

**LAKEVIEW MIDDLE SCHOOL**

---



**Student Handbook  
2016-2017**

**“Lakeview Middle School: A Purposeful Community**

**Middle School Office  
Phone 989-352-7221 ext. 2000  
Fax 989-352-6710**

**Central Office  
989-352-6226**

**Bus Garage  
989-352-7221 Ext 4000**

**Mission Statement: All students will become productive citizens and life-long learners.**

**Lakeview Schools Web Site  
[www.lakeviewschools.net](http://www.lakeviewschools.net)**

**This Agenda Belongs to:**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_  
Phone #s \_\_\_\_\_

## FOREWARD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the school's rules as of June 2015. If any of the policies or administrative guidelines referenced herein are revised after June 2016, the language in the most current policy or administrative guideline prevails.

### Travel Time Expectations

- Watch where you are walking (travel time is ELECTRONICS FREE)
- Keep your hands to yourself
- Quiet voices
- Walk (on the right and pass on the left)

### ACCEPTABLE USE POLICY FOR COMPUTER RESOURCES

LMS provides students and staff with various opportunities to use computer technology in applications within the curriculum. Computers are connected to the Internet and have access. This is a privilege, not a right. Students and their parents must sign a contract agreeing to responsible use. Violation of this policy will be evaluated on an individual basis and according to severity. Consequences may include, but are not limited to, one or more of the following:

- Verbal warning by principal and letter sent to parents.
- One to three day suspension and parent notification.
- Loss of privilege of computer use.
- Restitution and/or appropriate fine.
- Recommendation of transfer to alternative education.
- Expulsion from school.
- Referral to policy.

### ACCESS/DISCLOSURE of STUDENT RECORDS and OTHER PRIVACY ISSUES

In compliance with the Family Educational Rights and Privacy Act (FERPA) and in accordance with School Board Policy, parents may review their children's cumulative education records at the school office upon request. If student education records are inaccurate or misleading, the student's parent or guardian may request an amendment by contacting the school principal. Cumulative records are treated as confidential material, and the privacy rights of parents and students are safeguarded. Except as provided by law, no outside agencies or individuals may have access to a student's record without written consent of the parent. If records are copied, a minimal fee may be charged.

Parents/guardians have the right to file a complaint with the Family Compliance Office, U.S. Department of Education for failure to comply with FERPA. Whenever a student transfers from one school to another, the scholastic and discipline record or a copy of the scholastic and discipline record will be transferred to the school upon request from that school.

The School Board authorizes making "Student Directory Information" public as permitted under state and federal laws and regulations. Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name; address; date and place of birth; major field of study; participation in officially recognized activities and sports, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within seven (7) days after receipt of the District's public notice (*Lakeview Community Schools Board Policy – 8330*).

### ACCIDENTS/INJURIES

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

### ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and as such, are designed to be educational, as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television, or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet, and booing are discourteous. Yelling is appropriate only at pep assemblies.

- Do not take books or coats to the assembly unless instructed otherwise.
- Proceed to the assembly area quietly and promptly. Find your seat quickly.
- When the chairman of the assembly asks for your attention, give it to him/her immediately.
- Be courteous to the performers and to your neighbors. Do not use an interval of applause or the short time between numbers to start conversation.
- Applaud in keeping with the occasion. Applause should be generous and courteous. Never applaud during or after a devotional assembly.
- Do not leave the assembly until dismissed.

### ATHLETIC CODE

The Contest Demands:

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

The School Demands:

- Out-Of-School and Out-Of-Town conduct of the highest standard.
- Faithful completion of schoolwork as practical evidence of loyalty to school and team.
- Complete observance of training rules as duty to school, team, and self.

Sportsmanship Demands:

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

### ATHLETIC POLICIES

#### I. Eligibility

- Physical Exam Card and Parent Consent Form-Student athletes must have passed a current year physical exam with a doctor's signature and have the physical card on file in the office.
- Insurance Information Sheet-Parents must have signed and returned the Insurance Information Sheet.
- Academic Eligibility-In order for a student athlete to be eligible to participate in athletic contests, he/she must be passing all classes with at least a D-. Academic progress will be determined on a weekly basis. At the end of each school week, teachers will determine if athletes are passing or failing their class. Any student receiving a failing grade in one or more classes will be ineligible to participate in games for the following week. For those students who are deemed ineligible for games, practice eligibility and attendance to games will be left up to coaches and parents. This eligibility process will continue on a weekly basis for all players for the whole of the season.

- Awards and Amateur Practice-Student athletes will not have accepted for athletic performance any award for more than \$10.
- Limited Team Membership-Student athletes cannot represent an outside team while representing our school.
- Limitation of Competition-Student athletes may compete in only one sport per season.

## II. Loss of Eligibility

- **Tobacco** - Possession or use of tobacco, IN ANY FORM, by athletes is absolutely forbidden (anywhere) from the first day practice is called until the last game or meet is completed and equipment is returned. First violation will result in a six-week suspension from all extracurricular participation. A second violation will result in a suspension from all extracurricular participation for the rest of the semester or six (6) weeks, whichever is longer.
- **Alcohol and/or Drugs** - Possession and/or use of drugs, "look-alike drugs," alcohol, and drug or alcohol paraphernalia, is absolutely forbidden (anywhere) from the first day practice is called until the last game or meet is completed and equipment is returned. First violation will result in a six-week (6) or remainder of the season, whichever is longer, suspension from all extracurricular participation. A second violation within the same school year, will result in an additional six (6) weeks extracurricular suspension, or remainder of current season of participation, whichever is longer. In order to be allowed consideration to participate again, the student will be required to supply the middle school principal or athletic director with verification of examination and/or acceptance of professional counseling service, as provided by county mental health substance abuse or similar program.
- **Attendance** - Absence from School-Practice-Game or Matches: **An athlete must be in school all day in order to practice and the day of a game to participate in the game.** A possible exception to this is if an athlete knows ahead of time that he/she cannot be in school and explains why to the coach and has his/her permission. Being in school 1/2 day might be acceptable if the athlete has a very good reason like dental/doctor appointment or the athlete was needed at home. Illness excuses will very likely keep the athlete from participating that day. We are trying to avoid playing an athlete that is sick and should not play. We are also trying to avoid playing the "goof-off" and the athlete that has no valid reason for missing school.

## III. Closing/Early Dismissal Due To Weather:

The closing of school early, due to inclement weather means that the following policy is in effect when students are sent home:

There will be no use of school facilities for any school-sponsored activity. (This does not include use by organizations that have rented facilities.)

All away events will be cancelled or postponed. If a school day never convenes, because of inclement weather, practice sessions may be scheduled and scheduled events may take place.

## IV. Athletic Clubs

- We will not have individual clubs such as football, basketball, etc. If you do have a club, it will be a type of club, which involves all athletes.

## V. Money Projects

- Each sport may have one money-making project which involves a product that is sold. A team may also have service type projects such as lawn raking, car washes, etc.
- All money making projects must be scheduled in advance with the building principal. Money made on any project approved by the school and carried out while representing the school CANNOT be used for the purchase of items that will become an individual's personal property.

## VI. Team Bus

- Team members are to go and return to school on the team bus. Athletes who live on the direct route of a bus may be let off at their home or at a location where their parents will pick them up, providing the athlete has a note from his/her parents/guardian making this request. On the return trip if the bus comes through town, athletes living in town may be let off; again, they must have written requests signed by the parent/guardian. Parents, guardians, or designated adult may bring their son/daughter home from an away contest by personally contacting the coach in charge and notifying him/her of their decision. Failure to follow this procedure will result in suspension from the next away contest either in the sport in progress or the next sport in which the individual participates (a minimum of the next two (2) away contests).

## VII. Purchasing Equipment and Supplies

- All equipment and supplies must be cleared by the athletic director before purchasing.

## VIII. Issuing and Returning Equipment

- At the beginning of each season, it is expected that each coach will see that the athletes involved in his/her sport are issued the necessary equipment. At the close of the season, an inventory will be given to the athletic director and recommendations made as to what will be necessary in the way of equipment and materials for the following season.
- Players will be held responsible for issued equipment and will be expected to turn such equipment in at the close of the season or pay for equipment not returned. It is the coach's responsibility to see that this is done.

### STATE ATTENDANCE LAW AND INTERMEDIATE SCHOOL DISTRICT POLICY

Students who are under the age of 18 are required to attend school under the State Compulsory Attendance Law. Parents will be notified by phone and in writing if absences become chronic. Further, truancy reports will be filed with the Intermediate School District.

### Montcalm Area ISD Truancy Policy

This is a new process that the Montcalm county agencies have implemented to help deal with poor school attendance (*truancy*). Here is what you can expect to happen:

**Once your child has accumulated three (3) unexcused absences**, the school truancy referral process will be started.

You will receive a *letter, phone call, home visit*, or possibly all three, to alert you that your child is missing too much school. The school *may* refer to Department of Human Services for prevention / intervention and/or may request MAISD Truancy Officer intervention.

**Five (5) accumulated unexcused absences**, the school refers the case to the MAISD Truancy Officer for follow up.

**Eight (8) accumulated unexcused absences**, the school and MAISD

Truancy Officer refers the student/parent truancy case to the Prosecuting Attorney for judicial review/action.

## ATTENDANCE

Regular school attendance is necessary if the student is to get the most from his/her school experience. Good student attendance also helps establish a life pattern, which is valued by future employers. Students who are chronically absent jeopardize their chance for promotion to the next grade. Excessive absences and tardiness will not be permitted and will result in appropriate supportive assistance, and if necessary, disciplinary action.

There are two types of absences: excused and unexcused. Excused absences include: illness, doctor appointments, religious holidays as verified by parents, court appearances, suspensions from school (sent home by principal), family emergencies, and other reason as determined by the middle school principal. All other absences are considered unexcused. **Pre-arranged excused absences must be approved by the principal.**

If you must be absent:

- In the event of any absence, the student's parent or guardian is required to call the school at (989) 352-8016 before 9:00 a.m. to explain the reason for the absence.
- If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.
- Parents will be sent notes regarding attendance as needed.
- If a student is absent 10 or more days, excused or unexcused, the school may require a doctor's note excusing all absences from that point forward.

Michigan law requires that whoever has custody or control of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district. Failure to follow mandatory attendance laws constitutes truancy.

## BOARD MEETINGS

The Lakeview Community School Board of Education holds public meetings on the second Monday of each month. Information on past and future LCS Board meetings can be found on the district website: [www.lakeviewcommunityschools.net](http://www.lakeviewcommunityschools.net). Additionally, please feel free to call the superintendent's office

for the time and location of these meetings.

## BOARD POLICIES

Copies of the policies of the Board of Education are on file in each school and are available for inspection. Policies are also available online at [www.neola.com/lakeviewcommunity-mi/](http://www.neola.com/lakeviewcommunity-mi/)

## BREAKFASTS/LUNCHES

Lakeview Community Schools participate in both the [National School Breakfast and Lunch Programs](#). The meals that are offered meet the established Recommended Dietary Allowances (RDAs), student's calorie needs and the Dietary Guidelines for Americans. The menu planning system provides students approximately 1/4 of the RDA for key nutrients for breakfast and approximately 1/3 of the RDA for key nutrients for lunch. Breakfast will be free to all students wishing to eat at school. Prices for lunch are full price at \$2.50 and reduced price at \$0.40. Milk is \$0.40. A la carte items are offered for sale in addition to lunch items for 6<sup>th</sup> and 7<sup>th</sup> grades students only. All schools use a computerized point of service system, which allow students to have individual accounts for prepayment of meals/snacks and payment at the time of service. Student accounts are used for full price meals, reduced price meals, free meals and a la carte purchases. This system also lessens the need for students to carry money to the cafeteria each day. Parents may also go on line and make deposits in their child's account.

Applications for free and reduced price benefits can be obtained from the following sources:

- school office
- through students when applications are sent home at the beginning of school year
- menus are published monthly and sent home with students

Please note: Students may pay cash for their meals at any time. Meals may be paid for the day they are eating their lunch for one day, or may pre-pay for lunches by the week, month, or school year. Over time, a student could use the money that is held in their individual account. When this happens, they will be allowed to "charge" for meals **UP TO THE LIMIT OF NEAGATIVE \$10.00. When a student reaches the negative \$10.00 limit he or she will be offered an alternate lunch such as a peanut butter sandwich.** Parents may call the food service office at 989-352-7221 x2012 to check the balance of their child's account or the parent may go to [www.lunchdeposit.com](http://www.lunchdeposit.com) and set up an account to monitor your child's account. Deposits made by credit card may also be made on this website for your convenience.

## BUS PASSES

If a student wishes to ride a different bus, parents must call the Bus Garage and make arrangements with them. Their number is 989-352-7221 ext 4001.

## BUS CONDUCT RULES

1. Follow the bus driver's directions the first time they are given.
2. Remain seated at all times. It is dangerous to stand while the bus is in motion.
3. Keep all body parts and objects inside the bus.
4. No eating, drinking, chewing gum, etc. (**NOTHING in mouth**), or smoking is allowed on the bus.
5. Respect the rights, properties, and personal space of others.
6. Items brought on the bus must be held on lap (e.g. books, backpacks, musical instruments, etc.) Items may not be in the aisle way or blocking any exit or clear egress route.
7. Dangerous and inappropriate items are not permitted on the bus (e.g. lighters, matches, firecrackers, sleds, skateboards, animals, insects, reptiles, etc.).
8. Use appropriate language at all times. No swearing, degrading, slanderous, or threatening comments.
9. Use a normal, "indoor", talking voice. Yelling and/or screaming are distracting to the driver.
10. Electronic communication device use (cell phones etc.) is not allowed on buses. The use of iPods, MP3 players, electronic games, etc. is at the sole discretion of the driver.
11. Vandalism will not be tolerated. (Writing on, cutting/disfiguring seats, or any portion of the bus, etc.) **Restitution will be required.**
12. **BUS DRIVERS MAY ASSIGN SEATS AT ANY TIME AND FOR ANY REASON.**
13. Weapons are not permitted on the bus. Board policy will be enforced. (*Policy 8606*)
14. Students shall follow all directives and requests from the bus driver or other District personnel.

*The Transportation Department may suspend or revoke the transportation privilege of any student who violates the adopted rules and regulations.*

## Bus DISCIPLINE PROCEDURES

**Safety is our number one priority.** If a passenger does not follow the rules of the bus, the driver will issue a Warning Slip. The penalties for misbehavior are as follows:

**Courtesy** This notice is used for non-severe items and is intended to give parents notification that the child has been misbehaving and provide a chance to correct the problem before further misbehavior occurs. Parent needs to talk to the child and stress the importance of following the rules on the bus. The child must return the Courtesy Notice, signed by parents to their driver.

**1st Warning** Parent must discuss problem with their child and stress the importance of following the rules on the bus. The child must return the Warning slip, signed by parents, to the driver before being allowed to resume riding.

- 2nd Warning** Child's transportation privileges will be revoked for one (1) school days for Preschool – 5<sup>th</sup> grade, and three (3) school days for 6<sup>th</sup> – 12<sup>th</sup> grade students. Parents must discuss the problem with their child and stress the importance of the following the bus rules. The child must return the Warning slip, signed by parents, to the driver before being allowed to resume riding.
- 3<sup>rd</sup> Warning** Child's transportation privileges will be revoked for three (3) school days for Preschool – 5<sup>th</sup> grade, and five (5) school days for 6<sup>th</sup> – 12<sup>th</sup> grade students. A required discipline meeting must be held with the parent, driver and administrator before student is allowed to resume riding the bus.
- 4th Warning** Child's transportation privileges will be revoked for five (5) school days for Preschool – 5<sup>th</sup> grade, and a minimum of ten (10) school days for 6<sup>th</sup> – 12<sup>th</sup> grade students. A required discipline meeting must be held with the parent, driver and administrator before student is allowed to resume riding the bus.
- 5<sup>th</sup> Warning** Child's transportation privileges will be revoked for ten (10) school days for Preschool – 3<sup>rd</sup> grade. For 6<sup>th</sup> – 12<sup>th</sup> grade, a discipline review will be conducted and students may lose privileges for the remainder of the year. A required discipline meeting must be held with the parent, driver and administrator before student is allowed to resume riding the bus.

Zero tolerance Policy. Fighting, assaults, or other physical confrontations will not be tolerated. Any violation will result in at least a three (3) day bus suspension, even for a first offense. Any violation that involves passenger or driver endangerment, physical or sexual contact with others, disrespect to the driver or other extreme safety violation is classified under "Zero Tolerance". Serious violations or repeat offenses may result in loss of transportation privileges.

ALL WARNING SLIPS/PENALTIES given during the last two weeks of school could carry -over into the next school year. **Extreme violation of the bus rules could also include suspension or expulsion from school.**

The Transportation Department may suspend or revoke the transportation privilege of any student who violates the adopted rules and regulations.

To schedule a meeting or to discuss your child's behavior problems, contact the Transportation Supervisor at 989-352-7221 ext 4001 or by email to: [transportation@lakeviewschools.net](mailto:transportation@lakeviewschools.net)

#### CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in:

- Depositing all lunch litter in wastebaskets. Leaving the table and floor around you in a clean condition for others.
- Keeping the lunchroom noise at an appropriate level.
- Following the directions of the supervising adults. Not leaving the cafeteria without permission during lunch hour.
- Bringing coats, gloves, etc., to lunch as going back to your locker is generally not allowed.
- Remaining seated while in the cafeteria (no standing, running, etc.). Students can go to the gym or outside (weather permitting) if they want to burn energy.
- Lunch accounts should be monitored between students and their parents. Students are allowed to charge up to \$10. From that point, NO charges will be made.

#### CHEATING

Honesty, trust, and integrity are vital components of the education process. As such, cheating is a serious offense. Anyone who copies another's work or turns in someone else's ideas as his or her own has engaged in cheating. Collaboration with another student or students could be considered cheating if students are expected to complete an assignment independently. Teachers have a responsibility to proctor tests carefully and to explain to students when collaboration is and is not appropriate on assignments completed inside and outside of class.

**Examples of cheating include:**

- Copying homework or allowing someone else to copy your work
- Plagiarism (passing off another's ideas, writing, etc. as one's own)
- Copying from another's quiz, test, or exam or allowing someone to copy from yours
- Improperly obtaining and/or using tests, questions, or keys
- Using unauthorized notes/materials

#### CHILD CUSTODY

The school recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student's academic progress. Unless a court order decrees otherwise, either parent or a legal guardian may view education records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year. It is the responsibility of the parent or legal custodian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering school property if their conduct becomes disruptive to the school.

environment. Concerns regarding custody and visitation should be directed to the school principal. **Reminder: All students must be picked up and dropped off at the Office. Please never go directly to a classroom without first stopping at the office.**

#### CLOSED CAMPUS

We operate a closed campus policy. Students must stay on the school grounds from the time they arrive, even if the first period has not yet started, until dismissal or until the bus picks them up. Students must bring a written parental request to the office to leave the campus for any reason. Only those students who live within walking distance may be granted permission to go home for lunch. If it is necessary to leave school for any other reason, a permit must be obtained, signed by the parent, doctor, or dentist, and returned when the student returns to school. Students who leave school without permission:

- 1st time: One-day suspension (in-school suspension).
- 2nd time: Three-day suspension (in or out).

#### DANCES AND OTHER ACTIVITIES

Students are not allowed to leave the dance. School Dress Code will be enforced. Only current Lakeview students are permitted to attend.

#### DOCTOR/DENTAL APPOINTMENTS

We encourage the scheduling of dental and medical appointments outside of school hours, but realize that it is almost impossible to do if the nature of these visits requires a series of appointments.

When a student must leave the building for such reasons, we request that he/she bring a note to the office in the morning, check out in the office when leaving, and again upon his/her return.

When a student must have a series of visitations, we suggest that these be staggered throughout the school day.

#### DRESS AND APPEARANCE

We do ask that students select apparel that is appropriate for school. Styles of dress shouldn't create problems of health and sanitation nor tend to disrupt the educational process. Cleanliness of person and clothing is an essential part of student behavior. Attempts on the part of individuals or groups to call attention to themselves by unusual clothing or grooming will be considered unacceptable. Footwear should be worn at all times. The following types of clothing are inappropriate for school:

- Short shorts, track or running shorts or bathing trunks are not acceptable. Please note: Any combination of these items is a violation of dress code (example: wearing tights with short shorts over them).
- Cut-off jeans, cut-off sweat pants, etc.
- Boxer shorts, flannel pants, or any pajamas.
- Skirts or shorts may be worn but **must be fingertip length** or longer.
- Shirts and tops are to cover the complete stomach, back, and shoulder area. They should not hang low under the arm or expose any undergarment that is worn beneath. No cut off shirts. Shirts MUST have finished edges.
- Clothing with inappropriate words or symbols can include, but not be limited to, offensive language, promotion of drugs or alcohol use, or referral to sex, nudity, violence, or profanity.
- Pants need to be worn on the student's waist, and they should not expose any under garments. Pants with multiple holes are not permitted.
- Hats are not to be worn in the building.
- Acceptable accessories will be defined as necklaces or bracelets worn around the neck, wrist, or ankle with link lengths no larger than 3/8 inch and with a jeweler's clasp to secure the ends together. Chains or other materials that are used for specific jobs or have ornaments on them that could be dangerous to the wearer or others will not be worn. (Examples include, but are not limited to, dog chains/collars, spiked collars, bike chains, etc.)
- Students are not allowed to wear jackets in class. Additionally, hand bags/book bags are not allowed in the classroom.
- **A student appearing in apparel not deemed suitable for school will be asked to change.**

Fundamental responsibility for standards of dress and grooming rests with the student and his/her parent or guardian. Because some individuals or groups are representing the school (e.g. performing musical groups, athletic squads, cheerleaders, etc.) the school reserves the right to establish more definitive dress policies for these groups. **The administration reserves the right to make interpretations regarding proper attire of students.**

#### DRUGS, ALCOHOL & TOBACCO

Students are not to use or have in their possession tobacco, IN ANY FORM (look-alike cans, e-cigarettes, and or contents will be cause for discipline, but not necessarily the same penalty as possession of the real product), at school, at any school function, or on school property at any time.

The dispensing, possession, or use of any narcotic, drug, "look-alike drug" (caffeine or similar based substance), or alcohol is strictly prohibited at all times on school grounds or at school events held on campus or away.

Chemical substances such as, but not limited to, glue, cleaning fluids, wood finishes, or rush used to alter normal body functions or mental states are strictly prohibited at school and all school functions.

First violation of this policy will result in all of the following:

- Immediate five-day suspension from school.
- Immediate six-week suspension from participation or being a spectator at any extracurricular activity. These activities include athletic contests, dances, clubs, marching band, plays, musicals, or field trips.
- Any additional penalties approved by specific school clubs or organizations.

Second violation of this policy, within the same school year, will result in a five-day to ten-day suspension from school. It may also be necessary to have verification from Mental Health, a substance abuse center, or similar agency of an examination and/or acceptance of professional help.



These policies also apply to any person entering school or school activity that appears either to have been using or under the influence of any of the above named substances. Parents will be informed, and incidences involving dispensing, especially to younger people, will be turned over to the police.

**ELECTRONIC DEVICES – PERSONAL PROPERTY**

Use of personal technology (ie. Cell phones, iPods...) is not allowed during the school day without adult permission. If these items are used during the day without permission or in an inappropriate manner, the property may be confiscated and disciplinary action may be taken. **Lakeview Middle School will not be held accountable for lost or stolen items.**

**EXTRA HELP/HOMEBOUND INSTRUCTIONS**

You may always seek extra help from your teachers if you do not understand an assignment, the work is difficult, if you have been absent and have missed assignments and class discussions or if for health reasons you are homebound for at least 10 days. (If this is the case, contact school administration regarding procedures.) Arrange a conference with your teacher before or after school or at a time convenient to both of you during the day. A teacher will sometimes request a student to stay after school if it is apparent that the student is having difficulty with his/her work. This is not to be thought of as a punishment, but rather as the desire of the teacher to help you make the progress of which you are capable.

**FIREWORKS/EXPLOSIVE DEVICES**

There is no place in school for fireworks and/or any other explosive devices! Bringing these devices to school will result in disciplinary action.

**GRADING SCALE**

Class work, homework, special projects, honor roll and grade point average are determined by using the following scale:

Description	%	Grade
<b>Excellent</b> - Student consistently works above and beyond standard class requirements.	<b>100-94</b>	<b>A</b>
<b>Excellent</b>	<b>93-90</b>	<b>A-</b>
<b>Good</b> - Student often works above the standard class requirements	<b>89-87</b>	<b>B+</b>
<b>Good</b>	<b>86-83</b>	<b>B</b>
<b>Good</b>	<b>82-80</b>	<b>B-</b>
<b>Average</b> - Student completes the assigned work with a reasonable degree of proficiency and completeness.	<b>79-77</b>	<b>C+</b>
<b>Average</b>	<b>76-73</b>	<b>C</b>
<b>Average</b>	<b>72-70</b>	<b>C-</b>
<b>Below Average</b> - Student accomplishes class work and tasks with some degree of success.	<b>69-67</b>	<b>D+</b>
<b>Below Average</b>	<b>66-63</b>	<b>D</b>
<b>Below Average</b>	<b>62-60</b>	<b>D-</b>
<b>Unacceptable</b> - Student has not performed at a level necessary to pass course.	<b>59 or lower</b>	<b>E</b>

**GUIDANCE**

The purpose of the counselor is to help each student in his/her social, educational, vocational, and personal development. He/she also enrolls students and works with immunization requirements. The counselor is in the guidance office daily from 8:00 a.m. to 3:05 p.m. Conferences with students receive first consideration of the counselor's time and are scheduled whenever necessary. Please refer to the District Policy 8330 and AG8330 on student records for a further detailed explanation of records policy.

**The counselor may assist the student:**

- In recommending materials that the student may use to improve his/her study habits.
- In planning his/her schedule and school program.
- In making realistic curriculum selections and suitable plans for the future.
- In offering aid in problems of adjustment, to listen to the students discuss his/her problems.

**HALLWAY AND STAIRWAY COURTESY**

- Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
- Pass through corridors quietly. Be considerate of others in the halls and classrooms.
- Discard trash in the containers provided.
- Keep the school clean by picking up paper from the floors.
- Leave the school building within ten (10) minutes after dismissal unless under the supervision of a teacher.
- All hallway misbehavior will be dealt with using detention policy that is currently in place in the classrooms. Running, misuse of drinking fountains and general horseplay will be dealt with in this manner.

## HARASSMENT AND BULLYING

**Harassment** is words, conduct, or actions directed at a specific person that annoys, alarms, or causes much emotional distress for no legitimate reason.

Any student who believes that he or she has been subjected to discriminatory and/or sexual harassment, insults, or intimidation shall report the incident(s) to the building principal, teacher or counselor who shall inform the principal. Upon the filing of a verbal or written complaint, the principal and Counselor shall conduct a prompt and complete confidential investigation.

**Sexual Harassment:** Sexual harassment is considered as any “unwelcome behavior of a sexual nature that interferes with *the life of the target*.” It is unsolicited and nonreciprocal. Sexual harassment includes use of sexist terms, comments about body parts, sexual advances, unwanted touching, gestures, taunting, sexual graffiti, and rumormongering about a classmate’s sexual identity or activity. Generally, any behavior of a sexual nature that provokes undesirable, uncomfortable repeated harassment is bullying.

**Bullying:** A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions by one or more other students. It is a negative action when someone intentionally inflicts, or attempts to inflict, injury or discomfort upon another. Bullying can take many forms:

**Verbal:** Includes, but is not limited to, name calling, verbal assaults, teasing, taunting (including nonverbal taunting, such as vulgar or inflammatory gestures), or threatening remarks intended to hurt, intimidate, control, or create fear in another person.

**Physical:** Includes, but is not limited to, pushing, shoving, slapping, hitting, or any form of unwelcome physical contact meant to intimidate, control, or create fear in another person.

**Psychological:** Making faces, making demeaning or dirty gestures or sounds.

**Social:** Exclusion, isolation, or rumors both harassment and bullying have the purpose or effect of unreasonably interfering with an individual’s educational performance or creating an intimidating, hostile, or offensive working or educational environment.

**Harassment Consequences:** Please review the Lakeview Middle School Violations and Consequences section as well as the Rubric for Peer-to-Peer Aggressive Behavior that is located inside this handbook.

## LOCKS AND LOCKERS

All students will be provided a locker with an attached lock. In the interest of health, safety, and welfare, the school reserves the right to open any locker or all lockers at any time for inspection or cleaning. The school assumes no responsibility for any article stolen or lost from these lockers. No other locks are to be used, and students are to use the locker assigned to them. Students are responsible for the inside and outside cleanliness of their lockers. Please do not leave money or other valuables in lockers.

## LOST AND FOUND

Students who find lost articles are asked to take them to the Lost and Found tables by the entrance to the building. Lost articles, which are not claimed within 30 days, will be given to the needy.

## MEDICATION POLICY

Students are not allowed to carry medication of any kind on school property. This includes prescription, nonprescription medications and inhalers. **(See drugs & alcohol for punishments of this violation).** If it is necessary for a student's well being, school staff can give medication during school hours. In order for this to happen, several steps must be taken:

- Student's parent/guardian must provide the school with written permission and a request to administer medications on the form supplied by the school.
- All medications will be kept in a labeled container as prepared by a pharmacy, physician or pharmaceutical company. This includes nonprescription medications as well as cough suppressants.
- Medication will be stored in a locked location in the school office.
- A student may carry medication on his/her person to allow for immediate and self-determined administration with a physician signed school permission form on file with the district’s health coordinator.

## PARENT CONFERENCES

Parents may make appointments for conferences with teachers, counselors or the principal by telephoning the school office. We do have regularly scheduled parent/teacher conferences in the fall and spring.

## PARENT PICKUP

Students will be permitted to leave the building only if there is an emergency, extreme illness, or parent/administration agreement. Parents or guardians must sign each student out in the office.

## PHYSICAL DISPLAYS OF AFFECTION (PDA)

Boyfriend/girlfriend relationships are discouraged at the Middle School level. The physical acts of affection between students such as hand-holding, hugging, wrapping arms, kissing, etc., are not permitted in the school, on school grounds, or in transportation vehicles to any school sponsored activity. School is not the place to show outward signs of affection. Students who display physical acts of affection may necessitate parental contact and/or disciplinary action.

## PHYSICAL EDUCATION (P. E.)

Students will generally be assigned to physical education for a period of time(s) during the school year. When a student is assigned to physical education, he/she should be prepared to use gym shoes. Facilities are provided for changing clothes if the student desires.

A parent's written excuse or a call can excuse a student from P.E. on a day-to-day basis. Students who are under a doctor's care for a prolonged period must provide a doctor's statement. Locks for lockers may be obtained from the P.E. Teacher. Do not use your own lock.

### PHYSICAL OR VERBAL ASSAULTS

The Lakeview Community School Board of Education endeavors to ensure that Lakeview Middle School is a safe place for teaching, learning and working. Physical and/or verbal assaults committed by a student against school personnel and/or other student(s) will not be tolerated.

**Physical Assaults Against School Personnel:** Any student in grade 5 or above who commits a physical assault against a school employee or against a person engaged as a volunteer or contractor for the school on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event shall be permanently expelled for a period of not less than one hundred eighty (180) days. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

**Physical Assaults against Students:** Any student in grade 5 or above who commits a physical assault against another student on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event shall be suspended or expelled depending upon the circumstances, for up to one hundred eighty (180) days. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

**Verbal Assaults:** Any student in grade 5 or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school sponsored activity or event against a school employee or against a person engaged as a volunteer or contractor for the school shall be suspended or expelled, depending upon the circumstances, for up to one hundred eighty (180) days. "Verbal assault" means a threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such touching; or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence; a bomb threat (or similar threat) directed at a school building, other school property, or a school related event. For purposes of this policy, the definition of assault also includes written threats.

### PREARRANGED ABSENCES

If a parent desires their student to be absent from school, a prearranged request form should be completed no later than 48 hours before the absence is to occur. Prearranged absence forms are available from the principal's office.

### PROGRESS REPORTS/REPORT CARDS

Progress reports are sent home every 4-5 weeks (mid-way through each 9 week marking period). To insure communication with parents, your child may be required to bring back the bottom portion or have a parent contact the school. Additionally, report cards are sent out 4 times a year. Parents should read them carefully. If there are any questions, call the principal's office. In case of unsatisfactory or failing grades, a Parent/Teacher conference may be requested. Parents can also check the progress of their student at: <http://ps.lakeviewschools.net/public/> Please contact the office if you have not yet received your user name and password for this site.

### RUBRIC FOR PEER TO PEER AGGRESSIVE BEHAVIOR

Behavior	First Time	Second Time	Third Time
<b>Teasing or Mild Harassment</b> (Name calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves)	Conference with Counselor. Student calls home. Reflection form. Verbal warning. Parent Letter.	Conference with Counselor Student calls home. Reflection form. 1 day ISS Parent letter.	Referral to Principal/Counselor. Student calls home. Reflection form. 1 day OSS Parent conference
<b>Mild Physical Contact</b> (Hitting, pushing slapping, etc...)	Conference with Counselor. Student calls home. Reflection form. 1 day ISS. Parent Letter.	Refer to Principal / Counselor. Student calls home. Reflection form. 1 day OSS. Parent letter.	Referral to Principal/Counselor. Student calls home. Reflection form. 3 days OSS Parent conference. Parent letter.
<b>Assault Physical Contact or Severe Harassment</b> (Punching, kicking, or behaviors that may injure others; racial, ethnic, sexual or other forms of harassing behaviors that create a hostile environment)	Refer to Principal/Counselor. Student calls home. Reflection form. 3 days OSS. Parent conference. Parent letter.	Refer to Principal/Counselor. Student calls home. Reflection form. 5 days OSS. Parent conference. Parent letter.	Referral to Principal/Counselor. Student calls home. Reflection form. 10 days OSS. Parent conference. Parent letter.

**Note: Consequences may be greater based upon what the student has done and relevant Board Policy. Serious violations of this policy may result in discipline actions more severe than the above procedure(s).**

**Harassment by school district employees, board members, or students is strictly forbidden at school or at any school functions.**

**Any in or out of school suspensions throughout the year may keep you from attending field trips or the ability to participate in any reward type activity either in or out of school. Keep your behaviors in check!**

### SCHOOL HOURS

School begins at 7:45 a.m. and ends at 2:55 p.m. Students are encouraged not to arrive until 7:35 a.m. Students, who arrive prior to 7:35 a.m., must enter through the main entrance and sit in the cafeteria.

### SECURITY CAMERAS

Security cameras may be utilized to observe student activity on school vehicles, in classrooms, common areas, and other Lakeview Community School properties. Personal information and activities recorded are collected and used to maintain a safe and secure environment in schools and on school district property and may be disclosed for law enforcement purposes.

### **SELLING**

Students are not allowed to sell any ticket or merchandise of any type without permission of the principal.

### **SKIPPING**

Students missing any class(es) without permission will be considered skipping. Students skipping will be subject to the following actions:

- First Unexcused Absence: After-school detention for every hour missed.
- Second Unexcused Absence: One day in-school suspension.
- Third Unexcused Absence: Three-day suspension. (May be in-school or out of school.) Assignments missed while skipping can and should be made up. Reduced credit or no credit will be given for the work.

### **SPORTSMANSHIP EXPECTATIONS**

#### **SPORTSMANSHIP FOR STUDENT SPECTATORS**

LMS continues to pride itself in demanding and maintaining the highest standards in sportsmanship from our student body at all athletic and other extracurricular events. Should students demonstrate unacceptable behavior at any extracurricular event, either as a participant or as a spectator, that student (or students) may be immediately removed from the event by 1) an official of the game or 2) the game managing personnel. Further, students who behave in an unsportsmanlike manner may be denied admission to school events for up to one year in addition to any other penalties prescribed in the student handbook.

#### **UNACCEPTABLE BEHAVIOR**

- Taunting, trash talk, and other intimidating actions.
- Disrespectful or derogatory yells chants, songs, or gestures.
- Booming or heckling an official's decisions. Criticizing officials in any way; displays of temper with an official's call.
- Yells that antagonize opponents.
- Refusing to shake hands or give recognition for good performances.
- Blaming loss of game on officials, coaches, or participants.
- Laughing or name-calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Wearing extreme/unusual clothing or excessive face or body painting, which distracts from the action on the playing surface.
- Using vulgar or obscene language.
- Possessing or being under the influence of any alcoholic or illegal substance.
- Possessing a weapon.
- Fighting or otherwise striking or threatening another person.
- Failing to obey the instructions of a security officer or school district employee.

#### **ACCEPTABLE BEHAVIOR**

- Applause during introduction of players, coaches, and officials and at the end of contest.
- Shaking hands with an opponent who fouls out while both sets of fans recognize the performance with applause.
- Accept all decisions of officials.
- Handshakes between participants and coaches at end of contest regardless of outcome.
- Treat competition as a game, not a war.
- Coaches/players search out opposing participants to recognize them for outstanding performances or coaching.
- Everyone showing concern for an injured player, regardless of team.

### **TARDINESS**

If you arrive late, you are required to get a tardy slip from the office. If detained in the office, or by a teacher, ask for a slip from the person who detained you before going to your next class. Repeated tardiness will result in penalties and may require a parent-pupil-principal conference.

### **TELEPHONES**

Messages and deliveries from home should be left in the office. Students will be called out of class only in an emergency. If a student is ill in school and needs to go home, the office or student will call the home, if he/she so desires.

### **TEXTBOOKS**

Textbooks are furnished to all students. Each student is responsible for the care of the books issued. Loss or destruction of these books will result in payment to the school for the damage.

### **VANDALISM AND STEALING**

Anyone defacing or stealing the property of Lakeview Schools, staff members, and other students will be punished according to the severity of the act. In addition, the police may be called.

### **VIOLATIONS AND CONSEQUENCES**

#### **Possession or use of Alcohol on School Property or School Functions**

Any Offense: a. Parental contact b. 5-10 day suspension c. \*Police referral d. Referral to school social worker

#### **Computer Tampering/Unauthorized Access Modification, or Destruction of Private Files**

Any Offense: a. Parental contact b. Up to 3 day suspension c. Repair or replacement d. \*Loss of computer privileges.

**Continued Class/Hallway Disruption or Disrespect**

Any Offense: a. Parental contact b. Detention, ISS or suspension c. Consequence will increase with each occurrence

**Destruction of Property**

Any Offense: a. Parental contact b. Up to 10 day suspension c. Pay for damage or repair d. Police referral

**Distribution, Use and/or Possession of Unlawful Drugs, Behavior Altering Drugs, Behavior Altering Substances, Look-Alike Drugs, or Drug Paraphernalia**

1st Offense: a. Parental contact b. 10 Day suspension c. \*Police referral d. \*Possible expulsion

**Insubordination on or off School Property or at any School Activity:**

1st Offense: a. Parent notification b. Up to 10 days OSS

**Fighting or Leaving School Property with The Intention of Fighting:**

1st Offense: a. Parental contact b. Up to 5 days suspension c. \*Referral to counselor

2nd Offense: a. Up to 10 days suspension pending parental conference

**Missed Detention**

1st Offense: a. Parent notification b. Detention doubled

Future Offenses: a. Parental contact b. Detention, ISS, suspension

**Use of Profane /Obscene Language, Gestures/Suggestive Comments or Sexual Harassment:**

Any Offense: a. Refer to "Peer to Peer Rubric for Aggressive Behaviors" b. Up to 10 days suspension

**Physical or Verbal Attack/Assault/Threats:**

Any Offense: a. Refer to "Peer to Peer Rubric for Aggressive Behaviors" b. Up to 10 days suspension c. \*Police referral d. Possible expulsion (MI School Code Law – 380.1311a and 380.1310)

**Other Actions Not Specifically Listed which Infringes on the Rights and Safety of Fellow Students and Personnel**

Any Offense: a. Parental contact b. Possible detention and/or suspension

**Theft; Taking or Possession of Property without Permission**

Any Offense: a. Parental contact b. Up to ten days suspension c. Police referral

**Possession of Tobacco or Tobacco Look-Alike Products**

1st Offense: a. Parental contact b. Up to 5 days suspension c. \*Youth Tobacco Report

**Possession of Weapons or Explosives**

Any Offense: a. Parent contact b. Up to 10 days suspension and/or Police referral c. Expulsion as per P.A. 328

**Arson or Attempted Arson**

Any Offense: a. Parental contact b. Up to 10 days suspension and/or police referral c. Possible expulsion

**Cheating**

1st Offense: a. Student writes letter explaining incident/letter signed by parent/returned to teacher. b. Both parties shall receive zeros on work, including tests

2<sup>nd</sup> Offense: a. Parent notification by teacher. b. Principal referral c. ISS or OSS – up 10 days

**Local Attendance/Tardy consequences**

1<sup>st</sup>/2<sup>nd</sup> Tardies: Recorded by teacher and parent contact

3<sup>rd</sup> Tardy: 30 minute detention and parent contact

4<sup>th</sup> Tardy or More: Referral to principal and in-school suspension

1<sup>st</sup> Skip: One day ISS (minimum)

2<sup>nd</sup> Skip: Up to 3 days ISS

3<sup>rd</sup> Skip: 3 days OSS (subsequent skipping will result in a truancy referral)

**Leaving School Campus**

Any Offense: Before, during, or after school a. Parent Contact and Letter Home b. Detention or ISS

**Phone Lie/Forged Note**

Any Offense: In or Out of school suspension.

**Repeated occurrences of the above offenses may result in longer suspensions and/or a recommendation of expulsion.**

**\*Possible additional consequence to be determined by administration.**

**Any in or out of school suspensions throughout the year may keep you from attending field trips or the ability to participate in any reward type activity either in or out of school. Keep your behaviors in check!**

#### **VISITORS**

Volunteers and chaperones are always welcome. However, they must pass The Internet Criminal History Access Tool (ICHAT) before doing so. Paperwork to do so can be obtained at our Central Office or any of the building main offices. Upon arriving all guests, volunteers, and chaperones must check in at the office. **NO STUDENT VISITORS** will be allowed at Lakeview Middle School during the regular school day or at activities for Lakeview Middle School students.

#### **WEAPONS OR THREATS OF VIOLENCE (KNOWLEDGE OF)**

Because we believe that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may result in a suspension up to 180 days. Police may be notified.

#### **WEAPONS-FREE SCHOOLS**

In order to provide a safe learning environment for all children, our schools must be weapon-free. The Michigan Legislature has enacted Public Act 328, which requires the **expulsion** of students who possess a dangerous weapon in a weapon-free school zone or who commit arson or rape in a school, on school grounds, in a school vehicle, or at a school function. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, a knife opened by mechanical device [regardless of blade length], iron bar, or brass knuckles.

As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle, which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, a knife with a blade three inches or less in length, razor blade, box cutter, chains, nun chucks, mace, and pepper spray.

School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object, which may be used to cause or threaten harm to others.