

2019-2020 STUDENT HANDBOOK



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An Online School with a Community Feel!

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Welcome!

At Lakeshore, we are dedicated to creating a well-rounded school that is beneficial to all students. We offer social opportunities, philanthropic events, project-based learning experiences, physical learning labs, tutoring sessions, and personalized assignments to help our students achieve academic and personal growth.

Families that enroll at the Lakeshore Virtual School will immediately see a difference with us compared to other virtual schools. All students are highly regarded and we make sure to show it with our day-to-day actions.

INTRODUCTION

About Lakeshore Virtual School

Lakeshore Virtual School is a free public school offering an online school experience to students in grades K-12. LVS is a part of Gibraltar School District. We also accept students from Wayne County, Monroe County, Washtenaw County, Macomb County, and Oakland County!

At LVS, high school students are eligible for a diploma after successfully completing the required 18 Michigan Merit Curriculum credits, completing all their state testing, and finishing any additional requirement set forth by state law. Students enrolled in grades K-8 will follow the same requirements per semester as the traditional elementary and middle school setting.

Mission Statement

Our mission at Lakeshore Virtual School is to create an individualized learning path for each child. It is our goal to foster a community feel in a virtual environment by creating numerous social and philanthropic opportunities for students.

Campus Availability

The campus follows the Gibraltar School District Calendar. Campus is open M-Th 7:30am-3:30pm with one late hour day a week. Campus is closed to students on Fridays, all holidays, state testing days and snow days. There may be additional days closed or adjusted campus hours throughout the year and will be identified in advance.

GETTING STARTED

Full-Time Student Status

All students up to 18 years of age must be enrolled full time. Every student that enrolls at Lakeshore will receive a full-time schedule of classes (6 courses a semester) and be expected to complete his/her classes on time. However, sometimes when students are enrolled full-time, they do not attend school full-time. To be considered a student who attends full-time, he/she:

- work approximately 25 hours a week (5 hours a day) on courses with 3 hours on campus
- must maintain weekly 2-way communication with their program mentor
- must never fall more than 25% behind overall in all combined classes
- should be able to complete each class by the target end date

Students who need forms filled out for Social Security, child support, etc. must inform the Lakeshore Principal 24 hours in advance. Many times the forms cannot be completed on the spot. All forms must be completed by the Lakeshore Principal.

Absence Policy

LVS employs performance-based attendance. This means that students are expected to make adequate progress in their classes each week to be considered present in their classes. Students who are 25% behind are considered absent each day that they do not complete the daily target amount of coursework that is set forth by their curriculum provider. Additionally, students will be marked absent for any week they miss their 2-way communication with their mentor.

Truancy Policy

Most students enrolled at Lakeshore Virtual School will not be required to work on campus for a defined schedule. All students, however, are required to meet certain time, contact, and class completion criteria to not be considered truant. A student is truant when he/she fails to make adequate progress in his/her class(es) without a documented explanation, such as a medical reason. **A student will be considered truant when he/she falls behind by more than 25% in their combined classes and/or misses 2 consecutive weeks of 2-way communication.** Lack of progress may result in student probation and mandatory in-person attendance requirements.

Required: Students MUST maintain weekly communication (Wednesday through the following Tuesday) with a Lakeshore staff member as set up during initial enrollment. This is a State of Michigan requirement for Lakeshore attendance. If a student fails to maintain communication for 2 consecutive weeks, the student will be considered in violation of Lakeshore probation and will be considered truant.

Truancy Procedure

The Michigan Compulsory Attendance Law (MCL 380.1147, 380.1278a, 380,1278b, 380, 1284, 3801284b, 380.1561, 380.1599. MCL 388.1701) (2010) now states that students must attend school from ages 6 to 18 years, with few exceptions. Parents of students who are truant will be notified by phone, mail, and/or email. The parent and student will need to meet with the Lakeshore Principal to discuss a plan for improvement. This probationary period may include forced log in times, mandatory campus times, and/or tutoring sessions.

Formal charges could be filed for students not completing attendance requirements based on the ordinance of the jurisdiction in which the student resides. Formal charges could lead to a misdemeanor for parents or include up to a 90 day juvenile correction facility sentence for the student.

Students with Medical Concerns

Lakeshore understands that many students enroll with us for a variety of reasons including medical, emotional, and psychological concerns. We are pleased to offer a more flexible schedule than a traditional school, with different supports to help all of these students succeed. However, students in this capacity will be required to show that they meet certain standards in their classes/grade levels in order to be promoted or receive credit. If students have chronic absenteeism due to medical, emotional, or psychological reasons they must provide documentation in order to be excused for those absences. Chronic absenteeism is defined as having more than 10 absent days per semester. If students are unable to provide documentation, they must adhere to regular policies and requirements. Students who provide consistent documentation for severe cases will still be required to show proficiency by completing a set amount of work defined by their teacher. Students can also show proficiency by testing out of a class or completing a diagnostic assessment that shows they are proficient in the courses from their set grade level.

Student Dismissal

LVS will not forcibly dismiss students under 18 years of age from the program. However, LVS may ban students from the main campus or satellite locations for unacceptable behavior, revoke Wifi Hotspots if not being used for schoolwork, or strongly encourage a student to pursue other avenues of education if he/she is not meeting minimum progress to successfully pass his/her classes.

Lakeshore Virtual School Enrollment

Interested students and parents/guardians should contact Lakeshore Virtual School Office at 734-379-7090. Students who are new to the Gibraltar School District are required to enroll with their parents or legal guardian. When enrolling, the parents will meet with the Lakeshore staff and bring:

- Gibraltar School District Enrollment Packet (available on Gibraltar School District Website)
- 3 Proofs of residency
- The student's birth certificate
- The student's immunization record and/or Waiver
- Student transcript and/or a list of current courses taken (Lakeshore Virtual School will assist in obtaining the transcript if not present at the time of enrollment.)
- Track Transfer Survey (if applicable)

Age Limitations for Enrollment

Students in grades K-12 can enroll at the Lakeshore Virtual School.

The pupil must meet one of the following age requirements to be eligible for membership as defined in Section 6 of the State School Aid Act (MCL 388.1606):

The pupil is less than 22 years of age as of September 1 of the school year, had dropped out of school, and is enrolled in a public school academy or an alternative education high school diploma program that is primarily

focused on educating pupils with extreme barriers to education, such as being homeless as defined under 42 USC 11302.

A special education pupil who is enrolled and receiving instruction in a special education program or service approved by the department, who has not achieved (met all of the requirements to be eligible to receive) high school diploma, and who is less than 26 years of age as of September 1 of the current school year shall be counted in membership. An individual who has obtained a General Educational Development (GED) certificate may be counted in membership if the individual is a student with a disability as defined in R 340.1702 of the Michigan Administrative Code. A special education certificate of completion is not a high school diploma for purposes of this manual.

The following list provides examples of pupil environments and circumstances that may be associated with a program that is primarily focused on educating pupils with extreme barriers to education:

- A pupil who has been part of the foster care system.
- A pupil who has been referred by the juvenile justice system.
- A pupil who is a refugee from a foreign country.
- A pupil who speaks English as a second language.
- A pupil who does not have a parent.
- A pupil experiencing pregnancy or who is the parent of a young child.
- A pupil from extreme poverty.
- A pupil who has experienced homelessness.
- A pupil who has experienced abuse.
- A pupil who has experienced neglect.
- A pupil who is at risk of dropping out of school.

Characteristics of a Successful Virtual Student

It is the expectation that students in the Lakeshore Virtual School will perform to the best of their ability in their virtual coursework at all times. Students should be ready to take responsibility for their own learning and the successful virtual students are able to do the following:

- Apply themselves to their studies in a focused and serious manner
- Work hard and become engaged in their lessons and activities
- Improve areas of personal weakness while capitalizing on personal strengths
- Maintain an active study regimen and stay on top of all assignment deadlines
- Recognize when assistance is needed and is able to seek that assistance in a timely manner
- Establish a strong communication line with instructors and mentor
- Be goal oriented and have a desire to learn and succeed
- Be self-disciplined with regards to study habits
- Frequently get support from their parent and/or learning coach
- Work independently
- Manage time effectively
- Navigate on the computer
- Proficiently read and write

Mentors

When a student enrolls at Lakeshore Virtual, he/she will be assigned a mentor. All students are required by the Michigan Department of Education to maintain weekly 2-way (Wednesday through Tuesday) communication with his/her assigned mentor while enrolled at Lakeshore for attendance. Communications may be in person, by email, by phone, or by other established online platforms. Exceptions to mentor contacts are during extended holiday breaks only. Failure to respond to mentor communication for 1 week will result in a warning and documentation. Failure to respond to mentor communication for 2 weeks requires a mandatory meeting with the Lakeshore principal. **Failure to respond to mentor communication for 2 weeks requires Lakeshore to file truancy with students under 18 or begin dismissal procedures with students over 18.**

Communication Expectations

Due to the nature of virtual learning, it is imperative that students communicate via phone, email, and/or text. Failure to communicate may result in the freezing of classes until the student has made contact with LVS staff. Students are expected to:

- Check their email daily and respond to class teachers and LVS staff emails
- Answer phone calls from class teachers and LVS staff, or listen and respond to voicemail if he/she is unable to speak at the time of the call
- Read and respond to texts from class teachers and LVS staff
- Discuss specific details on what is being learned in his/her classes

PARENT/GUARDIAN ROLES AND RESPONSIBILITIES

Family involvement is vital to our students' success at LVS! At every grade level, parents/guardians are expected to stay up-to-date with their child's progress. Below are the parent/guardian roles and responsibilities for Lakeshore Virtual:

Elementary School

Parents or Learning Coaches (LC) are expected to have a high level of student oversight. The parent/LC is the child's primary support in learning, though the LVS Principal and Mentor Teacher are available for guidance. Parents/LC should expect to:

- Oversee their student's schoolwork
- Set the daily schedule with varied activities and breaks for the required hours
- Assist with lessons and communicate frequently with the teacher
- Help monitor student progress and comprehension
- Commit to weekly meetings with the Mentor Teacher to review progress and share observations

Middle School

Middle school students are transitioning to more independent learning, so the parent's time commitment is 1-3 hours per day. Parents are expected to read the daily/weekly progress report emails; to know the status of their child's classes, as well as monitor how often and for how long their child is working online. Though students are expected to maintain contact with their assigned mentor, parents will also have communication with their child's mentor or LVS Principal, especially when

concerns or problems arise. Middle school parents/guardians must also attend parent/teacher conferences.

High School

Parents have minimal time commitment with their child's schoolwork, but are still expected to read the daily/weekly progress reports; and to know the status of their child's classes. LVS will sign all parents up to check their child's online school attendance, and parents are encouraged to contact their child's mentor or LVS Principal. Parents/guardians must also attend parent/teacher conferences.

Parent Communication

Parent communication applies to students under the age of 18. Parents will be contacted when students don't meet the minimum criteria set forth in the truancy guidelines. If a student's grade is not passing (under 60%), Lakeshore will reach out to parents/guardians to schedule a face-to-face meeting at least every other week to reevaluate plans for their child.

If a student's pacing is further than 25% behind in a course, parents/guardians will be notified.

If a student is not adhering to his/her weekly communication, Lakeshore will contact the parents/guardians in order to establish a contract with the student.

If Lakeshore has reason to believe a student's family situation has changed, and that change may disrupt the student's education, Lakeshore will reach out to parents/guardians to help minimize the educational disruption.

Home Visits

Lakeshore prefers to meet on-site. However, home visits can be established for students unable to come to the Lakeshore campus. It is highly encouraged that a parent/guardian is available during these home visits.

Reasons for home visits may include:

- Lack of weekly communication
- Inadequate student progress
- Technical issues
- Create an Action Plan
- Pick up program equipment
- Complete forms
- Other issues the student or Lakeshore staff needs to address

EQUIPMENT POLICY

All K-12 LVS students receive a Chromebook, charger, and laptop bag to borrow. (Students may opt out of this and use their own laptop instead.) Students who do not have WiFi access at home may also borrow a WiFi Hotspot to be able to complete their classes. Students will return all borrowed equipment at the end of the year or if they withdraw from LVS. Students whose borrowed equipment is lost, broken, or stolen must pay the replacement cost as stated in any signed student agreement.

WiFi Hotspots

LVS has a limited number of WiFi Hotspots for students without WiFi access at home. Students who borrow a WiFi Hotspot are expected to use it to complete their schoolwork. In the event that a student with a WiFi Hotspot goes 2 weeks or more without completing any activities, LVS may shut off the hotspot and/or require the student to return it to LVS. The student will then be required to work on campus or find another location with WiFi access, to complete his/her schoolwork.

MANDATORY ATTENDANCE DAYS & ATTENDANCE POLICIES

Lakeshore Virtual employs performance-based attendance, however there are certain days that students are required to be on campus or log into their classes.

Weekly Attendance

Students are required to work at least 3 hours once a week at the Lakeshore Campus.

Count Month

All Students are required to be in attendance and/or working in your their online classes on for 4 consecutive weeks starting with the following Count Days: October 2, 2019 and February 12, 2020. Physical and/or online attendance is mandatory in addition to 2-way communication with their teacher mentor during this time. Only documented medical issues will be excused.

Mandatory Attendance: State Testing

If you are a full-time student taking core classes (ELA, math, science, social studies), you are required to take all appropriate grade-level state assessments. You must appear at the designated Lakeshore location, date, and time to take your state testing in order to continue in the seat-time waiver program. Testing for grades 3-11 will take place in April and May.

*Specific dates will be posted when information becomes available from the state.

*Students who do not take all required state tests will not receive their diploma and will not be able to attend the LVS graduation commencements.

Currently, the annual state testing includes the following:

GRADE LEVEL	STATE TEST	DATE(S)
Grade 3	M-STEP (Math & ELA)	May 4, 2020 - May 29, 2020
Grade 4	M-STEP (Math, ELA, Science)	May 4, 2020 - May 29, 2020
Grade 5	M-STEP (Math, ELA, Science, & SS)	April 13, 2020 - May 8, 2020
Grade 6	M-STEP (Math & ELA)	May 4, 2020 - May 29, 2020

Grade 7	M-STEP (Math, ELA, & Science)	May 4, 2020 - May 29, 2020
Grade 8	PSAT 8 M-STEP 8 (Science & SS)	April 14, 2020 April 13, 2020 - May 8, 2020
Grade 9	PSAT 9	April 14, 2020
Grade 10	PSAT 10	April 14, 2020
Grade 11	SAT ACT WORK KEYS M-STEP 11 (Science & SS)	April 14, 2020 April 15, 2020 April 13, 2020 - May 8, 2020

Unit Tests & Final Exams

- Final Exams are **required** and must be taken at the Lakeshore campus with a teacher or other authorized proctor present. During the exam, students may use only the notes allowed by the teacher and any reference materials provided by the class or teacher. During the exam, students may not open any websites or additional browsers, talk to other students, use their phone or refer to additional notes or resources.
- **Notebook:** Notes in your class notebook are to be taken during the instructional part of your class. You may copy definitions and explanations from the screens and videos. (It is not necessary to cite the sources in this case.) Do not copy from an answer key. If a key is provided, use it to make corrections to your notes in a different color.
- Students are highly encouraged, but not required, to take unit tests at a Lakeshore Lab.
- **Last Term Senior Option:** Seniors with an overall grade of at least a B- (80%) per class for their final term will not be required to take the final exam. However, the student may take the exam in order to better his/her grade.

Mandatory Campus Visits

Students in grades 6-12 are required to work approximately 25 hours a week (5 hours a day) on coursework. Of this time, students are **required** to work on the LVS campus at least 3 hours once per week,

- Bussing is provided for students who live in the Gibraltar School District. If you wish to arrange for transportation to and/or from Lakeshore (Carlson High School), please call the Transportation Dept. at 734-379-6370.
- Bussing will also be provided to students who work at the Lakeshore satellite location located within the Board of Education building at 19370 Vreeland Rd. Woodhaven, MI 48183

I.D. Cards

At the beginning of the school year, students will be given the opportunity to be furnished with an I.D. card at no cost. This requires an on-campus visit to have pictures taken. Picture packages will be available for purchase as well. Students are strongly encouraged to get their student I.D. and have it on him/her at all times. I.D. cards are needed for bus transportation and to prove enrollment at LVS.

Medication

Before any prescribed or non-prescribed medication or treatment may be administered to any student during school hours, the Board (school) shall require the written prescription from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment. All documents and forms must be on file with Lakeshore and be renewed each school year. See Board Policy 2007.

Signing In

Students must sign in when they work in the main Lakeshore campus and sign out when they leave. A sign-in sheet will be easily accessible with the student's Mentor Teacher each day that campus is open.

Hang Out Time

LVS offers many social time opportunities throughout the school year, most of which will take place on the main campus in Carlson. Check the weekly newsletter for days and times.

- Suspended or expelled students from Gibraltar or other districts may not participate in hang out time activities on campus.

CHEATING & PLAGIARISM

Cheating

Cheating means breaking the rules for an assignment. Cheating happens when you get someone to tell you the answers for assignments or you look up answers on the internet instead of getting the help you need to figure out the answer yourself. Cheating also happens when you copy from an answer key, turn in someone else's written or recorded work as your own, or look up answers during a final exam. A special form of cheating called plagiarism, is described next.

Plagiarism

Plagiarism means turning in work based on other people's thoughts and ideas without giving them credit. Paraphrasing (changing the words) does not make the work your own, and it still might be plagiarism. Here's how to tell when paraphrasing is OK and when it is plagiarism.

When paraphrasing is acceptable:

- For short, factual information (example: there are 206 bones in the human body)
- For assignments that give information and then ask you to put it in your own words.

When paraphrasing is plagiarism:

- When you use someone else's idea and just change the words (example: you are asked to explain why something happened or to give an opinion, and you paraphrase something you found online.)

Consequences for Plagiarism and/or Cheating:

- First offense: A grade of zero will be entered for the assignment. You will be allowed to redo the assignment to erase the zero, but the Content Teacher and Mentor Teacher reserve the right to modify the second assignment.
- Any incident after the first offense: The assignment grade will be a zero, with no opportunity to redo. This applies to all types of assignments, including the final exam. The student will be frozen out of his/her classes until a special plagiarism course has been satisfactorily completed. Administration will be notified and additional restrictions or consequences may be put in place.
- It is important to understand that “first offense” applies only to the first incident of cheating or plagiarism in all your classes, over all your years of education with Lakeshore Virtual.

Getting Help

While you are learning, you may get all the help you need: review the online material, look up more information on websites, and ask your family, friends and teachers for help. When you do homework or practice assignments, you may continue to use these resources. Just be sure that you are learning and not just getting answers. If you happen to find an answer key, resist the temptation to copy it! Copying is cheating, even if you change the words a bit.

EXTRACURRICULAR ACTIVITIES, DANCES, SPORTS

LVS is a completely separate school within the Gibraltar School District. Students enrolled full-time in LVS will not be eligible for athletics, clubs, or other events such as school dances that are available to Carlson High School or Shumate Middle School students. LVS students may attend dances as a guest if in good standing and approved to attend by the building principal. For extracurricular and sports eligibility, LVS students must be enrolled in a hybrid option where at least 3 classes are taken at either Shumate or Carlson and GPA standards have been met. Not all students will qualify for this hybrid option.

GRADE LEVELS & GRADUATION REQUIREMENTS

Grade Levels

When high school students enroll at LVS, his/her transcripts will be analyzed to determine which completed classes fit within the Michigan Merit Curriculum. Grade level status is based on the following credits:

- 0 - 4 credits: Freshman
- 4.5 - 8.5 credits: Sophomore
- 9 - 13 credits: Junior
- 13.5 - 18 credits: Senior

* Credits are based on courses that fit in the MMC and Lakeshore Virtual School credit requirements. Some credits may not transfer to the Lakeshore Virtual School from a previous academic institution.

High School Graduation Requirements

Students must complete the Michigan Merit Curriculum, the CPR certification course, and the state EDP requirements to graduate from LVS. The Michigan Merit Curriculum is 18 specific credits (36 classes):

Required Credits	Subject	Required Courses
4 credits (8 classes)	ELA	ELA 9 A/B, ELA 10 A/B, ELA 11 A/B, ELA 12 A/B
4 credits (8 classes)	Math	Algebra A/B, Geometry A/B, Algebra 2 A/B, senior math A/B
3 credits (6 classes)	Science	Biology A/B, Chemistry/Physics/Physical Science A/B, choice science A/B
3 credits (6 classes)	Social Studies	US History A/B, World History A/B, Civics, Economics
1 - 2 credits	Foreign Language	2-4 classes of the same Foreign Language choice
1 - 2 credits (2 or 4 classes)	VPAA	Any Fine Art (Visual/Performing/Applied Arts-CTE) courses
.5 credit	Physical Education	Physical Education
.5 credit	Health	Health

Elective Options

There are a broad range of elective options for Lakeshore students, both online and in the physical setting. Each student will be made aware of their choices for elective credits. Some online electives require the use of a laptop that supports Windows 7 or higher due to software that must be downloaded. For students wishing to take these electives, Lakeshore may be able to provide that student with an appropriate laptop that can support the downloaded software.

Lakeshore has developed a partnership with families in local communities with the purpose of offering all students diverse, hands-on elective courses in a physical setting. Most of these classes will be at a separate location, and students may need to provide their own transportation to these partnership classes. Any student under the age of 18 must have their parent/guardian, or other responsible adult, stay on location during each class. Partnership classes are a great opportunity to socialize with local families and participate in hands-on learning!

Downriver Career Technical Consortium

Lakeshore Virtual School has partnered with the DCTC to give sophomores, juniors and seniors the opportunity to take physical career courses. Classes include:

Accounting	Construction Trades	Heating and Cooling
Agriscience	Cosmetology	Health Occupations
Automotive Technology	Culinary Arts	Information Technology
Aviation	Dental	Marketing
Business Admin	Drafting & Design	Mechatronics
Cabinetry	Education Occupation	Video Production
Collision Repair	EMT	Web Design
CAD Drafting	Graphic Arts	Welding

Students will be able to take courses through the DCTC if they meet certain age and attendance requirements. Any student that is accepted into any DCTC class must maintain great attendance. Failure to meet classroom attendance requirements will restrict that student from further taking classes through the DCTC program.

Dual Enrollment

The Postsecondary Enrollment Options Act, 1996 PA160 (MCL 388.511- 388.524), as amended, and the Career and Technical Preparation Act, 2000 PA 258 (MCL 388.1901-388.1913), encourage and enable qualified pupils to enroll in courses or programs in eligible postsecondary institutions (state universities, community colleges, or independent nonprofit-degree-granting colleges or 18 universities located within Michigan). Eligibility of pupils, courses, and institutions are defined under Section 21b of the State School Aid Act, Postsecondary Enrollment Options Act, and the Career and Technical Preparation Act. Both the district and the pupil must adhere to the following three basic requirements for any postsecondary dual enrollment consideration.

- 1) The LVS Campus will provide students upon request with information about the Postsecondary Enrollment Options Act and the Career and Technical Preparation Act. This general information about college equivalent courses includes advanced placement, virtual university, and postsecondary options.
- 2) A dually enrolled pupil must be enrolled and attending at least one high school course at a public school district while concurrently enrolled and attending a public or private Michigan degree-granting postsecondary institution. Such a pupil may be counted in membership by the enrolling local district.
- 3) A pupil shall not participate in intercollegiate athletics at the postsecondary institution while he or she is enrolled under this act. A pupil who violates this subsection forfeits his or her eligibility under this act.

*****These figures may be adjusted when the state aid bill is approved for each school year.**

Upon approval by the student, parent, school counselor, school principal and district business office, a letter to the Post-secondary Institution shall be given to the student authorizing his/her enrollment under dual enrollment guidelines.

COURSES, GRADES, AND GRADING POLICY

Course Pacing:

Courses will not assign work on weekends or school breaks determined by the district calendar. Courses do assign work every Monday through Friday and will continue to assign work on snow days and closed campus days.

Course Changes:

All students will have 5 school days from the semester start date to request any changes, including additions, drops, and program requests. All requests must be submitted in writing via email to the student's mentor.

Class Extensions

Class extensions are used to change the end date for a particular class. Typically, a student will complete an individual class in 3 weeks depending on the course or a student's specific situation. While extensions will be granted, continuous class extensions can cause students to fall behind, not graduate on time, or truancy to be filed according to the attendance policy.

Class extensions:

- An extended course will be identified as "Incomplete" until finished before June
- A course not completed at the end of the school year receives an "E" and progress is lost
- No class may be extended beyond the last day of the school year according to the Gibraltar School District calendar.

Any portion of the course that is incomplete will be marked as a 0 which will be reflected on the final grade. If the "Overall Grade" shows a passing grade, the amount of work incomplete will cause the "Actual Grade" to be lower, and failure of the course is possible.

Middle School & High School Grading Scale

Students' grades are usually sent to students as percentages. The percentages may reflect current work submitted, amount of coursework completed, and/or cumulative progress. Cumulative percentages are the grades that indicate the points earned vs. the total points for the class. The cumulative percentages will be converted to letter grades. Final grades are letter grades on all transcripts. The grading scale that is used for letter grades is:

0 to 59% E (no credit)	70 - 72 C-	83 - 86 B
60 - 62 D-	73 - 76 C	87 - 89 B+
63 - 66 D	77 - 79 C+	90 - 92 A-
67 - 69 D+	80 - 82 B-	93 - 100 A

Testing Out

Students have the opportunity to test out of first attempted classes offered at Lakeshore Virtual School. Students will be required to take a final exam for said class and all other requirements set forth by the school and district for the class by appointment on campus. Students must earn a minimum of C+ (77%) on the exam and other required components to earn credit for the class. A “CR” grade will be listed on the student’s transcript indicating successful testing out of a particular course. Students should contact their mentor or the building principal to make arrangements for this opportunity.

Credit Recovery

Students who failed a course will be registered for a credit recovery course. This course includes prescriptive testing. Prescriptive testing must be done on site at the LVS Campus before beginning the course.

CONDUCT, EXPECTATIONS, AND PROCEDURES

LVS students are expected to act appropriately and leave their work area in good condition at all times while working on campus or the satellite location. Failure to follow rules and guidelines established in this handbook may result in the lost privilege of working on site. Food and drink are allowed at the discretion of Lakeshore staff, however all students are required to clean up any mess he/she has made.

On Campus Policies

Lakeshore’s campus is in the Carlson High School building at 30550 West Jefferson Ave. in Gibraltar. While on campus, Lakeshore students:

- Must only enter and exit through the Lakeshore entrance
- Sign-in and sign-out of campus with assigned Mentor Teacher
- May not interact with Carlson students
- Must remain in the Lakeshore room during Carlson class changes
- Will have a separate lunch time from Carlson students if buying lunch
- May not walk the halls of Carlson except to use the restroom
- Must abide by all Lakeshore rules as listed in this handbook
- Will be required to silence and put their cell phones away while they work on campus. Students will be allowed to call/text for transportation, and may use their phones when they are done working for the day or on an approved break.

Campus Expectations

	Positive Thoughts	Positive Actions	Positive Outcomes
Arrival/ Departure	Being prepared to learn Making learning a priority	Sign-in/Sign-out Practice safe driving Maintain school dress code	Bully free zone Positive attitude towards self and others Safe working environment
Hallways	Necessary materials Appropriate language and conversation	Keep hallways clean Have appropriate and quiet conversations	Students respecting others and property Using hallway time effectively
Computer Lab	Respecting the learning environment Proper classroom etiquette Stay focused	Stay seated until dismissed Be engaged and follow directions Put electronics away Use lab time wisely Have appropriate conversations	Safe and positive working environment Student success Freedom to learn and grow as a student
Restroom	Respect the privacy of others Using the restroom in a timely manner	Wash your hands Dispose of trash and keep the facilities clean Report any damage or graffiti immediately	A clean and safe environment Prevent the spreading of germs Respect for privacy
Campus Lunch	Using appropriate language Using good manners	Dispose of all trash Clean up after yourself	A clean, safe, and friendly environment
Assembly/ Sporting Events	Respecting others' personal space Show LVS PRIDE	Have good sportsmanship Keep hands to yourself Stay in designated area Follow staff directions	Respect all competitors and spectators Show LVS PRIDE Positive ambassadors for your school and community
General	Maintain a positive attitude Treat others with respect	Be prepared for learning Time management	

Failure to Cooperate - A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Code of Conduct and/or building rules, and no student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding. **Consequence** - administrative intervention to expulsion.

False Allegations - A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education: members; or volunteers. **Consequence** - administrative intervention to expulsion

Failure to Comply With Directions of School Personnel - A student shall not be insubordinate or fail to comply with instructions and directions of School District employees (including substitute and student teachers), volunteers or persons acting in a chaperone or supervisory capacity. **Consequence** - administrative intervention to expulsion.

Falsification of Records - A student shall not use the name of another person or falsify times, dates, grades, addresses or other data on School District forms or records. A student shall not provide false, misleading or inaccurate statements or information on School District forms or records. **Consequence** - administrative intervention to expulsion.

Scholastic Dishonesty A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one's own original work.

Consequence - administrative intervention to expulsion.

Copyrighted Material - A student shall not unlawfully duplicate, reproduce, retain or use copyrighted material. **Consequence** - administrative intervention to expulsion.

Improper Communications - A student shall not make threatening, annoying, nuisance, vulgar and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitutes and student teachers), other students, Board of Education members, chaperones, volunteers or visitors to the school building. The prohibition against such communications shall apply whether the communications are made in a school building or on school premises or outside of a school building or off school premises, and regardless of whether such communication are made during, before, or after school hours or during times when school is not in session. **Consequence** - administrative intervention to expulsion.

Indecency - A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety.

Consequence - administrative intervention to expulsion.

Disruption of School - A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption or obstruction of any function of the school, nor shall he or she engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge another student to engage in such conduct for the purpose of causing such disruption or obstruction. While the following acts are not intended to be exclusive, they illustrate the kinds of

offenses encompassed within this rule, but it must be remembered that any conduct, which causes disruption, is likely to result in disruption, or interferes with the educational process, is forbidden.

* Occupying any school building, school grounds, or a part thereof, without the permission of a school building staff member, which deprives others of its use:

* Blocking normal pedestrian or vehicle traffic, entrances or exits of any school building or corridor or room, without the permission of a building principal:

* Preventing, attempting to prevent, or interfering with, the convening or continued functioning of any class, activity, meeting or assembly;

* Instigating or participating in a disturbance, or causing a disturbance, which interrupts the educational opportunities of others or threatens the general health, safety and welfare of others on school property or at a school sponsored activity. **Consequence** - administrative intervention to expulsion.

Discriminatory Harassment - A student shall not engage in unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to a person's sex, race, color, national origin, religion, height, weight, marital status, or handicap or disability (e.g., sexual or racial comments, threats or insults, unwanted sexual touching, etc.) **Consequence** - administrative intervention to expulsion.

Violations of Building Rules and Regulations - A student shall not commit or participate in any conduct or act prohibited by the school building rules and regulations. **Consequence** - administrative intervention to expulsion.

Bullying and Hazing - Students are prohibited from engaging in conduct, whether written, verbal or physical act, or any electronic communication, including, but not limited to, cyberbullying, that is intended or that a reasonable person would know is likely to harm one or more District students, either directly or indirectly that unreasonably interferes in another's participation in or enjoyment at school or school-related activities, such as bullying or hazing. "Bullying," for purposes of this policy means any written, verbal or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more district students, either directly or indirectly, by doing any of the following: substantially interfering with educational opportunities, benefits or programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress; having an actual and substantial detrimental effect on a student's physical or mental health; or, causing substantial disruption in, or interference with, the orderly operation of the school. "At school" means in a classroom, anywhere else on school premises, on a school bus or other school-related vehicle and at a school-sponsored activity or event, whether or not the activity or event is held on school premises. "At school" also includes the off-premises use of a telecommunications access device or telecommunications service provider if the device or service provider is owned by or under the control of the District. "Hazing," for the purpose of this policy means initiating another student into any grade, school, or school-related activity by any means or methods that may cause physical or emotional pain, embarrassment, or discomfort. "Cyberbullying" means any electronic communication that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following: substantially interfering with educational opportunities, benefits or programs; adversely affecting a student's ability to participate in or benefit from educational programs or activities by placing a student in reasonable fear of physical harm or by causing substantial emotional distress; having an actual and substantial detrimental effect on a student's physical or mental health; or causing substantial disruption in, or substantial interference with, the orderly operation of the school. Retaliation against a target of bullying, a witness, another person with reliable information about an act of bullying or any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board

policy and independent of whether a complaint is found to have been substantiated. Suspected reprisal or retaliation should be reported in the same manner as bullying.

Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated.

Retaliation and intentionally false reports may result in disciplinary action.

Consequence - administrative intervention to expulsion.

Dress - A student shall not dress or groom in a manner, which in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process. The following guidelines should be considered when determining appropriate attire:

1. Appropriateness, cleanliness, and decency should be prime consideration.
2. Dress should be such that is not distracting to the educational objectives of the school.
3. The latest in fashion is not always appropriate for school.
4. Proper grooming and etiquette is the keynote to propriety. When a student goes so far with his or her clothing or hairstyle that it interferes with learning, the student will be asked to make appropriate changes.
5. Bare midriffs, halter or tank tops, excessive tears or holes in clothing, unless permanently patched, pajama pants, tights, see-through leggings, and shorts/skirts shorter than fingertip length are not allowed.
6. All clothing should remain appropriate throughout the day. Undergarments should remain covered throughout the day.
7. Clothing with inappropriate or offensive logos/sayings (alcohol, drug, cigarettes, sexually demeaning, etc.) is not permitted.
8. Students must wear shoes at all times. No slippers.
9. Students are not allowed to wear coats, outerwear jackets, windbreakers, hats, hoods, sunglasses, or bandanas during the school day.
10. Chains, excessive beads, thick necklaces with large pendants or spikes are not to be worn on one's body. They can be considered dangerous.

Consequence - administrative intervention to expulsion.

Smoking/Tobacco (Possession and/or use of any tobacco product) - A student shall not smoke, chew or otherwise use tobacco or any other smoking/vaping device or substance. A student shall not, while on school property, have in his/her possession or under his/her control, tobacco in any form.

Consequence - administrative intervention to expulsion.

Trespassing, Loitering - A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building hallways, classrooms, bathrooms, etc. **Consequence** - administrative intervention to expulsion.

Suspended Student On School Property Or Attending School Activities - A student, while on suspension, shall not enter onto School District property without the permission of a building administrator. A student, while on suspension, shall not participate in, or attend any school related activity, function or event, held on or off school property, without permission of a building administrator. **Consequence** - administrative intervention to expulsion.

False Alarms - A student shall not knowingly cause a false fire alarm, or make a false fire, bomb or catastrophe report. **Consequence** - suspension to expulsion.

Damage of Property or Theft/Possession - A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, attempt to steal, or knowingly be in the unauthorized possession of, school property or the property of another person. **Consequence** - suspension to expulsion.

Coercion, Extortion or Blackmail - A student shall not commit or attempt to commit extortion, coercion or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value by the use of threats and/or violence, nor shall a student, by threats and/or violence, force another person to perform an unwilling act. **Consequence** - suspension to expulsion.

Arson - A student shall not burn, or attempt to burn, any tangible property or intentionally set a fire on school property or cause or attempt to cause an explosion on school property. **Consequence** - suspension to expulsion.

Fireworks, Explosives, Chemical Substances - A student shall not possess, handle or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury or is reasonably likely to cause physical discomfort to another person. **Consequence** - suspension to expulsion.

Criminal Acts - A student shall not commit or participate in any conduct or act defined as a crime by federal or state law or local ordinance. **Consequence** - suspension to expulsion.

Alcohol/Chemical Substances - A student shall not manufacture, sell, handle, possess, use, deliver, transmit or be under any degree of influence (legal intoxication not required) of any alcoholic beverages or intoxicant of any kind. A student shall not inhale glue, aerosol paint, lighter fluid, reproduction fluid or other chemical substance for the purpose of becoming intoxicated or under the influence (legal intoxication not required). **Consequence** - suspension to expulsion.

Look-Alike Weapons - A student shall not possess, handle or transmit any object or instrument that is a "look-alike" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.). **Consequence** - administrative intervention to expulsion.

Weapons and Dangerous Instruments - A student shall not possess, handle or transmit a knife with a blade of three (3) inches or less, blackjack, baton, martial arts device, paintball or splat gun, or other object or instrument that can be considered a weapon or is capable of inflicting bodily injury. **Consequence** - suspension to expulsion.

Personal Protection Devices - A student shall not possess, handle or transmit a personal protection device (e.g. pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person. **Consequence**- suspension to expulsion.

Drugs, Narcotics, Counterfeit Substances, and Paraphernalia - A student shall not manufacture, sell, possess, use, deliver, transfer or be under the influence (legal intoxication not required) of any drug, narcotic drug, marijuana, hallucinogens, stimulants, depressants controlled substance, counterfeit substance or a controlled substance analogue intended for human consumption. A student shall not sell, deliver or transfer, or attempt to sell, deliver or transfer, any prescription or non-prescription drug, medicine, vitamin or chemical substance (e.g., pain relievers, stimulants, diet pills, pep pills, NoDoz pills, cough medicines, laxatives, stomach or digestive remedies), nor shall a student use or possess these substances for an improper purpose. A student shall not sell or represent a legal substance as an illegal or controlled substance (e.g., selling NoDoz as "Speed" or "Crack") or sell, manufacture, possess, use, deliver or transfer "designer" drugs). **Consequence** - suspension to expulsion.

Fighting, Assault and/or Battery on Another Person - A student shall not physically assault, or cause, behave in such a way to cause, or threaten to cause physical injury to a school employee, (including substitute and student teachers), student, volunteer, chaperone or other person (e.g., fighting). **Consequence** - suspension to expulsion.

Violation of Acceptable Use Policy - A student shall not violate or attempt to violate the Acceptable Use of Technology Policy. Violation of any of the rules and responsibilities may result in a loss of: access privileges/technology privileges/computer usage and may result in other disciplinary or legal actions including restitution. **Consequence** - administrative intervention to expulsion.

Gang Insignia/Activity - A student shall not wear or possess any clothing, jewelry, symbol or other object that may reasonably be perceived by any student, teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or non-verbal (gesture, handshakes, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or non-verbal, in furtherance of the interests of any gang or gang activity, including, but not limited to, a) soliciting others for membership in any gang or gang related activity b) requesting any person to pay protection or otherwise intimidating or threatening any person c) committing any other illegal act or violation of School District rules or policies, or; d) inciting other students to act with physical violence on any person. The term "gang", means a group of two or more persons whose purpose or activities include the commission of illegal acts or violations of this Code of Conduct, School District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process. **Consequence** - administrative intervention to expulsion.

Dangerous Weapons - A student shall not possess a dangerous weapon in a weapon free school zone. **Consequence- expulsion.** A dangerous weapon, for the purpose of this section only, means a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocketknife opened by a mechanical device, iron bar or brass knuckles. The word "firearm", for purposes of this section only, means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by action of any explosive; or any destructive device which includes any explosive, incendiary or poison gas (i) bomb (ii) grenade (iii) rocket having a propellant charge of more than four (4) ounces (iv) missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce or (v) mine. A weapon free school zone means school property, which includes a building, playing field or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school or vehicle used by a school to transport students to and from school property.

Criminal Sexual Conduct - A student shall not commit criminal sexual conduct, as defined by MCL 750.520 b-e and g. **Consequence** - expulsion.

Misconduct Prior to Enrollment - An otherwise eligible resident may be suspended or expelled for an act of misconduct committed while the student was (a) a resident of another district, (b) enrolled in another school, (c) outside of school hours or (d) off school premises if the misconduct would have constituted a sufficient basis for suspension or expulsion had it occurred while the student was enrolled in the District.

Consequence - suspension to expulsion

STATE PENALTIES

Expulsion: Public Act 104 requires the permanent expulsion of students in sixth grade or higher who intentionally hurt or try to harm a staff member, volunteer, or contractor in a school. Expulsion of up to 180 days also is required for verbal threats, bomb threats or similar actions.

Fights: Public Act 102 requires districts to expel a student in sixth grade or higher for up to 180 days for assaulting another student.

VIOLATIONS / MINIMUM PENALTIES (SUGGESTED)

Certain types of behavior are never appropriate in the Gibraltar Schools and are considered to be serious violations of the district's Code of Conduct. The following are the most common examples of serious violations with the suggested penalties that will be imposed for each. There are circumstances under which any of the violations when considered in the context of the circumstances surrounding their occurrence and/or the student's past behavior record can lead to a recommendation for exclusion from school by way of suspension or expulsion.

DISCIPLINE PROCEDURES

Legal Basis for School Discipline (General School Laws of Michigan 380.1261)

"The board of a school district shall have the general care and custody of the schools and property of the district and shall make and enforce suitable regulations for the general management of the schools and the preservation of the property of the district."The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionally and legally sound procedure is developed with regard to the administration of discipline in the schools of Michigan. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his parent or guardian. A student must be given an opportunity for a hearing with the appropriate school administrator if the student or his/her parent, or guardian indicates the desire for one. A hearing shall be held to allow the student and his/her parent or guardian to contest the facts that may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority or if a student and his parent or guardian alleges prejudice or unfairness.

TEMPORARY SUSPENSIONS

Temporary suspension, as defined by the Gibraltar School District, is to be interpreted as follows:

1. Removal from school shall be for a period not to exceed ten days.
2. The principal or designee may take this action.
3. Cause for this action results from a violation of school rules and/or Board Policy.
4. Whenever possible, parents shall be notified of this action by verbal communication. If not possible, parents shall be notified of this action in writing.
5. All suspensions and disciplinary actions shall be kept on file.
6. A probationary contract may be required for re-entry into school.

LONG-TERM SUSPENSIONS (11 – 45 DAYS)

Removal from school shall include suspensions ranging from 11 to 45 days. The principal(s) shall recommend students for a suspension up to 45 days to the Superintendent who will hold a disciplinary hearing to determine the appropriate consequence.

1. Causes are for those defined in the school code.
2. Parents shall be notified of this action prior to the enforcement of the action.
3. The Superintendent's decisions on such suspensions will be final.

LONG-TERM SUSPENSIONS AND EXPULSIONS (46 DAYS AND BEYOND)

Removal from school shall include suspensions beginning at 46 days up to a permanent expulsion. The principal(s) shall recommend students for expulsion to a Disciplinary Panel that consists of five members, appointed by the Superintendent: two members of the Board of Education; one building administrator (other than the building administrator who made the disciplinary recommendation); one teacher and, one central office administrator, who will serve as the Disciplinary Panel chairperson.

1. Causes are for those defined in the school code.
2. Parents shall be notified of this action prior to the enforcement of the action.
3. The Disciplinary Panel's decisions on such suspensions and expulsions will be final.
4. If a student is permanently expelled from the school district, they may initiate a petition for reinstatement to the district in accordance with MCL 380.1311 from the State of Michigan.