

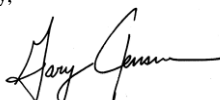
Dear Student and Parent:

Welcome to the 2011-12 school year at Lakeview High School! We are excited and fortunate to begin the school year with your children. We invite you to share our vision of excellence and become involved in the activities and opportunities available at Lakeview High School.

This student handbook has been prepared to guide you through your high school experience. We want both students and parents to understand the policies and procedures that are in effect at Lakeview High School. Each student will receive a copy of the handbook and is responsible for its contents. Read it carefully with your child and keep it handy for ready reference throughout the school year. At Lakeview High School, we believe strongly in the combined involvement of parents and students working together with the school.

“As students learn today, they will lead tomorrow.” We urge each student to take advantage of our programs and perform to the best of his or her ability everyday. If there is ever anything we can do to help you, please do not hesitate to ask. We wish each student and parent an excellent 2011-12 school year.

Sincerely,



Mr. Tom Wilcox

Principal/WAY Program Coordinator

Assistant Principal/Athletic Director

Lakeview High School
9800 Youngman Road, Lakeview, MI 48850
Phone: 989-352-7221 Fax: 989-352-6320
Mr. Gary Jensen, Principal/WAY Program Coordinator
Mr. Ronald Pincumbe, Principal of Student Affairs/ Athletic Director
Mrs. Kathy Marshall, Counselor
Mrs. Cindy Helmer, Administrative Assistant
Mr. Randy Snyder, Administrative Assistant

All administrators, teachers, and staff members of the high school are vested with legal authority to enforce the policies set forth by the Board of Education. Refusal on the part of students to respect this authority at all school functions shall be considered as insubordinate conduct and dealt with accordingly.



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Make it MCC

For assistance and information,
visit our website www.montcalm.edu
call 989-328-1277
or email admissions@montcalm.edu



LAKEVIEW HIGH SCHOOL

“Lakeview High School, with community support, provides quality education for all learners.”

A Graduate of Lakeview Community Schools will be:

- A person who is a lifelong self-directed learner.
- A person able to apply knowledge in diverse situations.
- A person who is creative and innovative.
- A collaborative worker who is skilled in problem solving and decision making for successful living.
- A caring, sensitive, and flexible person who is able to function as a member of a diverse community and global society.
- A person able to communicate effectively in written, visual, and spoken language.
- A person who develops a lifestyle conducive to physical and emotional well being.

MISSION OF THE LAKEVIEW COMMUNITY SCHOOLS

Our mission is to achieve quality education for all learners through teamwork.

In pursuit of this mission, the Lakeview Community Schools will...

- Develop responsible citizens through fostering healthy character
- Create effective community-school communication
- Provide necessary resources for quality staff programs and facilities
- Develop and maintain a safe and secure learning environment
- Provide many educational opportunities for life-long success
- Foster excellence in all curricular areas

CENTRAL OFFICE ADMINISTRATION

Mr. Kyle Hamlin, Superintendent

Mrs. Kari Paulen, Human Resources Supervisor/ Board of Education Admin. Asst.

Mrs. Tricia Root, Accounting Supervisor

Board of Education

Daryl Johnson, Jeff Davis, Dave England, Jack Jeppesen, Ed Jonaitis,
Tim Rasmussen, Tim Reed

Lakeview Community Schools believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

Please check our web page (www.lakeviewschools.net) for more information regarding parent relations policies; (9250 – Relations with Parents, and 2112 – Parent Involvement in the School Program).

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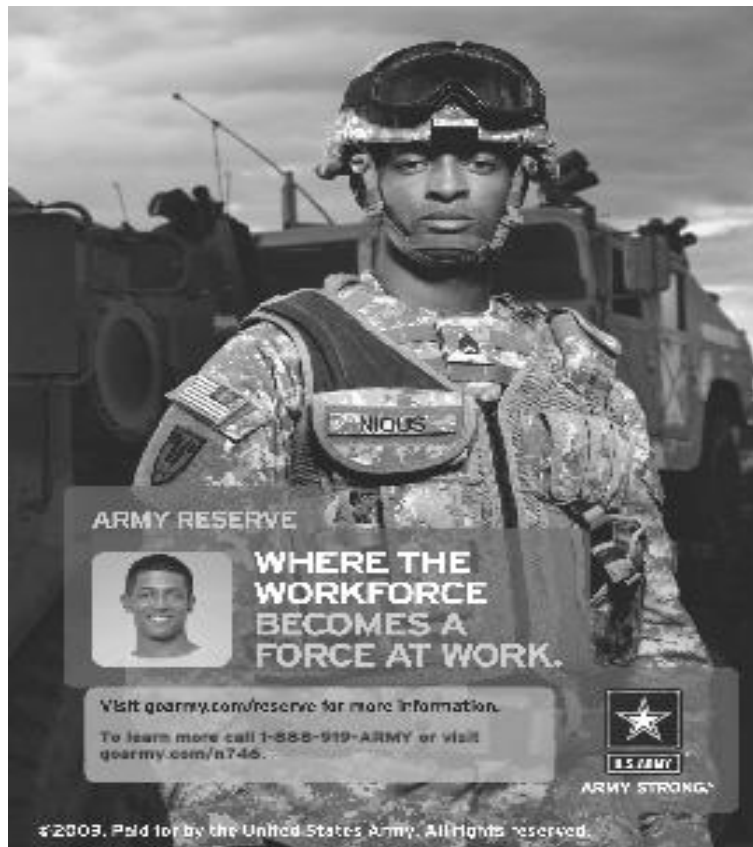
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**DAILY CLASS SCHEDULES for 2011-12 WILL BE POSTED ON
OUR HIGH SCHOOL WEB PAGE – www.lakeviewschools.net.**

NON-DISCRIMINATION POLICY

The Lakeview Community School District does not discriminate on the basis of race, color, national origin, gender, age, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

**Mr. Gary Jensen, Lakeview High School, 9800 Youngman Road,
Lakeview, Michigan 48850
989. 352.7221**



ACADEMIC INFORMATION

GRADE CLASSIFICATION: Students will be classified according to their year of entry as freshmen into high school. Students may be moved ahead or back based on number of credits earned.

CREDITS NEEDED TO GRADUATE - REVISED FOR 2011-2012			
<p>The number of credits needed to graduate is calculated using this formula: <u>The number of credits possible in 4 years with no failures minus 3 credits.</u> Lakeview High School has had 3 different schedules in the past 4 years, ranging from 7.5 credits per year to 9.0 credits per year and now moving to 6.0 credits per year. The number of credits needed for each graduating class is different and is shown below.</p>			
SENIORS - CLASS OF 2012		JUNIORS - CLASS OF 2013	
Grade Level	# credits possible	Grade Level	# credits possible
9th	7.5	9th	9
10th	9	10th	9
11th	9	11th	6
12th	6	12th	6
Credits Possible	31.5	Credit Possible	30
minus 3 credits	28.5	minus 3 credits	27
CREDITS NEEDED TO GRADUATE	28.5	CREDITS NEEDED TO GRADUATE	27
SOPHOMORES - CLASS OF 2014		FRESHMEN - CLASS OF 2015	
Grade Level	# credits possible	Grade Level	# credits possible
9th	9	9th	6
10th	6	10th	6
11th	6	11th	6
12th	6	12th	6
Credits Possible	27	Credits Possible	24
minus 3 credits	24	minus 3 credits	21
CREDITS NEEDED TO GRADUATE	24	CREDITS NEEDED TO GRADUATE	21

In all cases, it is the responsibility of the student to periodically check with the appropriate counselor regarding the satisfactory progress and completion of all graduation requirements.

GRADUATION REQUIREMENTS: Graduation is held once each year approximately in June. Seniors must satisfactorily complete the minimum (or more) units of credit for their graduating class to be eligible for participation in graduation exercises and to receive a diploma. Students must be enrolled and earn credits at LHS for two semesters preceding graduation.

THESE COURSES ARE REQUIRED FOR GRADUATION:

4 English Credits

English 9 A/B
 English 10 A/B
 English 11 A/B
 English 12A
 English 12B

3 Science Credits

Biology A/B or Intro to Bio A/B
 Earth Science
 Geophysical Science
 Chemistry A/B or
 Concepts of Chem and Concepts of Physics

4 Math Credits

Algebra 1 A/B
 Geometry A/B
 Algebra 2 A/B
 Sr. Math Cr.

3 Social Studies Credits

US History A/B
 World History/Geography A/B
 Government/Economics

Additional Requirements

Physical Education
 Health
 English 11/ ACT Prep

WORK-BASED LEARNING

- The State of Michigan no longer allows in-school placements unless the placement is part of a course with a curriculum, assessments, and grading. Under no conditions are students allowed to be placed as office aides.
- Out-of-school placements are “paid trainees”. These students may be released up to two periods each trimester in their junior and/or senior year to earn credit as they work. They can earn no more than a total of six credits for a school-to-work placement. These students must report to their job in the hours released and must work hours equivalent or beyond their release time. The job placement must relate to the student’s Individual Educational Plan and the student must be taking a related class in all trimesters in which he/she is enrolled in a work-based learning course.
- All employers of paid trainees must meet all state requirements and the job placement must be approved by the school-to-work coordinator before the student can register for the course.
- Students must complete relevant safety training and all paperwork must be completed before starting in the placement.

TRANSFER OF CREDITS

Students who enter Lakeview High School from another school will be placed at a grade level by the counselor based upon an examination of the transcript. It should be noted that the Michigan State Board of Education maintains the following standards:

- Instruction must be given by certified teachers in each core area.
- Curriculum must be comparable to the State Core Curriculum.
- Students must be provided with a minimum of 1098 hours of instruction.

Credits for students transferring in from other public, private, or charter schools which meet the above standards will be accepted with an official transcript.

Students who transfer in from home schools or private schools that do not meet the above standards (as in religious schools where work is done with packets and teachers certified in each core area are not available) will have credits accepted as follows:

- Elective classes will be accepted and entered on the transcript as Credit/No Credit
- Grades from core classes (English, math, science, social studies) will be held for a minimum of one trimester while the student completes appropriate grade

level core classes at Lakeview High School. When the student has demonstrated basic competence in the core subject areas by earning grades of at least a C-, credits from the home school or private school will be entered on the Lakeview transcript as Credit/No Credit.

"TESTING OUT" OF HIGH SCHOOL CLASSES

The State of Michigan mandates that high schools provide students a method of "testing out" of classes. This allows students who already have knowledge or skills taught in specific high school classes to show mastery in those subject areas.

- All students have this opportunity to "test out" of classes except for Government.
- Students may not "test out" of a class once they begin that class.
- "Testing out" allows a student to go on to higher levels or additional courses available to them.
- Students must exhibit mastery of course content by attaining a grade of C+ or better on a comprehensive final examination.
- Students may also be required to demonstrate mastery through basic assessments used in the class, which may include, but are not limited to; portfolios, performance, papers, projects, and/or presentations.
- Credit earned for "testing out" of classes may apply toward the credits required for LHS graduation.

Credit earned will be based on successful mastery of the required assessment and recorded as "pass" or "satisfactory". The student's cumulative grade point average will not be impacted. Credit will be accepted as fulfillment of a requirement in a course sequence. **Once credit is granted by "testing out", a student may not receive credit for a lower course in that course sequence.**

1. Parents and students can get further information and registration forms in the LHS Principal's Office.
2. There is no charge to students for "testing out."
3. Parents and students can request course information and register in May for scheduled testing in June.

DUAL ENROLLMENT PROGRAM

The State School Aid Act contains a provision that directs school districts to assist students in paying tuition and fees for courses at Michigan public or private colleges or universities, if all of the following conditions are met:

1. Students in grade 11 or grade 12 have taken the entire PSAT or PLAN test and are endorsed in one or more subject areas in which they wish to dual enroll. Also, students in grades 11 or 12 may take courses in subjects for which there are no endorsements, such as computer science, philosophy, religion, career and technical prep programs, and foreign language courses not offered by the school.
2. Students must be enrolled in both the school district and a post-secondary institution during the local school district's regular academic year and must be enrolled in at least one high school class.
3. Students must enroll in college courses not offered by the district. An exception to this could occur if the Board of Education determines that a scheduling conflict exists which is beyond the student's control.
4. The college courses cannot be a hobby, craft, or recreation course, or in the subject areas of physical education.

School districts are required to pay the lesser of (a) the actual charge for tuition,

mandatory course fee, materials fees, and registration fees; or (b) the state portion of the students' foundation allowance, adjusted to the proportion of the school year that student attends the post-secondary institution.

Parents may obtain information concerning procedures and guidelines in the LHS Guidance Office where the dual enrollment process begins. **Please note** that if the state changes these guidelines, the program at Lakeview High School may be altered.

Other LHS considerations:

1. Students requesting high school credit must follow specific timelines and procedures.
2. Student-athletes with fewer than five LHS classes must follow specific procedures.
3. Students with a high school G.P.A. of 3.0 or lower or students who have not completed (or passed) a previous college class may have a counselor/parent/student meeting to determine readiness for college enrollment.
4. Students may not take college courses if those course times conflict with their high school schedule.
5. Students must weigh the advantages and disadvantages of Dual Enrollment considering the fact that, although they may choose to take a course both for high school and university credit, some universities will not accept transfer credit if the student takes the course for high school credit.

EARLY HIGH SCHOOL COMPLETION

Some students may wish to finish their high school requirements and terminate their attendance early. These students should consult with their counselor when they begin to consider early completion. Those students who have **NOT** passed the MME are encouraged to remain at LHS until their class graduates and take courses that might improve their educational background. All regular LHS graduation requirements must be met for early high school completion.

Certain procedures must be followed:

1. The student should write a letter to the high school principal requesting early completion and stating the reason for the request.
2. Upon receipt of the letter, the principal will write a letter to the parents listing the required procedures to follow for diplomas, graduation, and related activities. A parent signature is required on the letter if the student is under the age of 18 at the beginning of the semester.

Further information and the complete list of procedures can be obtained in the Guidance Office.

SCHEDULING

Minimum Class Load: In order to meet current state guidelines, students must be enrolled full time. Approved programs of co-op or work experience count toward the requirement.

Schedule Changes and Adjustments: The student and the parent/guardian must request all student-initiated schedule changes. Such requests to drop or add a course must be made to the appropriate counselor before the end of the first full week (five days) of the semester. Students **MUST** follow their present schedules until change requests have been completed and officially approved.

Schedules may be changed if:

- Student schedule is not complete.

- Student has duplicate courses that may not be repeated.
- Senior needs class (es) for graduation.
- Student has completed course in summer school or has "tested out."
- Student has been accepted into a special program, co-op job, college class, etc.

Schedules will not be changed for the following reasons:

- Student preference for lunch period.
- Student preference to be with friends.
- Student preference for a different period or semester.
- Student changes mind about taking a course.

The principal must approve any exceptions to these guidelines.

GRADE REPORTING

The school year is divided into two semesters, each lasting 18 weeks. Report cards are mailed to the home address at the end of each semester and progress reports will be dispersed at conferences at the semester mid-point. Students who receive an "I" (incomplete) will not be listed for the Honor Roll.

GRADING SYSTEM: Academic achievement will be reported by the following system:

	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- = 0.67
	F = 0.0	

A = Excellent Progress

B = Good Progress

C = Fair Progress

D = Unsatisfactory Progress

F = Failure

IN = Incomplete

CR = Credit

NC = No Credit

CREDIT/NO GRADE (SENIORS ONLY): The following guidelines for taking a course on a Credit/No Grade basis include the following:

A Senior may take one course each trimester.

- The course **CANNOT** be required for graduation.
- Consent and written permission must be obtained from parents, and the principal, along with the acknowledgment of the course instructor.
- Students may decide to choose this option from the beginning of the semester, but **MUST** make this decision no later than 10 days of the beginning of the semester.
- For Credit/No Grade in full year classes, students must apply each semester they choose this program.
- **Students in this program shall attend all scheduled classes**, take all tests and quizzes, and hand in all required work. If – in the judgment of the teacher – the student is not putting forth the effort to show serious purpose, the student will be warned, the principal will be informed, and a letter will be sent to the parents. Continued lack of effort will result in student being removed from the credit/no grade program and appropriate letter grade will be given.
- At each grading period, the student will receive a report card with a letter grade. **At the end of the semester, the grade will be changed to a "CR" if a passing grade has been earned or to "NC if the student has failed the class.** Once credit/no grade has been selected, the student cannot opt for a letter grade (ex: A, B, C) at the end of the semester.
- It remains the responsibility of the student to evaluate the program in terms of college. Interested and qualified students should contact the Guidance Office for forms and further instructions.

ACADEMIC RECOGNITION

HONOR ROLL: The Honor Roll recognizes academic achievement and is published each semester. To be eligible, students' grades must have a 3.0 semester grade point average. Students who receive an Incomplete (I) or an Unsatisfactory (U) grade(s) for the trimester will not be considered for the honor roll. Students must have a minimum of three graded LHS classes.

HONOR GRADUATES: Based upon 8 semesters, grade point average will be configured to recognize and honor those students completing their coursework at graduation ceremonies.

4.00-3.67- Highest Honors (gold-gold cords)

3.66-3.33- High Honors (gold-silver cords)

3.32-3.00- Honors (silver-silver cords)

NATIONAL HONOR SOCIETY: The National Honor Society (NHS) is a national organization created to recognize outstanding students. The purpose of NHS is to develop character, to promote leadership, to create an enthusiasm for scholarship, and to stimulate a desire to render service. A student with a cumulative grade point average of 3.40 by the end of the sophomore year is a candidate for the National Honor Society. By national rules, students do not apply for membership. Rather, names of eligible students are submitted to a faculty committee for evaluation. The faculty committee reviews these evaluations in order to make the final selection for membership. Consideration is given to each of the four qualities of character, leadership, scholarship, and service.

If a student is nominated and is interested in being considered for membership, the student must provide the following information:

1. A recommendation from two people that are not relatives. The recommendation form will be provided in the application packet.
2. Write a convincing essay explaining why a student should be chosen as a member of NHS.
3. Document examples of leadership.
4. Document examples of service.
5. An application packet providing further information will be available in May of the sophomore year.

WITHDRAWALS

Students who wish to withdraw from school or transfer to another school should notify the Counseling Office at least three days prior to transfer.

NCAA FRESHMEN ATHLETIC ELIGIBILITY

To be certified as a college freshman participant at the Division I level, the student must have successfully completed thirteen academic units including at least four in English and two in each of mathematics (including geometry), social studies, and natural or physical science. The three remaining units of additional academic credit must be one from mathematics, natural or physical science, and English; and two from courses in the previous areas, or from foreign language, computer science, philosophy, or non-doctrinal religion.

NCAA CORE COURSE REQUIREMENTS: A **core course** is defined as a recognized academic course designed to prepare a student for college-level work (as opposed to a vocational or personal-service course). Courses that are taught at a level below the high school's regular academic level shall **not** be considered core courses regardless of course content. To determine what are LHS core classes, students may pick up a copy of the **48-H FORM** in the Guidance Office or check out the Clearinghouse on line at www.ncaaclearinghouse.net. Lakeview High School's code is 232-260.

Division I and II G.P.A and ACT:

- **Division I:** Have a core-course grade-point average (based on a maximum of 4.000) and a combined score on the SAT verbal and math sections or a sum score on the ACT based on the qualifier index scale. (Index available in Guidance Office.)
- **Division II:** Have a combined score on the SAT verbal and math sections of 820 (if taken on or after April 1, 1995) or a 68 sum score on the ACT.

ATTENDANCE POLICY

Lakeview High School strives to provide all students the education and skills to be responsible, healthy, and productive citizens, prepared to compete in an ever-changing global community. In each class, students will be graded on a portion of their employability skills. Ten percent of each class will be dependent on employability skills. Students will have 6 absences to utilize throughout the semester as well as two tardies without losing their ten percent of each class. Students are encouraged to “save” these absences for absolute emergencies. Only the absences accrued from LCS Board of Education approved absences will be considered for “excused” towards the absence total for the semester. For example, if a student has a doctor approved note stating that a student will need to be “at home” for an extended period of time the student will need to make those arrangements ahead of time if possible.

“Presence in a classroom aids in instilling concepts of self-discipline and exposes a student to group interactions with teachers and fellow students. Such presence also enables a student to hear and participate in class instruction, discussion, and other related learning experiences. These and similar considerations are proper educational values which will not necessarily be fully reflected in test results. School authorities may determine that attendance, class participation, and similar factors are proper educational values bearing on a student’s academic achievement.” OAG No 541, p 738 (12-20-78).

ATTENDANCE INCENTIVES:

Students that meet the following criteria for both semesters may be eligible to receive positive rewards such as special field trips.

Required Parameters for Receipt of Attendance Rewards:

- A final grade of B- (80%) in each of the 6 classes at the end of the semester.
- AND two or fewer absences (of any type) in each of the 6 classes per semester.
- AND two or fewer tardies (of any type) in each of the 6 classes per semester.
- AND no discipline referrals, detentions included.

EARLY RELEASE FOR SENIORS:

Depending on the school calendar, State law, and the established date for graduation, seniors may be released prior to graduation commencement ceremonies.

Homebound Services

Students who face hospitalization or extended illness should contact the Counselor’s Office as soon as possible in order to request homebound services. Days of school missed by students after homebound services have started will not count against the attendance requirements. A doctor’s verification and completed homebound services application will be required for homebound services.

Responsibility for School Work

Students must notify teachers and administration in advance for pre-arranged excused absences. Students should request homework prior to departure and arrange time to make up missed tests or quizzes at a time that is acceptable with the teacher. Students attending school-related functions (ex: field trips, contests, athletic events), other than their normally scheduled classes, have the same responsibility for prearranged work.

Upon return to school from an absence (or school-imposed suspension/restriction), the work that was due on the day of the absence is due the day of return. If a student was absent due to illness, two days to complete make-up work for each excused absence may be granted by the teacher. Students, who have an extended illness of three days or more, should make arrangements with their teachers on an individual basis. Administrators and/or guidance counselors may assist in making arrangements. Please refer to teacher's course syllabi for specific classroom policies regarding make-up expectations. Students with unexcused absences may not have the option to make up work and/or may not receive full credit for missed coursework. For school-imposed student absences (suspensions), the student should see the Principal.

Trips/Vacations: Students are expected to be in classes while school is in session. There are generous vacation periods built into the school calendar, so vacations taken during school time are discouraged. Prior to a vacation or trip, parents should notify the Principals' Office in writing in order for the absence to be excused. Students will be responsible for making necessary arrangements for missed coursework with their teachers. Absences due to vacations or trips will count toward the six absences allowed per trimester.

Tardy Policy

Punctuality is essential to success and is a fundamental employability skill. For this reason and the fact that tardiness disrupts the class and impacts the learning process, the following policy is in place:

Unexcused tardies will be handled by the teacher for the first three (3) offenses, including a detention, issued by the teacher, for the third tardy. Further tardiness will result in the student being referred to the principal or for disciplinary action. For the purpose of lost time in class, every three (3) *unexcused* tardies will equal one (1) absence. Consequences for excessive tardiness can include but are not limited to the following; **DETENTION, IN SCHOOL SUSPENSION, SUSPENSION.**

For the purposes of the LHS attendance policy, an absence is defined as missing more than 20 minutes of a class. If a student misses more than 20 minutes in a period, it will be considered a full absence that also will count toward the six absences allowed per trimester.

ATTENDANCE PROCEDURES AND EXPECTATIONS

Procedures for Reporting Absences: The parent or guardian should call the school to have absences excused. Any absence due to illness, funeral, religious observance, medical absences, or other important business that cannot be accommodated outside the school day, **MUST BE VERIFIED BY A CALL OR NOTE FROM THE PARENT OR GUARDIAN BY 3:00 PM THE DAY AFTER THE ABSENCE.** The parent or guardian may call the school at any time; voice mail is available after hours.

Telephone Number for Attendance: 352-7221 (When prompted, **Press 3**)

When leaving a message, please state (1) student's name (spell last name), (2) date/s of absence, (3) reason, (4) relationship of caller to student, and (5) phone number where caller may be reached. (Frequently call-backs are made to verify authenticity of calls Please do not be offended by this procedure.) If no phone is available, other arrangements need to be made with the Principal's Office.

Late Arrival/Sign In Procedures: Students who report to school any time after the first scheduled class begins (more than 10 minutes), or are returning from signing out earlier in the day, must sign in at the Office. Disciplinary action (i.e. detention/ in-school suspension) may be taken if a student does not follow the proper procedure.

Early Dismissal/Sign out Procedures: If it is necessary for a student to leave school

during the day, the student must sign out at the Office, *after* making contact with the parents/guardians. Disciplinary action (i.e. detention) may be taken if a student fails to follow proper procedure.

- **Picking up Students:** For safety considerations, a parent or guardian must go to the Office to be identified, before picking up a student.
- If a student is to be picked up by someone other than a parent or guardian, arrangements must be made through the parent/guardian with the Office before the student leaves.
- Only a school official may remove students from class. Parents may then pick their child up in the office.

EXCUSED ABSENCES: The District accepts only the following as excusable reasons for absence from school.

- Personal Illness – The administration will require a doctor’s confirmation if deemed advisable.
- Illness in the Family documented by a doctor for need at home.
- Quarantine of the Home – This is limited to the length of the quarantine as fixed by the proper health officials.
- Death of a Relative.
- Observance or Celebration of an Established Religious Holiday.
- Absence during the school day for professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments outside of the school day. Since this is not always possible, when a student is to be absent for part of the day:
 - ♦ The student shall have a statement to that effect from his/her parent/guardian.
 - ♦ Students/parents are expected to bring documentation of professional appointments to be kept on file.
 - ♦ The student shall report back to school immediately after his/her appointment if school is still in session.
 - ♦ It is suggested that requests for pre-arranged absences are made in writing at least two days in advance to the Principal’s Office.

District approved excused absences will not count toward the six absences allowed per semester.

EXCUSED ABSENCES – SCHOOL RELATED: Absences approved by the school for field trips, athletic events, conferences (with a teacher/counselor/administrator), special programs and activities do **not** count toward students’ semester absence total. With appropriate documentation, seniors will be allowed one pre-arranged college visit. Documentation must be submitted to the Guidance Office and Principals’ Office in advance.

UNEXCUSED ABSENCES: Any absence from class, other than excused/school-related absences or any absence that does not meet the Attendance Policy and/or has not been verified with the Principal’s Office before 3:00 PM the day a student returns from an absence, will be considered unexcused. An unexcused absence from a class shall be considered truancy and may be subject to discipline.

Occasionally, there are instances where a parent indicates that they are “excusing” an absence even though the reason given doesn’t meet the LCS District Attendance Policy. In these cases the office secretaries will note that the absence is “parent verified”, but it will still be marked as an “unexcused absence”. For this type of situation, the office may not issue disciplinary consequences; however, students with unexcused absences may not have the option to make up work and/or may not receive full credit for missed coursework.

SCHOOL-IMPOSED ABSENCES:

- **In-School Suspension** may be assigned by an administrator for violations of the Student Code of Conduct. Students in In-School Suspension will be expected to request and bring assignments from teachers and make up missed class work. Absences from In-School Suspension do not count against attendance totals.
- **Out-of-School Suspension** may be assigned by an administrator for violations of the Student Code of Conduct. The office will request assignments and students will be expected to make up missed assignments. Absences from Out-of School Suspension do not count against attendance totals.

GENERAL SCHOOL INFORMATION

Accessibility and Special Accommodations

Requests for accessibility and special accommodations should be made to the Principal's Office

Accident Reports

Any student who has an accident in school must report it to his/her teacher if the accident occurs in the classroom. If an accident occurs at any other time of the school day, it should be reported to the Principal's Office.

Age of Majority

Students 18 years of age and older are legally recognized as adults. Except as noted below, policies and procedures set forth in the student handbook will apply to all students, regardless of their attainment of the age of majority.

Students 18 years and older may:

- Have the same privilege as their parents/guardians as it relates to access to their student records.
- Represent themselves during disciplinary conferences and be the addressee for their grade reports.
- Sign permission slips and forms requiring parent signature, sign themselves in and out of school and may verify their own absences. **NOTE:** All school attendance standards and behavioral expectations continue to apply to students regardless of their age.

Eligible students who wish to assert these rights should register their intent by scheduling a meeting with a guidance counselor to process the "Age of Majority" form (5780 F1). Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

A copy of the completed form will be sent to the student's parent, who should sign an acknowledgment statement and return a copy to the school. When a copy of this completed form has been received from the parent it will be retained in the Office.

Parents/Guardians should be advised that once an eligible student has registered their intent as stated above, all school related communication will be handled through the student and **not** the parent/guardian or home. However, as set forth in the LCS Board of Education's Policy Guidelines, *the administration reserves the right to advise parents/guardians of any situation regarding a student, regardless of age, which it deems worthy of parental involvement.*

Cafeteria/Food & Beverage Policies

Food and beverage items may not be consumed in unauthorized areas.

A free and reduced price lunch program is available to eligible high school students. Application forms, including federal income guidelines and information regarding cafeteria debit cards will be distributed at the beginning of the school year or may be obtained in the Principal's Office.

Student behavior in the cafeteria should be based on courtesy and cleanliness. All students eating at school are expected to properly dispose of their refuse in the trash cans and recycling bins provided

Canine Contraband Detection Program

The overall intent of the use of detection canines on the school campus is to provide a deterrent to minimize the presence of contraband items on school property. Policy incorporates routine inspections of such areas as: lockers, gym areas, common areas, and parking lots. Inspections are performed on a random basis insuring consistency of areas searched. The ultimate goal is to assist in providing a learning environment free from contraband items.

Contraband Items:

Most canines are capable of detecting the following items:

Illicit Substances:	marijuana, heroin, cocaine, methamphetamine
Alcoholic Beverages:	beer, wine, liquor
Gunpowder:	ammunition, guns, fireworks
Medications:	normally both prescription and over the counter medications commonly subject to abuse
Bombs:	explosives and other incendiary devices

Change of Address/Telephone Number

Students or their parents/guardians shall immediately report any change in a student's name, home address, mailing address, or telephone number to the Guidance Office.

Closed Campus

Students lunch periods are to be spent on the school campus. The location of the high school and the time factor does hinder having lunch away from school. Driving, in most cases, would be needed. For reasons of safety and liability we believe this is not necessary. Students are expected to eat lunch in the cafeteria, or other designated eating areas.

Driving and Parking

Driving to school is a privilege. As a service to our students, LHS provides parking facilities as a convenience. The fact that the school makes parking available for students does not diminish the school's sole ownership, control, and authority over the parking facilities. The school reserves the right to examine vehicles therein and their contents for the purpose of eliminating fire or other hazards, maintaining sanitary conditions, attempting to locate lost or stolen articles, and locating prohibited or dangerous materials including, but not limited to, narcotics or other contraband.

All student drivers must purchase a parking permit in the office for any motorized vehicle. Parking permits cost \$10.00 and should be visibly displayed on the mirror. Parking permits are to be used only by the purchaser. Temporary permits are available in the Office for visitors, guests, and students with extenuating circumstances.

- The only authorized student parking lot is located on the south side of the building. Students may not park in visitor or faculty lots during the school day. If you are unsure of permissible parking locations please check with the Office.
- Vehicles parked in faculty lots or unauthorized areas or unregistered vehicles driven by students are subject to towing at student's expense or other disciplinary consequences. A tire boot may be used in lieu of towing and a fee may be assessed for its removal. Blue lines indicate handicapped spaces.
- Student drivers and their passengers are to immediately leave their vehicle once it is parked and not return to the vehicle during the school day without permission from the office.
- **Students that have permission to drive out may not transport other students that do not have permission.**
- **Vehicles should be operated in a safe and orderly manner and students should observe all parking and traffic regulations.**
- **All parking areas are off limits to students during the school day, including the lunch hour.**
- Driving vehicles during school hours, without permission, is not permitted.
- It is strongly recommended that all vehicles be locked during the school day and all valuables be kept at home. The school assumes no responsibility for theft, breakage, or damage to any vehicle while on school property.
- Refer below to "Guidelines and Expectations for Students Participating in Off-Campus Educational or Work Activities" for additional driving stipulations.

Bicycles, motorcycles, mopeds, snowmobiles and mini-bikes are to be registered in the Principal's Office. Bicycle racks are located on the south side of the building.

STUDENTS THAT DO NOT COMPLY WITH DRIVING AND PARKING GUIDELINES WILL BE SUBJECT TO DISCIPLINARY ACTION. Violations of parking regulations may result in loss of school driving privilege, issuance of a city traffic code citation, and/or school disciplinary action. The school is not responsible for theft or vandalism.

Emergency Medical Authorization

The Board has established a policy that every student must have an Emergency Medical Authorization Form (5341f1) completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic, and other extra-curricular/co-curricular activities. Failure to return the completed form to the school will jeopardize a student's educational program.

Fines/Fees

All basic instructional materials are provided to students for their use during the school year. However, fees are assessed for class dues, parking permits, and other items or activities.

Students are responsible for all class instructional fees, deposits, books, materials, supplies, equipment, and facilities assigned to them or provided for their use. Abuse or loss of these items will result in payment for the items lost or damaged, and possible disciplinary action.

Fire Alarms and Extinguishers

If a student witnesses a fire in the building, the student should report it to the nearest staff member or administrative office. A very serious violation of both school policy and State law occurs when false fire alarms are pulled or reported. The same also holds true when a fire extinguisher is misused or abused.

Fire, Lockdown, and Tornado Drills

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different than the alarm signal for fire and lock down drills and consists of a doorbell (ding-dong) sound.

Lockdown drills in which the students are restricted to the interior of the school building will take place a minimum of two times each school year. The alarm signal for a school lockdown is different from the alarm signal for fires and tornadoes and consists of a continuous siren.

Foreign Exchange Students

Lakeview High School recognizes the positive cultural benefits to the students, staff, and the community in meeting students from other countries and in having foreign students as members of the student body of this District.

Lakeview High School will permit the admission of foreign-exchange students (from recognized and approved student-exchange programs) who are residing in this District.

It is understood that approval only signifies the District's involvement in the educational aspects of the program (i.e., to provide tuition-free classroom experiences for the participants). Lakeview High School assumes no responsibility nor control over any other aspects (travel, living accommodations, funding, insurances, etc.) Such arrangements will remain the responsibility of the sponsor or the host family. The high school will require, however, certain background information from sponsors and hosts before approving tuition-free classroom experiences. A sponsor's request for an exchange program approval shall include information on:

1. Method of student selection.
2. Method of determination of English proficiency.
3. Name of person responsible for providing the customs and immigration forms.
4. Housing arrangement process of selecting the host family.
5. Arrival and departure dates of the student.
6. Student records that are required for student enrollment:
 - a. Academic records
 - b. Proof of English Language proficiency, including "oral proficiency" interview
 - c. Health records, including immunizations appropriate to the State of Michigan
 - d. Immigration records
7. Insurance coverage including health, accident, and liability for student.
8. Name, address, and telephone number of host family with a statement of their responsibilities.
9. Name, address, and telephone number of foreign-exchange program area representatives and their responsibilities.

Said foreign-exchange area representatives must meet with the high school's representative prior to the student's arrival in the United States.

Only those students who have a strong understanding of the English language and the ability to communicate in writing and in conversation will be admitted to Lakeview High School. Those students who have graduated from a school equivalent of Lakeview High School will not be admitted.

Each foreign-exchange student's past academic record will be closely scrutinized and a class schedule reflecting each individual student's needs will be designed. Students must enroll in classes similar to those classes that the other students are taking or have taken, e.g., American Literature, American History, American Government, Economics. At the completion of the school year, an official transcript of classes completed, and grades earned, will be provided.

A student will be eligible to participate in interscholastic athletics only if the student meets eligibility standards as set by the MHSAA. A student may participate in any other extra-curricular training only if approved by the exchange program.

Foreign-exchange student(s) will be enrolled in a class status based on a review of student's transcript. Students that complete all the requirements for graduation expected of all other students will be granted a Lakeview High School "Foreign Exchange Certificate of Graduation" and will be able to participate in commencement.

Grievance Procedures/Nondiscrimination

Nondiscrimination: The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

Complaint Procedure: If any person believes that the LCS District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, Title VI, and Title VII of the Civil Rights Act of 1984, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, s/he may bring forward a complaint which shall be referred to as a grievance, to the District's Civil Right's Coordinator.

**Mr. Kyle Hamlin, Superintendent, Lakeview Community Schools
Lakeview, Michigan 48850 989. 352.7221**

The District's Coordinator, on request, will provide a copy of the District's Grievance Procedure and investigate all complaints with this procedure. A copy of each of the Acts and the Regulations, on which this notice is based, may be found in the District Coordinator's Office.

Hallways/Student Passes

Students are **NOT** to be in the hallways or restrooms during class periods unless they have a proper pass. A proper pass is a teacher signed student agenda. Hall passes should be issued only in cases of emergency or for the purposes of instructional or administrative activities assigned by teachers, administrators, guidance counselors, or office personnel. Students that abuse pass privileges may have their pass privileges revoked.

During the passing of classes the halls are crowded. The following items are common courtesy while in the halls:

- Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
- Pass through the corridors quietly. Be considerate of others in the halls and classrooms.

- Discard trash in the containers provided. Keep the school clean by picking up papers from the floor.
- Horseplay, running in the halls, littering, throwing items, blocking hallways, loitering, and public displays of affection will not be tolerated.

Illness

A student who becomes ill should report to an administrative office for attention and permission to leave the building, if necessary. If a student requires emergency care, every effort will be made to contact the student's parent/guardian.

Inclement Weather Emergencies

If it becomes necessary to cancel school or alter school hours due to a weather emergency, the information will be broadcast over the following local radio and television stations as early as possible as well as the district website:

Please tune to any of the following stations for school closing information.

TV Stations		Radio Stations	
<u>WOOD TV8</u>	Grand Rapids	WSCG 1380 AM/106.3FM	Greenville
<u>WWTV 9&10</u>	Cadillac	WCEN 1150 AM/94.5FM	Mt. Pleasant
<u>WZZM TV13</u>	Grand Rapids	WCFX 95FM	Mt. Pleasant

A parent or student may also access the office by telephone for weather related closings/cancellations. The decision to cancel school activities will be made early in the afternoon and will be reported to local news media outlets.

Lockers

As a service to our students, LHS provides locker facilities to be used for the convenience of students and for the security of students' personal property. The school retains sole ownership, control, and authority over the locker facilities. The school has the legal right to examine lockers and their contents, without notification, at any time. The use of a locker space is a privilege granted by the school. All students are expected to know and comply with all conditions and rules regarding locker use.

- Students are to use the lockers assigned.
- Students are expected to keep their lockers clean, neatly arranged, free from stickers and decals, and **LOCKED without having items stuck in the door to keep it in an unlocked position.**
- Since each locker has its own combination lock, no padlocks are to be placed on them without administrative approval.
- **STUDENTS ARE NOT TO LEAVE VALUABLES IN THEIR LOCKER AT ANY TIME.** The school cannot accept responsibility for any lost or stolen articles.

(See **Search and Seizure, Canine Contraband Detection Program**)

Loitering/Restricted Areas

Loitering is defined as being in any area of the building or grounds during the school day without permission. The cafeteria and commons areas are available for students to socialize before school and at lunchtime. Certain areas are restricted during the school day.

- Loitering in restrooms, hallways, parking lots, and entrances is not permitted.
- No student is to be in the locker rooms, gym, music rooms, classrooms, or other area of the building without direct supervision by a teacher or administrator.
- Presence in the parking lot during the school day requires approval/pass from an administrator.
- Students should not be in the school building before 7:00 AM or after 3:30 PM unless participating in an organized activity or under the direct supervision of a staff member.
- Concurrent/dual enrollment students should make arrangements through the Principal's Office if they will be at the high school during non-scheduled times or while waiting for their next class to begin.
- Students who are *unscheduled* for a class period or multiple class periods are considered visitors when they are on grounds or in the building during those times and are expected to follow the guidelines for “**Visitors**” and “**Students Participating in Off-Campus Educational or Work Activities**”.

EXPELLED/SUSPENDED STUDENTS ARE NOT TO BE ON ANY SCHOOL PROPERTY OR PARTICIPATE IN ANY SCHOOL SPONSORED ACTIVITIES DURING THE TERM OF AN EXPULSION/SUSPENSION. ANY STUDENT IN ANY RESTRICTED AREA WITHOUT PERMISSION WILL BE SUBJECT TO DISCIPLINARY ACTION AND/OR REFERRAL TO LEGAL AUTHORITIES.

Lost and Found

The lost and found is located in the Principal's Office. It would be a good idea to also inform the custodial staff if you lose something during the day, so they may check the waste barrels while they are cleaning. All found articles are to be taken to the Principal's Office. The school does not accept responsibility for any items that are lost or stolen.

Medication

By law, school personnel cannot dispense any drugs, including aspirin, acetaminophen, ibuprofen, and other non-prescription drugs without a written order from a doctor, which includes

- the prescribed amount of medicine,
- medicine in the original container,
- written permission from a parent/guardian, and medicine given in the presence of two adults.

WHEN MEDICATIONS ARE NECESSARY, THEY MUST BE KEPT LOCKED IN AN ADMINISTRATIVE OFFICE. Appropriate paperwork must be completed by a doctor in advance of bringing the medication to the Principal's Office (form is available in Principal's Office). If a parent desires to provide their child with an over-the-counter medicine without a doctor's order, they will need to be present to administer the medication.

Off-Campus Educational or Work Activities

- NOTE: “Off-Campus Educational or Work Activities” includes any activity or class not taking place in the Lakeview High School building or on the immediate grounds, such as dual enrollment programs, concurrent courses, work-study programs, and vocational programs.
- Students may lose driving privileges and are subject to disciplinary action if they drive out at non-scheduled class, activity, or work times and/or transport passengers that are not involved in their off campus classes or activities.
- Students participating in off-campus educational/work activities are encouraged to be actively attending those activities and utilizing on-site resources related to those off campus activities.

- Two sections of the Michigan Revised School Code provide authority for disciplining students for off-premises conduct. Section 11a (3) (b) authorizes schools to exercise appropriate powers to provide for student “*safety and welfare*” while at school or a school-sponsored activity or “*while en route to or from school or a school-sponsored activity.*” Section 1312 (8) requires all school districts to “*implement*” and “*enforce*” a student code of conduct “*in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on the school premises.*”

These rules apply to any student who is on school premises, on a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

STUDENTS THAT DO NOT COMPLY WITH THE GUIDELINES AND EXPECTATIONS FOR OFF-CAMPUS ACTIVITIES WILL BE SUBJECT TO DISCIPLINARY ACTION AND MAY BE SUBJECT TO A LOSS OF PARTICIPATION IN OFF-CAMPUS OPPORTUNITIES.

Pesticide Application

At the beginning of each school year, school administrators shall notify parents/guardians of children attending that school of the right to be informed prior to any application of a pesticide at that school. The notice shall include a statement identifying the pesticide, the location of application, and the date of application. (A "pesticide" is defined as a "substance or mixture of substances intended for preventing, destroying, repelling, or mitigating pests or intended for use as a plant regulator, defoliant, or desiccant." MCL 324.8305(4).

Posters

All posters, flyers, and notices placed in the school must have administrative approval prior to being posted anywhere on school grounds.

Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, a student locker and desks under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search **at any time** by school officials. School authorities may conduct periodic general inspections of lockers and desks for any reason **at any time without student consent and without a search warrant.**

A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student’s person and/or personal effects (e.g., purse, book bag, athletic bag, and vehicles) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings may be turned over to proper legal authorities.

Student Activities

All students are strongly encouraged to actively participate in school activities. Such participation enables students to develop leadership qualities, make friends, learn new leisure time activities, pursue special interests, or simply to have fun. Students should have parental permission to participate in a school activity. **Students are not allowed to transport themselves to an activity in which they participate unless there is prior written parent and school approval.**

Clubs and Organizations: All clubs have a membership open to all students who have an interest in the function of the club. Every activity or meeting must be under the direction of a staff member.

Clubs will be organized for the primary purpose of providing service to others. Students who have an interest in organizing a club must secure faculty sponsorship, administrative approval, and follow Board guidelines. Outside visitors are not permitted to attend club meetings unless special arrangements have been made through the sponsor and the principal.

***Activities, clubs, and societies** offered according to interest on a yearly basis include: National Honor Society, (class activity), Quiz Bowl, Student Government, Yearbook (class). ***Drama and music** offerings include: Color Guard, Concert Band (class), Marching Band, and Pep Band.

*Activities, clubs, and societies are subject to change and may not be available every year.

CLASS AND CLUB SPONSORED ACTIVITIES: Class activities, such as dances, are extra activities for the students. No event may be held without the sponsor being in attendance. *All events must have at least four parents and two staff members in attendance.* You may also be required to have a uniformed police officer in attendance if the Principal deems it necessary.

DUES AND MONEY RAISING PROJECTS:

There will be no class dues unless deemed necessary. Each social event sponsored by the class will be paid for by those who participate.

All money raising projects must be scheduled with the Principal. At the time the project is scheduled several questions must be answered:

- What will the money be used for (personal use is prohibited and all students are held responsible for their accounts).
- What product or service will be sold.
- Beginning and ending dates of projects.
- How will the money be handled.
- Students that owe money from a previous fundraiser will be denied the opportunity to participate in a new fundraiser until obligations have been met. Also, students that leave school, owing money, will not be allowed to re-enroll or graduate from another school until money owed to Lakeview High School has been paid.

Certain groups will be given priority dates.

- Senior class
- Juniors
- Sophomores

It will be much easier to have a service project (car wash, etc.) approved than it will be a product sale. Students are required to pay their fundraiser in full each year.

PROCEEDS FROM MONEY RAISING PROJECTS: Proceeds from class fund raisers will be divided in the following manner:

- Freshman: 80% to class - 20% to Student
- Sophomore: 80% to class - 20% to Student
- Juniors: 50% to class - 50% to Student
- Seniors: 100% to Student, providing the class is not in debt. Individual proceeds may be used to pay graduation expenses. Any remaining proceeds become part of the fund balance of the class. *Before graduation the senior class must decide how it wishes to use any remaining fund balance. The class can choose one of the following options:*
- Remove the money, place it in a bank to be used for future class reunions. Name authorized people to manage the account.
- Purchase something for the school.
- Donate the money to the school.

STUDENT GOVERNMENT REPRESENTATIVES and CLASS COUNCIL MEMBERS

Each class has the opportunity to elect 4 student government representatives following the procedure in the LHS Student Government Constitution. While there are no rules governing the election process and the number of on class council, it is suggested that there be 10, but is left up to advisor. Student government representatives automatically are members of the class council. Each class shall elect a president, vice president, and a secretary/treasurer from its class council members.

The main purposes of these organizations, while working with the faculty and administration shall be:

- To plan and conduct one fund raiser per year and various approved school social activities.
- A means which allows students to demonstrate leadership, communicate opinions, and concerns.
- To promote cooperative relations between students, parents, faculty, and administration.
- To encourage student leadership, participation, school spirit and loyalty.

How each council/organization operates depends to some extent on the interest, leadership and cooperation between students, parents and advisors.

ELIGIBILITY: In order to run for a student government position, a student must have at least a 3.0 GPA (GPA based on most recent grades). They must also maintain an exemplary school citizenship and sportsmanship record as covered under General Student Conduct Regulations in the student handbook, as well as, meeting the LHS Student Government Code of Ethics. Any violation may result in the student being brought up in front of the LHS Student Government Ethics Committee and potential expulsion. Class council eligibility, procedures and rules is left up to the discretion of the class advisor.

In addition students involved in either the student government or council must ***be passing all classes*** in order to be eligible to participate in activities, meetings, trips, etc. involving these groups. Academic progress will be monitored by the advisor.

Those students who do not meet academic eligibility standards will be immediately ineligible the week after report cards are issued and they will enter the "Eligibility Program" which will involve a weekly check of academic progress in all classes for the next six weeks. If a student meets academic eligibility standards (as a result of cumulative passing grades) he/she will be eligible for the next week of events, meetings, etc. but will remain in the program for at least six weeks.

Student Records

Federal law requires that school districts notify parents and guardians yearly of their right to review their student's educational records. Parents and guardians, wishing to initiate such a review, may be informed of proper procedures by contacting the appropriate building principal. Parents of special education students should notify the Director of Special Education.

Student Rights of Expression

(LCS Board of Education Guidelines 5723)

In accordance with Board policy 5722 and 9700, students have the right, protected by the First Amendment to the U.S. Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, except expression which:

- a) is obscene; is libelous; is pervasively indecent or vulgar;
- b) advertises any product or service not permitted to minors by law;

- c) constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character, of a person's race, religion, or ethnic origin);
- d) presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Distribution or display of material in any of the above categories is prohibited on school premises or at any school-related event.

Procedures

Any student wishing to distribute or display unofficial material must first submit for approval a copy of the material to the principal twenty-four (24) hours in advance of desired distribution/display time, together with the following information:

- a) name of the student or organization;
- b) date(s) and time(s) of day of intended display or distribution;
- c) location where material will be displayed or distributed;
- d) the grade(s) of students to whom the display or distribution is intended.

The principal should either approve the material or indicate how it violates the guidelines listed above or the time, place, and manner restrictions listed below. If permission to distribute or display the material is denied, the student shall have the opportunity to make necessary revisions and/or deletions.

Permission to distribute or display material does not imply approval of its contents by either the School, the administration of the School, or the Board.

If the student is dissatisfied with the decision of the principal s/he may submit a written request for appeal to the Superintendent.

The student submitting the request shall have the right to appear and present the reasons, supported by relevant witnesses and material, as to why distribution/display of the written material is appropriate.

Time, Place, and Manner of Distribution or Display

The distribution or display of written material shall be limited to a reasonable time, place, and manner as follows:

- a) No material may be distributed or displayed during the time or at the place of a school activity if it is likely to cause a substantial disruption of that activity.
- b) No material may be distributed or displayed if it blocks the safe flow of traffic within corridors and entrance ways of the school.

Definitions

The following definitions shall apply:

"Obscene" is defined as:

- a) The material depicts or describes conduct that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors;
- b) The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

Disciplinary Action

Distribution or display by any student of non school-sponsored material prohibited by these guidelines will be halted and disciplinary action will be taken in accordance with the procedures contained in administrative guidelines 5600/5610.

Any other party violating this guideline will be requested to leave the school property immediately and, if necessary, the police will be called.

The intent of this administrative guideline is to be communicated in student handbooks at the secondary level.

Telephones

Students may use office phones for attendance-related calls and emergencies only.

Use of Breath-Test Instruments

An administrator may arrange for a breath test for blood-alcohol whenever he or she has reasonable suspicion that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one other staff member present as a witness to the test. The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, disciplinary consequences will be administered. If a student refuses to take the test, the student will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

Visitors

LHS is dedicated to maintaining a safe, productive, and effective learning environment for its students. With that in mind, visitors are highly discouraged and are unlikely to be approved by administration.

Only at the discretion of administration shall visitors be permitted. Students desiring to host a visitor should seek prior approval at least one week in advance.

While in the building, visitors must be accompanied by a LHS student at all times. The host student will assume responsibility for the guest. No visitors will be allowed during the first two weeks of each trimester or during final exam weeks.

All dance guests shall be of high school age or have prior approval from administration. At no time shall an individual 21 years of age or older be allowed as a guest.

EXTRA-CURRICULAR ACTIVITY CODE

(Non-athletic)

A student involved in an extra-curricular activity (other than athletics) who violates the standards established by the advisor of that activity is subject to the consequences also established by the advisor. The advisor will provide standards and the consequences for violation of those standards to each participant and participant's parent/guardian prior to the activity. Signed statements of agreement to adhere to those standards will be returned to the advisor. Those signed statements and a copy of the standards/consequences will be kept on file in the activities office. Advisors will be responsible for enforcing their standards and reporting to the activities director the names of students who violate those standards. Any consequence the student receives as a result of failure to adhere to an advisor's standards will be in addition to those found in the Student Code of Conduct for violation of school policy.

STUDENT RESPONSIBILITY

The following examples of misconduct (in alphabetical order) could result in suspension, expulsion, referral to appropriate law enforcement agency, referral to the Board of Education, or payment of damages, depending upon the circumstances of the case. *These rules apply to any student who is on school premises, on a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.* This list is not exhaustive, and includes, but is not limited to:

1. **Alcohol and Drugs/Illicit Substances:** Using, possessing, being under the influence of, distributing, or selling alcoholic beverages, drugs, or any substance that produces abnormal behavior (other than the above mentioned items prescribed by competent professional authorities) is prohibited at any time on school property or during school functions. Using, possessing, or being under the influence of stimulants, inhalants (glues, solvents, etc.), steroids or other chemical agents, whether or not a prescription substance, used for causing a condition of intoxication, euphoria, exhilaration, or dulling of the senses or nervous system is prohibited.

Students are prohibited from attending any school functions while under the influence of alcohol or drugs. Students may not leave school during school hours for the purpose of either consuming or purchasing illicit substances.

Alcohol Look-Alikes: Malt beverages labeled as non-alcoholic (including but not limited to Sharp's, O'Doul's, Kingsbury Malt Beverage, and Zing Malt Beverage) may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or in association with any school activity is inappropriate conduct and will be subject to disciplinary procedures.

- **Drug Look-Alikes:** It is against the Board of Education policy for a student to possess, deliver, attempt to deliver, or cause to be delivered, a non-controlled substance which the person:
 - a. Represents to be a controlled substance.
 - b. Represents to be of a nature, appearance, or effect which will allow the recipient to display, sell, distribute, or use the substance as a controlled substance.
 - c. Represents through misleading advertising the look-alike drug.

The Michigan Public Health Code prohibits the manufacture, distribution, or possession of an "imitation controlled substance" and includes criminal penalties for violations. MCL 333.7341 The possession or sale of drug look-alikes on school grounds or in association with any school activity is inappropriate conduct and will be subject to disciplinary procedures.

- **Drug Paraphernalia:** Various instruments and materials that are commonly known to be intended for the use of, or preparation of illicit substances. Such instruments would include hash pipes, water pipes, and certain cigarette papers, apparatus used for rolling marijuana cigarettes, spoons used for the inhalation of cocaine, hypodermic syringes, and other similar materials. Because of the intended use implied by these implements, their manufacture, distribution, sale, use or possession is prohibited.

Alcohol/Drug Possession and/or Use - 1st Violation:

PARENT CONFERENCE, FIVE-DAY SUSPENSION OUT OF SCHOOL. SUBSTANCE ABUSE SCREENING AND COMPLETION OF RECOMMENDED COURSE OF ACTION BY SCREENING AGENCY MAY BE REQUIRED. PARENT MAY BE REQUIRED TO SCHEDULE APPOINTMENTS BEYOND THE SCREENING AND BEAR THE COST OF RECOMMENDED PROGRAM; REFERRAL TO ATHLETIC DIRECTOR AND LEGAL AUTHORITIES.

Alcohol/Drug Possession and/or Use - 2nd Violations; Alcohol/Drug Sale or Delivery – 1st Violation:

PARENT CONFERENCE, OUT-OF-SCHOOL SUSPENSION FOR NO

FEWER THAN TEN DAYS. REFERRAL TO BOARD OF EDUCATION FOR EXPULSION; REFERRAL TO LEGAL AUTHORITIES.

2. **Arson:** The willful and malicious burning, or attempt to burn, any building or part of any property of the school district. This will result in a **MINIMUM SUSPENSION OF TEN (10) DAYS AND REFERRAL TO LEGAL AUTHORITIES AND BOARD OF EDUCATION.**
3. **Assault (Physical):** The term “physical assault” means “intentionally causing or attempting to cause physical harm to another through force or violence (MCL 380.1310). See *Board Policy 5610.01*. **MINIMUM SUSPENSION OF TEN (10) DAYS. REFERRAL TO THE SUPERINTENDENT/BOARD OF EDUCATION, AND/OR LEGAL AUTHORITIES INCLUDING CPS.**
4. **Assault (Sexual):** A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds, on any other school property, or during a school sponsored event the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]). See *Board Policy 5610.01*. “Criminal sexual conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g). **MINIMUM SUSPENSION OF TEN (10) DAYS. REFERRAL TO THE SUPERINTENDENT/BOARD OF EDUCATION, AND/OR LEGAL AUTHORITIES.**
5. **Assault (Verbal against a District Employee):** Verbal assault is defined as any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of bodily harm or injury. See *Board Policy 5610.01*. **MINIMUM SUSPENSION OF TEN (10) DAYS. REFERRAL TO THE SUPERINTENDENT/BOARD OF EDUCATION, AND/OR LEGAL AUTHORITIES.**

Board Policy 5610.01 states: *The Board shall permanently expel a student in grade six or above if that student commits physical assault against a District employee, volunteer, or contractor. The Board shall also expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student, commits verbal assault against a District employee, volunteer, or contractor or makes a bomb threat directed at a school building, property, or a school-related activity.*

6. **Automobile Misuse:** Inappropriate use of a vehicle on school property; includes failure to register vehicle, parking infractions, speeding, and unsafe driving; students driving, riding in, or entering the parking lot or a vehicle during any part of the school day without administrative authorization. **LOSS OF DRIVING TIME PRIVILEGES, SUSPENSION, PARENT CONFERENCE, TOWING, AND/OR REFERRAL TO LEGAL AUTHORITIES. SEE DRIVING AND PARKING.**
7. **Bomb Threat/False Alarms/Fire Extinguisher Misuse:** The act of initiating or circulating a report or warning of fire or an impending bombing or other catastrophe; misuse of fire extinguisher. See *Board Policy 5610.01*. **MINIMUM SUSPENSION OF TEN (10) DAYS. REFERRAL TO BOARD OF EDUCATION AND LEGAL AUTHORITIES.**
8. **Bullying/Harassment:** The unreasonable action by word or conduct that interferes with school performance or creates an intimidating, hostile or offensive environment. A copy of the Lakeview Community School District policy regarding harassment is available in the Principal’s Office upon request. **LHS is committed to a “bully-free” zone and therefore has adapted the following approach to the matter.**

Menacing Harassment: By word or conduct, intentionally engaging in behavior that intimidates or threatens another person or attempting to place

another person in fear of physical injury.

- **Initiation/Hazing:** “Any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to the student organization that causes or is likely to cause a pupil bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm.”
- **Bullying/Extortion:** The repeated or pervasive intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school. Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited.
- **Cyber-Bullying:** Electronically transmitted acts; i.e., internet, telephone or cell phone, personal digital assistant, or wireless hand held device for text messaging, instant messaging, blog web sites or online bullying through social networking sites (e.g., myspace.com, facebook.com) to harass through unpleasant or aggressive messages.

Racial/Ethnic Harassment: Racially offensive speech or conduct that is inappropriate in an educational environment. Racial harassment can include, but is not limited to, racial and ethnic slurs, verbal or physical conduct directed towards a potential racial or ethnic group, and spoken or written communications that are derogatory in nature.

Sexual/Gender Harassment: Sexually offensive speech or conduct that is inappropriate in an educational environment. Sexual harassment can include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature.

PARENT CONFERENCE, TRAINING, DETENTION, SUSPENSION AND/OR POSSIBLE REFERRAL TO LEGAL AUTHORITIES/BOARD OF EDUCATION.

9. **Bus Transportation:** In order to avoid accidents and to make riding on a bus a safe and pleasurable experience, it shall be the responsibility of every student riding the bus:
- To be at the right place at the scheduled time, ready to board the bus.
 - To wait for the bus in an orderly fashion and to stay off the roadway while waiting for the bus.
 - To wait for the bus to come to a complete stop before attempting to get on or off.
 - To enter and leave the bus only by the front door except in the case of an emergency or an emergency drill.
 - To keep heads, hands, and feet inside the bus.
 - To find a seat and remain seated in that seat until it is time to get off.
 - To throw nothing out of the bus, on the bus, or at the bus.
 - To always be ladies and gentlemen. Pushing, shoving, and loud noises will distract the driver and may cause an accident.
 - To refrain from profane or vulgar language, smoking, or littering while on the bus.
 - To not willfully deface or damage the bus and to report at once any damages to the bus that are observed. Anyone guilty of such action shall bear the cost of repairs.

- To leave the bus at the regularly scheduled stop unless written permission is given by a parent or guardian with the consent of the bus driver. To keep books, musical instruments, feet and other items out of the aisle.
- To, above all, obey the driver.
- If a student blatantly ignores this code, he or she may be subject to suspension of all school bus riding privileges.

Procedures for School Bus Misconduct: *A bus driver is urged to handle discipline problems as quickly and easily as possible, but if a student's misbehavior continues, the following steps shall be followed:*

- 1st Offense:** verbal warning/parent discussion/return bus discipline note.
- 2nd Offense:** 3 days off the bus/required parent meeting.
- 3rd Offense:** 5 days off the bus and a meeting with a student/parent/building principal/ transportation supervisor.
- 4th Offense:** This may result in bus suspension for the rest of the year.

All disciplinary action shall be consistent with the seriousness of the violation. The overall safety of the driver, other passengers, and other motorists is of the utmost importance. **All handbook policies are in effect while riding the bus. Further consequences may occur in addition to those listed above.**

- 10. Cell Phones:** Students are prohibited from using cell phones or other electronic communication devices (ECD), electronic storage devices (ESD) or having them "On" or "visible" during the regular school day. This includes passing periods and lunch time. "Using" refers to, not only the making and/or receiving of calls, but also using the cell phone or ECD/ESD for any other purpose.
- Cell phones or ECDs may not be "On" or otherwise used in the school locker rooms/restrooms, whether here or at another school district where a school activity or athletic event is occurring. This includes the use of the picture feature available with some models of cell phones.
 - Students participating in extracurricular activities and athletics must contact their coach or sponsor for his/her rules involving cell phone or ECD use after school hours or on after-school bus trips. Coaches and sponsors will set their rules and enforce consequences involving the use and/or misuse of these devices.
 - The District is not responsible for the loss, theft, damage, or vandalism to student cell phones or ECDs as well as other student property. Students and parents are strongly encouraged to ensure that, if students have cell phones or ECD's in their possession, they should not leave them unattended or unsecured. They are a popular theft item.
 - Some staff members may utilize ECD or Cell Phones in class and students will be directed on the usage for these purposes. Classroom use of Electronic Devices will be determined by individual staff members during the school year.

PHONE CONFISCATED AND RETURNED AT END OF DAY BY ADMINISTRATION WITH A WARNING, CONFISCATION AND PARENT PICK UP OF PHONE WITH CONSEQUENCE, FURTHER OFFENSES WILL RESULT IN CONFISCATION AND TREATED AS INSUBORDINATION AND WILL BE HANDLED AS SUCH.

- 11. Computer/Technology Misuse:** Infractions of LCS Technology User Agreements. Violations such as inappropriate use, destruction or vandalism of technology equipment/hardware, software, network, or supplies will result in disciplinary action. The act of knowingly entering an unauthorized account and copying or altering such programs. The act of maliciously destroying another person's file, account or electronic media. Students are prohibited from bypassing school security filters, utilizing other student log in information and downloading non-school related material.

- 12. LOSS OF COMPUTER/INTERNET PRIVILEGES, DETENTION, SUSPENSION, POSSIBLE LOSS OF CREDIT/DENIAL TO TAKE ADVANCED COURSES, RESTITUTION AND/OR REFERRAL TO LEGAL AUTHORITIES. SEE TECHNOLOGY GUIDELINES.**
- 13. Dress Code:** Student dress should be neat, clean, and appropriate for the learning situation. Students are expected to maintain the type of appearance that is not distracting or disruptive of the educational process of the school. Any form of dress which is considered contrary to good hygiene or which is distractive or disruptive to the purpose of the school will not be permitted.
- Students are not permitted to wear clothing that promotes sex, alcohol, tobacco, drugs, or violence.
 - Personal electronic equipment designed to play computerized music files including headphones are discouraged from being brought to school for safety and theft reasons. If brought to school it is advised that these items be placed in student lockers.
 - **No bare feet. STATE LAW REQUIRES THAT SHOES BE WORN IN SCHOOL AT ALL TIMES.**
 - No bare midriffs or backs, no low cut or see through clothing, no undergarments visible, no short shorts/skirts (must extend beyond the finger tips with arms at the side), and tops must have sleeves that at minimum cover both the shoulder and the underarm. Furthermore, leggings, tights, and other skin tight leg coverings must be covered with a skirt or other clothing that extends beyond the fingertips with arms extended at the side. Pants with holes or shredding are permitted provided the holes or shredding are below the fingertips extended. Please make sure that clothing choices are appropriate for the educational environment.
 - Apparel that presents safety concerns or classroom distractions may be denied and confiscated by teachers or administrators. Infractions of dress guidelines may result in disciplinary action. The student dress code is in effect between 7:00 AM. – 4:00 PM. **WARNING AND CHANGE CLOTHES, DETENTION, AND/OR SUSPENSION.** Repetitive offenses may be considered insubordination and treated as such.
- 14. Displays of Affection:** Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school and/or other disciplinary consequences.
- 15. Disruptive/Disorderly Behavior:** Acts detrimental to the educational process or safety of others. **PARENT CONFERENCE, DETENTION AND/OR SUSPENSION.**
- 16. Electronic Equipment/ Using Camera Cell Phones:** The school prohibits the use of any video device from any restroom, locker room, or other location where students and staff have a reasonable expectation of privacy. Cellular phones, or electronic devices are not to be visible or on in class. Taking or transmitting images during testing is also prohibited. **CONFISCATION AND/OR PARENT CONFERENCE AND/OR SUSPENSION. SEE CELL PHONES/PAGERS.**
- 17. Fighting:** Quarreling involving bodily contact with intent to do harm, including any extracurricular activity under school sponsorship. **MINIMUM SUSPENSION OF THREE (3) DAYS. SEE ASSAULT.**
- 18. Fireworks/Smoke Bombs/Explosives/Incendiary Devices/Irritants** (such as mace or pepper gas): The act of possessing, selling, using or threatening to use a lighter, matches or any device or instrument capable of inflicting bodily injury. **SUSPENSION OF UP TO TEN DAYS. POSSIBLE REFERRAL TO LEGAL AUTHORITIES AND/OR BOARD OF EDUCATION. SEE WEAPONS.**

19. **Food and/or Beverages in Non-designated Areas:** Eating or carrying food and/or drinking or carrying beverages in unauthorized areas. **CONFISCATION AND/OR DETENTION AND/OR SUSPENSION. SEE CAFETERIA/FOOD AND BEVERAGE POLICIES.**
20. **Forgery/Falsification of School Work, Identification:** Forgery of hall/bus passes and excuses as well as giving a false name or false I.D. are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. **SUSPENSION AND/OR POTENTIAL EXPULSION, ETC.**
21. **Insubordination/Persistent Disobedience:** The act of failing to respond to or carry out a reasonable request by authorized school personnel; recurring insubordination; and deliberate and open defiance of school personnel. Also, refusing to accept discipline is a form of insubordination. When a student refuses to accept the usual discipline for an infraction, the refusal can result in an alternative consequence and/or more stern action such as suspension or expulsion. **DETENTION, SUSPENSION, PARENT CONFERENCE, AND/OR REFERRAL TO BOARD OF EDUCATION.**
22. **Laser Pointers:** Laser pointers are a safety hazard and possession of laser pointers is prohibited. **CONFISCATION AND/OR SUSPENSION.**
23. **Lunchtime/Cafeteria Behavior:** Inappropriate cafeteria behavior may include throwing food or other objects, leaving garbage behind, and disregarding requests from lunch monitors/staff. Leaving campus without administrative approval is prohibited. **RESTITUTION, AND/OR SUSPENSION.**
24. **Obscenity:** The act of using language in oral or written form, or in pictures, or caricatures, or gestures, which are offensive to the general standards of the school and/or community. **DETENTION AND/OR SUSPENSION.**
25. **Profanity, Vulgarity:** Using abusive, profane, or vulgar words, gestures, pictures or sounds. **DETENTION AND/OR SUSPENSION.**
26. **Sale of Personal Items:** Students are not permitted to sell personal items on school grounds. **PARENT CONFERENCE AND/OR DISCIPLINARY ACTION.**
27. **Smoking/Tobacco Products:** The use or possession of tobacco or products represented as tobacco (look-a-likes) in any form on school property, school functions, or going to and from school and at school bus stops is prohibited to ALL STUDENTS. Even though it is not a violation of the Youth Tobacco Act for an 18 year old to possess or use tobacco, it is a violation of the Board of Education's regulations relative to students. Accordingly, the penalties for violating these regulations apply to all students, including those 18 years of age. (Board Policy 5512).
28. **Stealing:** Taking money or personal or public property that belongs to another person(s) or the school. Obtaining property through unauthorized entry into lockers, desks, or other areas. **RESTITUTION, REFERRAL TO LEGAL AUTHORITIES, SUSPENSION. POSSIBLE REFERRAL TO BOARD OF EDUCATION.**
29. **Trespassing or Loitering:** Trespassing is being present someplace other than where you are authorized to be or refusing to leave when requested to do so. Loitering is when students are in the building or on school grounds without a valid pass and/or not in their regularly scheduled class. It also refers to students lingering in hallways and other areas of the school building. **DETENTION, SUSPENSION OR OTHER APPROPRIATE DISCIPLINE. POSSIBLE REFERRAL TO LEGAL AUTHORITIES.**
30. **Truancy/Unexcused Absences:** The act of being out of scheduled classes without permission; "skipping". **IN-SCHOOL SUSPENSION, POSSIBLE REFERRAL TO TRUANCY OFFICER AND/OR OTHER DISCIPLINARY MEASURES.**

- 31. Vandalism:** The act of willful destruction or damage to property belonging to the school or others while under school jurisdiction. **RESTITUTION FOR MATERIALS AND LABOR AND/OR SUSPENSION. POSSIBLE REFERRAL TO THE BOARD OF EDUCATION AND/OR LEGAL AUTHORITIES.**
- 32. Weapons:** The act of possessing, using, or threatening to use, any weapon or instrument capable of inflicting bodily injury. A weapon is any device, instrument, material, or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used, is capable of causing death or serious bodily harm. **MINIMUM SUSPENSION THREE (3) TO TEN (10) DAYS. REFERRAL TO LEGAL AUTHORITIES, AND/OR REFERRAL TO THE BOARD OF EDUCATION FOR PERMANENT EXPULSION.** (See Board Policy 5610.01)

A dangerous weapon is defined as “a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm including but not limited to, air guns and explosive devices.”

The Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a District building or on District property, including school busses and other school transportation (Board Policy 5610.01.)

Weapons shall include, but are not limited to: firearms, pellet guns, knives, metal knuckles, straight razors, club type implements, explosives, noxious, irritating, or poisonous gases; and drugs or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff, parents, or the public. It may also include any toy that is presented as a real weapon or used to threaten or injure another. This includes, but is not limited to: padlocks, pens, pencils, scissors, chairs, jewelry, and other items.

Possession of a weapon will subject a student to permanent expulsion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

ELASTIC CLAUSE

The above examples are not the only acts or conditions for which disciplinary action is warranted, nor do they in any way limit this policy. Lakeview High School reserves the right to discipline students for infractions not specifically addressed in this handbook. This right is reserved in order to protect the general well being of the students and staff and to address a wide variety of circumstances.

DISCIPLINARY CONSEQUENCES – DEFINED

Detention: Teachers and/or administrators may assign after-school detention on one day’s notice. Students have two days to serve the detention and students are to have school work to do during that time. Students may not talk, eat, or sleep during detention. Students will not be admitted after detention has started. Students must make their own arrangements for transportation when serving detention. Detention hours are to be completed after school in the detention room. Students may also attend detention to complete study hours provided they do not have prior disciplinary obligations. Failure to attend/complete the first assigned detention may result in a one-day in-school suspension.

Continued failure of not serving detentions may result in out-of-school suspension.

Teacher Snap Suspension: A student may be suspended from a class, subject, or activity for up to one day by his/her teacher for certain conduct as defined in the Student Code of Conduct. A student so removed may be allowed to attend other classes taught by other teachers during the term of the one-day removal. A student may return that school day to the classroom, subject or activity for which he/she was suspended, with the concurrence of the teacher and a school administrator. A student suspended by a teacher must immediately report to the Principal's Office and the suspending teacher will arrange a parent/teacher conference.

In-School Suspension: Administrators may assign students to in-school suspension for violations of the Student Code of Conduct. Students are expected to work on behavioral packets assigned by administration and schoolwork throughout the day. Assignments will be requested and collected by students from teachers whenever possible. Students may not talk or eat without permission. Students may not sleep during in-school suspension. Absences are not counted toward the attendance policy. Students receive credit for assignments completed. Students may not choose out-of-school suspension in place of in-school suspension.

Out-of-School Suspension: Administrators may assign students to out-of-school suspension for violations of the Student Code of Conduct. Suspended students may not be on school grounds or participate or attend any school-sponsored activity during the term of their suspension. Assignment requests will be processed through the Principals' Office.

Permanent Expulsion (Board Policy 5610.01): The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment or a threat to safety. In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a District building or on District property, including school busses and other school transportation. For purposes of this policy, **a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.**

The Board need not expel a student if the student can establish to the satisfaction of the Board that:

- A. The object or instrument was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
- B. The weapon was not knowingly possessed;
- C. The student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;
- D. The weapon was possessed at the suggestion, request, or direction of, or with the express permission of a District administrator or the police.

The student may be enrolled, in lieu of expulsion, in the District's Alternative Education Program or other local programs upon the recommendation of the principal and/or superintendent.

A disabled student under IDEA or Section 504 shall be expelled only in accordance with Board policy 2461 and Federal due process rights appropriate to these students.

The Superintendent shall ensure that the weapons expulsion is duly noted in the student's record and may refer the student to the County Department of Social Services or Mental Health Department within three school days and the parents informed of the referral. In

compliance with Board policy 5772, the Superintendent shall also notify the appropriate law enforcement agency if the expulsion is for possession of a dangerous weapon.

A student who has been expelled under this policy may apply for reinstatement in accordance with the following guidelines:

- A. If the student is in grade 6 or above, the parents, an adult student, or an emancipated minor may submit a request for reinstatement after 150 school days from the date of expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
- B. The parent, adult student, or emancipated minor shall submit the request for reinstatement to the Superintendent on District form 5610.01.
- C. The Superintendent shall, within ten school days after receiving the form, submit the request, together with any other information s/he deems pertinent to the requested reinstatement, to a Board-appointed committee consisting of two Board members, a District administrator, and a teacher.
- D. The committee shall, within ten school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional restatement, conditional reinstatement, or non-restatement, based on the committee's consideration of:
 1. The extent to which restatement would create a risk of harm to students or school personnel;
 2. The extent to which reinstatement would create a risk of District or individual liability for the Board or District personnel;
 3. The age and maturity of the student;
 4. The student's school record before the expulsion incident;
 5. The student's attitude concerning the expulsion incident;
 6. The student's behavior since the expulsion and the prospects for remediation;
 7. If the request was filed by a parent, the degree of cooperation and support they have provided and will provide if the student is reinstated, including, but not limited to the parents' receptiveness toward possible conditions placed on the reinstatement. Such conditions may, as an example, include a written agreement by the student and/or a parent who filed the reinstatement request to:
 - a. Abide by a behavior contract which may involve the student, his/her parents, and an outside agency;
 - b. Participate in an anger management program or other counseling activities;
 - c. Cooperate in processing and discussing periodic progress reviews;
 - d. Meet other conditions deemed appropriate by the committee;
 - e. Accept the consequences for not fulfilling the agreed-upon conditions.
- E. The committee may also allow the parent, adult student, or emancipated minor to propose conditions as part of the request for reinstatement.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

In the event a student who has been permanently expelled from another school district requests admission to this District, the Board shall, in making its decision, follow the same procedure it has established in paragraph A-E above for the reinstatement of a District student.

The Superintendent shall ensure that Board policies and District guidelines regarding a student's rights to due process are adhered to when dealing with a possible expulsion under this policy.

Due Process and Appeal Process

Appeals must adhere to the procedure described below.

Appeal Procedure: Suspensions may be appealed by parents in writing to the Principal within two school days of the parent's notification of the suspension. The written appeal must contain the reason(s) that the suspension is being appealed.

1. The student shall be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of others.
2. Upon review, the Principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with a parent if, in the Principal's opinion, this is appropriate.
3. The Principal will reach the decision and inform the parent within ten school days after the receipt of the written request.
4. The decision of the Principal may be appealed in writing to the Superintendent within two school days of the parent's receipt of the decision. The Superintendent will reach a decision and inform the parent in writing within ten school days after the receipt of the written request.
5. The Superintendent's decision shall be considered final. The parent may appeal to the Board only in cases of alleged violation of the due process by the Superintendent. In such cases, the appeal shall be made in writing to the Board president within two school days after the parent's receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parent of its decision within ten school days of receipt of the written request.

Due Process Rights: The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

A. Students subject to short-term (10 days or less) suspension:

A student must be given both written notice of his/her suspension and the reasons therefore, and the opportunity to respond to the charges against him/her prior to the suspension. An appeal may be addressed to the Superintendent whose decision will be final.

B. Students subject to long-term (more than 10 days) suspension and expulsion:

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Superintendent, in the case of a long-term suspension of forty-five (45) days or less, or the Board in other long-term suspension or expulsion cases, to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board or Superintendent, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy **5610** and/or Policy **5610.01**), to a request for reinstatement (Policy **5610.01**), or to a request for admission after being permanently expelled from another district (Policy **5610.01**).

LAKEVIEW HIGH SCHOOL ATHLETIC CODE

Participation on an athletic team is a privilege and the participants must earn the right to represent Lakeview High School by conducting themselves in such a way that the image of the school would not be tarnished in any matter. Any participant whose conduct is judged to reflect a discredit upon himself/herself, the team, or the Lakeview Community Schools, whether or not such activity takes place during or outside school hours and sessions of the sport season, will be subject to disciplinary action as determined by the coach, the athletic director, and/or the school administration.

The school system recognizes that the use of mood altering chemicals is a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. Adolescent use and abuse of alcohol and other drugs likewise affects the development of skills related to participation in extra-curricular activities.

During the school year, during the season of practice or play, and during the summer, an athlete shall not use or possess tobacco products, alcohol, marijuana, paraphernalia, steroids or other substances defined as a drug or a look-alike drug. It is not a violation for a student to be in the possession of a legally defined drug specifically prescribed for the athlete's own use by the athlete's doctor. The term *athlete* shall apply to all students on the school eligibility lists for all sports.

Adherence to the MHSAA Constitution and Rules: The student will abide by all the rules and regulations of the Michigan High School Athletic Association Constitution and Rules Handbook. Copies of the handbook are available in the athletic director's office. Coaches of each sport are responsible for interpreting, explaining, and ensuring that these rules and regulations are upheld.

Academic Eligibility Standards

1. High School weekly (current academic load)

- a. The student must carry a full academic load (6 class periods)
- b. Beginning in week three of each semester a student must be given credit in all classes; a grade of D- or higher constitutes passing work.
- c. Any student not receiving credit in every class at an eligibility check will become ineligible for the week following the check (Monday-Sunday)
- d. Weekly eligibility is to be cumulative throughout the semester.

2. High School Semester Eligibility (past academic load)

- a. A student at Lakeview High School must receive credit in 5 of 6 academic classes in the previous semester to participate in athletics.
- b. EXCEPTION: All incoming freshman are immediately eligible for the fall season of their freshman year.

Forms and Releases: Before the beginning of the fall, winter, and spring seasons, the Athlete and parent/guardian may attend a meeting with the coach and school administration to discuss the athletic code, team expectations, and to answer athlete and parent questions. In addition, before a student may participate in any athletic activity (including conditioning and practices), the student must provide the following information to the athletic director's office:

- a. A properly completed physical examination form dated on or after April 15 of the previous school year with the athlete, parent/guardian, and physician/physician's assistant/nurse practitioner's signatures.
- b. Insurance release information with parent/guardian signature and date.
- c. A copy of the Emergency Medical Notification and History form.

Squad Selection:

a) Philosophy

Lakeview Athletic Department and its programs are an extension of the learning process. We are striving to provide a program of which the student body and community can be proud. Throughout the program, the quest is to allow the student/athlete to be the best possible person, and team member that he/she can be.

Varsity – In following the mission, the varsity team should be comprised of athletes who are the most developed in their skill level, mentally and physically, and best fulfill the needs of the team. There should be continued development in the team concept and character with an emphasis on winning.

Junior Varsity – As a sub-varsity program, its concentration should be on preparation for the varsity level. There is the development of skill, character, team, and the winning concept.

AN ATHLETIC CODE FOR ATHLETES**THE CONTEST DEMANDS:**

1. Fair play at all times.
2. A square deal to opponents by players and spectators.
3. Playing for the joy of playing and for the success of the team.
4. Playing hard to the end.
5. Keeping one's head and PLAYING the game not TALKING it.
6. Respect for officials and expectation that they will enforce the rules.
7. That an athlete should not quit, bet, or "grandstand".

THE SCHOOL DEMANDS:

1. Out-of-school and out-of town conduct of the highest type.
2. Faithful completion of school work as practical evidence of loyalty to school and team.
3. Complete observance of training rules as duty to school, team, and self.

SPORTSMANSHIP DEMANDS:

1. Treatment of visiting team and officials as guests and the extension of every courtesy to them.
2. Giving opponents full credit when they win and learning to correct one's own faults through failures.
3. Modesty and consideration when one's team wins.
4. An athlete will not "crow" when the team wins or blame the officials when it loses.

Quitting a Team: Once an athlete has decided upon a sport to try, the athlete may not change to another sport without permission from the coach for the sport the athlete is dropping and the permission of the coach for the sport the athlete is adding. If a student is cut from a team for reasons other than discipline, the student may immediately tryout for another team.

Attendance: A student must attend a minimum of three (3) classes on the day of practice (school days) and day of contest to participate on that day unless leave is school approved. Absence(s) before or after a contest may result in suspension from the team and/or other consequences. Student-Athletes are required to pick up assignments ahead of time and coordinate any missed materials from their appropriate teachers.

Care of School Equipment: Each athlete and parent will assume the responsibility for caring for all equipment and supplies issued to the athlete by the coach or the coach's representative(s) and for returning all such supplies and equipment to the coach or other designated personnel at the conclusion of each season. Parents and athlete will be charged the replacement value for any lost or damaged equipment.

The uniform issued by the school is to be used for athletic contests scheduled by the school district. No part of the uniform should be used as a personal garment. Selected items, as designated by the coach, may be worn on game days for spirit purposes. Athletes who wear the uniform inappropriately may be suspended from the next athletic contest scheduled after the infraction.

Transportation to Athletic Contests: School-approved and scheduled transportation may be used to away events and some practices for specific teams. The student is expected to ride to the contest and return from the contest in the school-approved transportation. Any change from this policy must be cleared with the athletic director prior to the contest, unless it is an emergency.

Medical Release to Resume Participation: If an athlete is seriously injured, the athlete must have a doctor's release before the athlete can practice or compete in athletic contests.

Letters and Awards: The individual coach will determine any and all criteria for the winning of an athletic award by a student athlete. Violations of the training regulations may result in the revoking of any awards for which the athlete might otherwise be eligible. Athletes are not considered to have completed their season until the athlete's team has been eliminated from tournament play or the award ceremonies have been completed, whichever occurs last.

Dress Code: We expect our athletes to dress appropriately and to project a favorable image of our school. Coaches may set specific dress code standards for their respective teams.

Inclement Weather Policy:

At the high school level, in the event of school being called for hazardous weather (i.e. snow day, ice storm), **varsity** sports, with the approval of school administration, may practice after noon. Administration will determine if an event will be canceled or continue as scheduled.

Athletic Banquets: All coaches are encouraged to hold some type of awards recognition gathering with their teams. The type of gathering and location is the responsibility of the coach. The athletic director's office will assist in any reasonable manner requested.

Suspensions:

- a. The coach of the sport, the athletic director, or school administrator may make temporary suspensions. Parents and coaches are expected to report knowledge of conduct "unbecoming an athlete" to the athletic director or other school administrators. The athletic director and/or administrator will confer with the coach before action is taken. Causes for temporary suspensions may include, but are not limited to the following:
 1. Grades
 2. Personal misconduct
 3. Unexcused absences from meetings and practices
 4. Violation(s) of athletic policies
 5. Unsportsmanlike conduct
 6. Civil infractions
- b. Temporary suspensions may also be invoked during that period of investigation in which an athlete may be removed from a team. An athlete suspended under this section shall be allowed the rights of due process as established by the Lakeview School District.
- c. Coaches or school officials may impose more severe penalties at their discretion. Coaches of each sport will also establish additional training

regulations and rules of conduct, and clearly will communicate these rules and regulations to the athletes at the beginning of the season.

- d. Suspensions must be appealed in writing to either the principal or the athletic director within two (2) school days of the parents' receipt of the written suspension notice. Students will remain suspended.

The written appeal must contain the reason(s) that the suspension is being appealed.

1. Students shall not participate until appeal process is completed.
2. Upon review, the principal/athletic director may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with parents if, in the principal's/athletic director's opinion, this is appropriate.
3. The principal/athletic director will reach the decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
4. The decision of the principal/athletic director will be final if the suspension is less than 25% of the athletic season. If the suspension is 25% or more of the athletic season, the decision of the principal/athletic director may be appealed in writing to the superintendent within two (2) school days of the parents' notification of the decision. The superintendent will reach a decision and inform the parents in writing within ten (10) school days after the receipt of the written request.
5. The superintendent's decision shall be considered final. The parents may appeal to the Board only in cases of alleged violation of due process (policy 5611) by the superintendent. In such cases, the appeal will be made in writing to the Board President within two (2) school days after the parents' receipt of the decision and shall include a statement of the alleged violation of the policy. The Board shall notify the parents of its decision within ten (10) school days of receipt of the written request.

Athletic Code Violations:

Penalties:

1. Use and/or possession of tobacco products, alcohol, marijuana, paraphernalia, steroids, or other substances defined as a drug or a look-alike drug shall be handled using the following procedures:
 - a. First Offense
 1. Participation in 50% of the scheduled number of contests in the current season will be denied. *Current season* is defined to be that season in progress at the date of the offense. The denial of participation will extend into the athlete's next season, if necessary, to fulfill the suspension assigned, and the number of games carried over will be prorated on a percentage basis. If the athlete is not involved in a current season, then 25% of the next season in which the athlete participates will be denied.
 2. A student athlete disciplined for substance abuse will be referred to a substance abuse program. After serving the assigned penalty, the athlete may return to athletic contest participation provided the student follows through on the referral and has completed or is in the process of completing the recommended course of action. Failure to complete the screening and

- recommended program will result in suspension from athletics until the recommended program is completed.
3. The athlete may be required to participate in all practice sessions.
 4. A suspended athlete is to be in street clothes at contests.
 5. While on suspension, no athlete will be allowed to be dismissed from school for athletic reasons.
 6. The athlete must complete the entire sport season in good standing in order for the athlete to be given credit for serving the suspension.
- b. Second Offense
 1. The athlete will be denied contest participation for one calendar year from the date the suspension is incurred.
 2. An athlete disciplined for substance abuse will be referred to a substance abuse program. After serving the assigned calendar year suspension, the athlete may return to athletic contest participation provided the student follows through on the referral and has completed the recommended course of action. Failure to complete the screening and recommended program will result in suspension from athletics until the recommended program is completed.
 3. Participation in all practice sessions is at the discretion of the coaches involved.
 4. While on suspension, no athlete will be allowed to be dismissed from school for athletic reasons.
 5. A suspended athlete is to be in street clothes at contests.
 - c. Third Offense
 1. The athlete will be suspended for the remainder of the athlete's high school career.
2. Selling and/or Furnishing Alcohol, Marijuana and/or other Drugs
 - a. First Offense
 1. Suspension for one calendar year.
 2. Required assessment and completion of recommended program before participation in another interscholastic program.
 3. Parents will be encouraged to attend an educational program on alcohol and other drug abuse.
 4. Notification made to the superintendent and legal authorities.
 - b. Second Offense
 1. Immediate suspension with no option of return to the athletic program.
 2. Notification made to the Superintendent and legal authorities.

NOTE: If the violation occurs on school grounds or at a school function, consequences outlined in the Student Code of Conduct also apply.

16. Implementing the Athletic Rules

- a. The first step in implementing this code will be that the person with information regarding a violation or possible violation will notify the athletic director of the nature of the behavior.
- b. The athletic director will implement the athletic code.
- c. The athletic director will confer with the coach as to the nature of the offense and inform the coach of any previous violations that will impact the

consequences of the violations. A written record of all violations and disciplinary actions shall be kept in the athletic director's office.

TECHNOLOGY AND TELECOMMUNICATIONS

Acceptable Use Policy and Guidelines

Part I: Internet and Network Activity

Lakeview High School is dedicated to providing network and internet access for students to enhance learning and exchange information. The purposes for student use of district and/or network resources in order of priority are

- support of the academic program
- telecommunications
- general information

In exchange for the privilege of using network and Internet resources at school, the student agrees to comply with the following:

- A. The use of the network and the internet is a privilege which may be revoked by the district at any time. Appropriate reasons for revoking privileges include, but are not limited to, unauthorized altering any of the district hardware or software and placing of unauthorized information, computer viruses, or harmful programs on or through the computer system in either public or private files or messages. The district reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.
- B. The district reserves the rights to any material stored in files which are generally accessible to others, and will remove any material which the district, at its sole discretion, believes may be **unlawful, obscene, pornographic, abusive, prejudicial, or otherwise objectionable**. Students will not use their computer accounts to obtain, view, download, or otherwise gain access to such materials.
- C. The use of district and/or network resources for profit or other unauthorized purposes in any form is expressly prohibited.
- D. The district and/or network resources are intended for the exclusive use of registered users. The student is responsible for the use of his/her account and access privilege. Use of an account by someone other than the registered account holder is grounds for loss of access privileges.
(See Part II.)
- E. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the district. Misuse shall include, but not be limited to:
 - intentionally seeking information, obtaining copies of or modifying files, other data, or passwords belonging to other users;
 - misrepresenting other users on the network;
 - disrupting the operation of the network through abuse of hardware/software;
 - using the network for hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
 - interfering with use of the network by others;
 - extensively using the network for non-curriculum-related communication;
 - installing copyrighted or unlicensed software illegally, including disk-based or computer-based games;
 - unauthorized down-loading, copying, or using of licensed or copyrighted software.
- F. The student may not transfer shareware or software from information services and electronic bulletin boards without the permission of a supervising teacher. The student will be liable to pay the cost or fee of any shareware or software intentionally transferred without such permission.

- G. For each file received through a file transfer, the student agrees to check the file with a virus-detection program before opening the file for use. Should the student intentionally transfer a file, shareware, or software which infects the network with a virus and causes damage, the student will be liable for repair costs to make the network fully operational. The student also may be subject to disciplinary measures determined by the district.
- H. The student may only log on and use the network under the supervision of a staff member and only with his/her authorized account number.
- I. The district and/or network does not guarantee that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct, indirect, incidental, or consequential damages (including lost data, information, or time).
- J. The district and/or network will periodically determine whether specific uses of network are consistent with the acceptable-use practice.
- K. The district and network reserve the right to log and monitor Internet use and fileserverspace.

Part II: Consequences of Inappropriate Internet/Network Behavior

Violations of the guidelines listed earlier will result in staff intervention or other disciplinary measures. These actions include, but are not limited to, the following:

- Administrator/student conference or reprimand;
- Administrator/parent contact;
- Student's attendance at a training session to learn the proper operational procedures for computer and/or related equipment;
- Referrals and conferences involving various support staff or agencies, including The school resource officer;
- Behavioral contracts;
- Confiscation of inappropriate item(s);
- Banned from using all computer equipment, networks, or the Internet for a time to be determined;
- In-school suspension;
- Out-of-school suspension from one (1) to ten (10) days;
- Restitution/restoration.

Below is LCS Technology Agreement. The forms are available in the LHS office and media center and also on our web page. (www.lakeviewschools.net)

**LAKEVIEW COMMUNITY SCHOOLS
ACCEPTABLE USE POLICY FOR COMPUTER RESOURCES**

GENERAL INFORMATION

The goal of allowing participation in the Internet is to assist in the collaboration and exchange of information between Lakeview Internet users and the world. The intent of this policy is to insure proper use of the privilege of Internet access through Montcalm Area Intermediate School District (MAISD).

The Internet is made up of an enormous number of computer systems. Some of these systems may, unfortunately, contain defamatory, inaccurate, abusive, obscene, threatening, racially offensive, illegal, or otherwise inappropriate materials on their own. It is not possible to control access to this material without negating the value of connecting to the Internet in the first place. Therefore, it is expected that each individual will accept responsibility for his or her actions on the Internet. An Internet filtering system has been installed that meets CIPA requirements. Smooth operation of the network relies upon proper conduct of all its users who must adhere to strict guidelines. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

TERMS AND CONDITIONS

Access to the Internet via MAISD is a privilege and not a right. Inappropriate use may result in the cancellation of those privileges. Users have the privilege of accessing the Internet to facilitate diversity and personal growth in technology, information gathering skills, and communication skills. Any use of the Internet for commercial or profit purposes is prohibited. Users agree to engage in activity, which is legal and non-disruptive to other users of the Internet. Specifically they agree to the following: Use of the network must be in support of education and research and be consistent with the educational objective of Lakeview Community School District. Any service accessed which will require a monetary charge of financial commitment shall be the responsibility of the individual. Disciplinary actions are defined in the student handbook.

NETWORK ETIQUETTE

You are expected to abide by generally accepted rules of computer network etiquette.

These include but are not limited to the following:

1. Be polite. Do not be abusive in your messages to others.
2. Use appropriate language.
3. Do not reveal the personal address and/or phone number of yourself or of any other student(s) or teacher(s).
4. Note that electronic mail (e-mail) is not guaranteed to be private, as system managers can access it.
5. Do not use the network in such a way that would be disruptive to others.
6. Any vandalism will result in the cancellation of all system privileges.

SECURITY

Security on any network is a high priority, especially when it involves many users.

1. Do not attempt to gain security codes, passwords, or other private information regarding another user.
2. Do not share your security codes or passwords.
3. Do not misrepresent yourself on the system in any way.
4. Unauthorized efforts to log on to the Network or Internet as another user may result in cancellation of all privileges.
5. Lakeview Community Schools reserve the right, at their sole discretion, to suspend or terminate a member's access to the Internet and/or local network upon any breach of the Terms. Revocation of privileges may range from a minimum of two weeks up to and including permanent loss of access. Any action by any user that is deemed to be a threat to the integrity of the system will result in the loss of all privileges and could result in civil or criminal charges being filed.

WARRANTY

While MAISD and Lakeview make every effort to maintain an error free system, it makes absolutely no warranties of any kind, neither expressed nor implied for the service it is providing, MAISD or Lakeview will not be responsible for any damages suffered or caused by any user. This includes, but is not limited to, any loss of data by any means. Any and all use of any of the information obtained via the Internet is at the user's own risk. MAISD and Lakeview specifically deny any responsibility for the accuracy and/or quality of any information obtained through the Internet services. The user (or parent/guardian, if applicable) agrees to indemnify and hold harmless MAISD or Lakeview, its sponsors, individual board members, agents or employees from and against any claim, lawsuit, cause of action, damage judgment, or administrative complaint arising out of the use of Lakeview hardware, software, and/or network facilities under this agreement.

Acceptable Use policy Contract

Applicant

I understand and will abide by the Terms and Conditions for the use of Lakeview's computer resources. I further understand that any violation of these regulations may result in the loss of some or all access privileges, school disciplinary action, and/or legal action.

Applicant's Name Applicant's Signature Date

Parent or Guardian

As the parent or guardian of _____, I have read the Terms and Conditions. I understand that this access is designed for educational purposes. I also recognize it is impossible for Lakeview to completely restrict access to all controversial materials, and I will not hold them responsible for such materials accessed on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to allow my child use of the network, and certify that the information on this form is correct.

Parent or guardian's name Parent or guardian's Signature Date

Handbook Acknowledgement

This student handbook has been prepared to guide you through your high school experience. We want both students and parents to understand the policies and procedures that are in effect at Lakeview High School. By signing below each student and parent/guardian acknowledges that they have received a copy of the handbook and are responsible for understanding the contents. Please review carefully with your child and keep it handy for ready reference throughout the school year. At Lakeview High School, we believe strongly in the combined involvement of parents and students working together with the school.

Student Signature Parent Signature

Date

Use of Student Information

LHS is proud to publicly recognize student achievements in various fashions including but not limited to displays of student work with names, local recognition via newspaper, etc. As well, at times, LHS conducts various student surveys to support/enhance the learning environment and culture within the building/district.

By signing below, each student and parent/guardian acknowledges that they condone public recognition of their child if/when applicable and as well as allow their student to participate in school related surveys.

Student Signature Parent Signature

Date



Community First
Federal Credit Union

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Lakeview Community Schools

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