Resilience Support – Tier 3

Students may be individually supported if additional learning around social and emotional behaviors is needed. This is based on SWIS referrals, social/emotional screeners, and/or teacher and guardian input.

## Counseling Services

### Crisis Counseling

If a student or family has an immediate need, the Summit Pointe Crisis Team may be called to support.

### Referral (Outside Resources)

Elementary buildings do not have counselors. Sometimes students and families are in need of more intensive services. We help students and families find outside agencies to meet such needs when appropriate.

## 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.

### Academic Education

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

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

Student speech is protected by the First Amendment of the Constitution. Students have the right to express themselves openly on school premises about a matter of social, political, and religious importance. 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 there by students**

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

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

### **Students**

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

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

### **Seizure of property**

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

## **Students and law enforcement**

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

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

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

## Video monitoring systems

A video monitoring system may be used on school 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 (alphabetical)

### Attendance Procedures

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

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

#### Exempted Absences

- School authorized non-chargeable absences, field trips, school-sponsored athletic and co-curricular events, ceremonies in which the student is being honored, etc.
- Court-ordered appearances with documentation
- Funeral for an immediate family member, relative, or close friend
- Suspension
- Chronic illness with documentation
- Religious holidays
- Approved family vacations

#### Excused Absences

- Excused absences are those absences that are satisfactorily explained by the student's parent or guardian. These absences include:
  - Illness
  - Medical appointments
  - Other absences satisfactorily explained by the parent/guardian and approved by the administration

#### Unexcused Absences

Unexcused absences are those absences 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.

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

## Dismissal of students

To ensure the safety of all students, students leaving school during school hours must be signed out by the school office. Students may only be dismissed from school with approval from the principal's office. Early dismissals between 3:00 and 3:25 p.m. will not be permitted without a written note from a doctor's office. The principal or designee will determine that the person requesting the dismissal is the parent or person who has the authority (listed as an emergency contact) to make the request. School staff members cannot dismiss students to any person directly. Parents or parents' designee will not be permitted to go to the classroom to pick up a student from school but shall meet the student at the school office (elementary). In order to retain the learning environment and accommodate last-minute information prior to dismissal, **parents are discouraged from signing out their child from school prior to regular school dismissal time**. Students being consistently and/or excessively dismissed early may result in a truancy referral.

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

## Bullying, intimidation, and harassment

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

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, 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 the orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that 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 student's 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 member. Anonymous reports are also accepted by phone or in writing.

### **Complaint Manager:**

Wendy Meyer, Director of Student Services and Communications / Title IX  
 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.

Lakeview Transportation Department - 269-565-2490

### **Cell phones and electronic devices**

Students may not be in possession of, or use, cell phones, smart watches, or cell phone-sized electronic devices (including MP3 players) during class time, including when in the hall on a pass during class time. Students may bring larger tablets or E-Readers to class with prior approval from their teacher to be used for educational purposes only. The lockers in the elementary schools do not have locks, and therefore electronic items are the responsibility of the student and not the school.

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

- Headphones are being used with school-issued computing devices;
- Teachers have given students explicit permission to use headphones with that device on that day;
- Headphones are corded. Bluetooth headphones are not permitted because there are no school-issued computing devices with Bluetooth capability; and
- Other uses of headphones will be considered violations of this policy.

Students found to have a disallowed electronic device or who are misusing headphones will have the device confiscated, and the parent will have to pick up the device from the office. Students refusing to give their devices to an adult will be disciplined.

## **Complaint Procedures**

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

### *Complaint Procedure*

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

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

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

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

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

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

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

## **Field Trips**

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

All students who wish to attend a field trip must receive written permission from a parent or guardian with 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;
- Behavior or safety concerns;
- Denial of permission from administration; and
- Other reasons as determined by the school.

## Food served as classroom snacks

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

- The foods selected should not be the potentially hazardous type that need to be kept cold (<45 degrees F.) or hot (>140 degrees F.) in order to be safe;
- Commercial products (those purchased ready-to-eat from a store) are recommended because the ingredients are identified. The cost is greater, but so is the safety factor; and
- Baked goods prepared at home may be brought into school settings and distributed to students, provided the following conditions are met:
  - All baked goods are prepared using good hygienic practices, especially hand washing prior to preparation.
  - All baked goods must be individually wrapped prior to being brought onto school property.
  - If something like a sheet cake is brought into school, a responsible adult shall portion and distribute the food to students in a sanitary manner. It is recommended that plastic gloves are used while serving, and disposable plates and cutlery are used when cutlery is needed.
  - Avoid unwrapped foods of any type that are to be dispensed or served from a common container by anyone other than a responsible adult following good hygienic practices. For example, avoid bowls of popcorn or stacks of cookies on plates where students have free access to the food.
  - Everyone involved in serving or eating food served in the classroom must wash his or her hands adequately before consuming food. Hand washing facilities must be accessible and provided with hot and cold running water, soap, and an approved means of hand drying (paper towels or hot air dryers).
  - Use appropriate utensils, napkins, gloves, etc., to handle food when possible in order to minimize handling the food directly.
  - Consider providing special food/treats to students at times when they are consuming other foods (i.e., lunch). This would facilitate hand washing (wash hands only once) and the serving of food (someone is serving other food anyway).
  - Most importantly, hot and cold water, soap, hand towels, and adequate time for hand washing must be provided if there is to be any reasonable chance of preventing communicable diseases of all kinds. Complete procedures for Safe Food Handling on District Property are available in the school office.

## **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>

## **Homework**

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

## **Illness or injury at school**

Students should report all injuries and illness to a teacher or to the office. If the student is unable to complete the day, a call home to parent/guardian will follow. If an accident occurs, an "Accident Report" must be filled out at the time of the accident. In case of injury, the office will contact the parent or emergency contact person.

## **Immunizations**

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

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

Primary series of three given at least two months apart. Booster given at least six months after completion of primary series. An additional dose of T.D. adult is required for a child aged thirteen or older who has not had a dose in the past ten years.

### *Three OPV/IPV*

Primary series of three given at least two months apart. Booster given at least six months after completion of primary series.

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

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

### *Three Hepatitis B doses are required*

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

**Recommended but not required:**

- The Fifth dose of DTP
- The Fourth dose of OPV/IPV
- Haemophilus Influenza Type B (HIB)
- Vision Screening
- Tuberculin Test
- Hearing Test
- Dental Checkup

## **Loss or destruction of school property**

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

## **Lost and found items**

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

## **Medication**

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

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

- The [Request for Administration of Medication form](#) must be signed by the student's parent/guardian and filed with the building principal or his designee.
- Written instructions signed by the parent/guardian and the student's physician must be furnished and shall include:
  - Student's name, address, telephone number;
  - Physician's name, address, telephone number;
  - Date;
  - Pharmacy name, address, telephone number;
  - Name of medication;
  - Prescribed dosage and frequency;
  - Possible side effects;
  - Termination date for administering the medication; and
  - Special handling and storage instructions.

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

## **Moving or withdrawing from Lakeview**

If you move out of or withdraw from the Lakeview School District during the school year, you need to obtain a Student Exit form from the office. 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.

## **Nursing services**

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

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

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

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

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

## **Recess**

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

The children will not go outside for recess when the temperature is zero or below. When the temperature is above zero, elementary school personnel will make the decision whether or not to go outside at recess. All students are expected to go outside for recess and, therefore, need to dress appropriately. If a child is well enough to be in school, unless they have a written statement from a physician, the expectation is that they will participate in outdoor recess.

## **Retention**

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

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

## **Safety Patrol**

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

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

## **School Insurance**

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

## **Student lockers, coat racks, desks, and valuables**

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

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

## **Transportation**

### 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 your feet on the floor
- Keep all parts of their bodies inside the bus and out of the aisles
- No use of abusive or profane language or gestures
- Speak only in conversational voices and remain quiet at all railroad crossings and locations designated by the driver
- No eating, drinking, or chewing gum
- No throwing objects inside the bus or out of the windows

- Be responsible for the damage 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 ensuring their student arrives at the bus stop ten (10) minutes before 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; and
- 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; and
- 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; and
- Never cross behind the bus.

### Procedures for parents waiting to receive student(s) at the end of the day

- Parents are responsible for arriving at the bus stop ten (10) minutes prior to their student's drop-off time;
- Students whose parents are repeatedly late will lose bus privileges;
- It is the parent's responsibility to monitor their child's behavior at the bus stop;
- Show respect for the property and towards other people sharing the bus stop;
- No littering, no excessive noise, no trespassing, and no harassing wildlife or animals kept on the property;
- Leave the area of the bus stop promptly after the bus arrives as not to inconvenience the homeowner; and
- Any concerns regarding bus procedures or student behaviors should be directed to the Transportation Department instead of keeping the driver from continuing on their scheduled route.

### Discipline Procedures

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

Discipline steps could include reassignment of seating, verbal & written warnings, bus suspension, and telephone calls to family or 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**," students will not be sent home but will be kept in their respective buildings and stationed in designated "safe areas" until the warning is lifted.

- 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

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 asked to leave refuses, the police would 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 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.

## **Standardized testing guidelines**

*MDE March 1, 2018 Letter to Parents:*

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

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