

**2017-2018
STUDENT HANDBOOK**



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An online school with a community feel

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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, and we 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 requirements. Students enrolled in grades K-8 will follow the same requirements per semester as the traditional 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.

Welcome

Dear Lakeshore Families,

Welcome! My name is Derek Bezeau and I am honored to be the director at Lakeshore Virtual School. I look forward to the opportunities this year has to offer and can't wait to share the experience with each Lakeshore Family.

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.

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 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:

- must never fall more than 25% behind overall in all combined classes
- should be able to complete each class by the target end date
- Maintain weekly 2-way communication with their program mentor

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

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 collects 5 additional absence days.** Lack of progress may result in student probation and mandatory in-person attendance requirements.

Required: Students MUST maintain weekly communication with a Lakeshore staff member as set up during initial enrollment. This is a State of Michigan requirement for Lakeshore. 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, 380.1284b, 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 director to discuss a plan for improvement. This probationary period may include forced log in times, mandatory campus times, and/or tutoring sessions. If the student continues to be absent, truancy will be filed with the local authorities.

Student Dismissal

LVS will not forcibly dismiss students from the program. However, LVS may ban students from the main campus or satellite locations for unacceptable behavior, revoke internet cards 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 Student Profile

Lakeshore Virtual School students are enrolled in classes for Kindergarten through 12th grade. Parents have chosen the Lakeshore Virtual School for a variety of reasons but primarily because it offers the best academic environment and program to meet their children's needs. Lakeshore Virtual School's student backgrounds are diverse. Our students may be any of the following:

- Students with anxiety
- Students that have social concerns
- Students who are physically unable to attend a physical school
- Students who need additional personalization within their course
- Students looking to accelerate their high school experience
- Students who need non-traditional ways to learn
- Students who are credit deficient and can no longer graduate with their cohort.

Lakeshore Virtual School Enrollment

Interested students and parents/guardians should contact the Gibraltar School District Administration Office at 734-379-6350. 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 pupil accounting employee 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.)
- Online readiness survey

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 to maintain weekly 2-way communication with his/her assigned mentor while enrolled at Lakeshore. Communications may be in person, email, phone, or other established online platform. 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 Administrator. Failure to respond to mentor communication for 3 weeks requires Lakeshore to file truancy with students under 18 or begin dismissal procedures with children 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 virtually 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

PARENT/GUARDIAN ROLES AND RESPONSIBILITIES

Family involvement is vital to our students' success at LVS! At every grade level, parents/guardians are expected 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 director and teacher of record are available for guidance. Parents/LC should expect to:

- Devote about five hours per day overseeing their students' schoolwork
- Set the daily schedule with varied activities and breaks
- Assist with lessons and communicate frequently with the teacher
- Help monitor student progress and comprehension
- Commit to weekly meetings with the LVS director 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 director, 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 director. 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 contact 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 wi-fi access at home may also borrow an internet card to be able to complete their classes. Students will return all borrowed equipment at the end of the year or if they withdrawal from LVS. Students whose borrowed equipment is lost, broken, or stolen must pay the replacement cost as stated in any signed student agreement.

Internet Cards

LVS has a limited number of internet cards for students without wi-fi access. Students who borrow an internet card are expected to use it to complete their schoolwork. In the event that a student with an internet card goes 2 weeks or more without completing any activities, LVS may shut off the internet card 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 wi-fi 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.

Mandatory Attendance: Count Days

All Students are required to be in attendance and/or working in your online classes on Count Days: October 4, 2017 and February 7, 2018. Physical and/or online attendance is mandatory. 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 between April and June. Specific dates will be posted when information becomes available from the state.

Currently, the annual state testing includes the following:

Grade 3: M-STEP - Math, Language Arts

Grade 4: M-STEP - Math, Language Arts, and Science

Grade 5: M-STEP - Math, Language Arts, and Social studies

Grade 6: M-STEP - Math, Language Arts

Grade 7: M-STEP - Math, Language Arts, and Science

Grade 8: M-STEP - Math, Language Arts, and Social Studies

Grade 9: PSAT 9

Grade 10: PSAT 10

Grade 11: M-STEP, SAT, ACT Work Skills, M-STEP Science and Social Studies

Unit Tests & Final Exams

- 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. Turn in your notebook on the day you take your final exam for 5% extra credit.
- Final Exams must be taken at a Lakeshore lab 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, or refer to additional notes or resources.
- Students are highly encouraged, but not required, to take unit tests at a Lakeshore Lab.

Mandatory Lab Visits

Students in grades 6-12 are expected to come on campus to work for at least 3 hours in the LVS lab once per week at Lakeshore's Carlson campus or satellite location. Exceptions will be made based on individual circumstances with an agreement made between the Lakeshore director and the student and his/her parent/guardian.

- 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. Depending on location, students will be picked up at the nearest bus stop at approximately 7:40 AM and will arrive on campus at approximately 8:20 AM. Students getting bussing home will leave Lakeshore at 3:00 PM and arrive home at approximately 3:30 PM.
- 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
- See the Transportation section for student expectations while riding the bus.

CONDUCT, EXPECTATIONS, & PROCEDURES

LVS students are expected to act appropriately 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 campus or the satellite location.

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 through the Lakeshore entrance
- 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
- Will be required to turn in their cell phones while they work on campus. Students will be allowed to call/text for transportation, and will receive their phones back when they're done working for the day or on an approved break.

Social Time

LVS offers many social time opportunities throughout the school year, most of which will take place on the main campus in Carlson.

- Suspended or expelled students from Gibraltar or other districts may not participate in social time activities on campus.
- Lakeshore and Carlson rules must be followed at all times.

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 the High School and be renewed each school year. See Board Policy 5330.

Disrespect and Gross Disrespect

Any student being disrespectful towards other students, visitors, guests, and staff members while he/she works on campus will be disciplined accordingly. This will include being banned from either the main Lakeshore campus, the satellite location, or both.

Lab

Students are expected to leave the Lakeshore lab in good condition at all times. 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.

Signing In

Students must sign in when they work in the main Lakeshore campus. A sign-in sheet will be easily accessible each day that campus is open.

TRANSPORTATION

- Students must enter and exit buses single file and in an orderly manner.
- All students are to conduct themselves in a mannerly fashion: a) No smoking b) No eating c) No vandalism at bus stops or on the bus d) No insubordinate behavior on buses.
- See the section Mandatory Lab Visits for bussing times and locations.

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.

Paraphrasing is OK:

- 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.

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. A log entry will be made in PowerSchool, you will be required to complete an online Academic Integrity Workshop, and your parent/guardian will be contacted. 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. A log entry will be made in PowerSchool, and your parent/guardian will be contacted. 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.

GRADE LEVELS & GRADUATION REQUIREMENTS

Grade Levels

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

- 0 - 3.5 credits: Freshman
- 4 - 7.5 credits: Sophomore
- 8 - 11.5 credits: Junior
- 12-18 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 to graduate from LVS. The Michigan Merit Curriculum is 18 specific credits (36 classes):

4 credits (8 classes) in ELA including ELA 9 a/b, ELA 10 a/b, ELA 11 a/b, ELA 12 a/b

4 credits (8 classes) in math including Algebra a/b, Geometry a/b, Algebra 2 a/b, senior math a/b

3 credits (6 classes) in social studies including US History a/b, World History a/b, Civics, Economics

3 credits (6 classes) in science including Biology a/b, chemistry/physics a/b, choice science a/b

1 or 2 credits (2/4 classes) in foreign language

1 or 2 credits (2/4 classes) in VPAA

1 credit (2 classes) in P.E/Health

ELECTIVES 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 the Flat Rock Recreation Center, 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!

The Flat Rock Recreation Center is located at 1 Maguire St. in Flat Rock.

Downriver Career Technical Consortium

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

Automotive Technology	Digital Media	Web Design
Dental	EMT	Graphic Arts
Welding	Cosmetology	Architectural Drafting
Collision Repair	Construction Trades	Aviation
Health Occupations	Hospitality	Heating and Cooling
Marketing		

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.

COURSES, GRADES, AND GRADING POLICY

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 bezeaud@gibdist.net. Following the deadline, date changes must include mentor teacher approval to be considered for any changes. This does not guarantee approval.

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. Some classes require more reading or have many more activities to complete; therefore an extra 1-2 weeks may be necessary. If a student believes he/she is at risk of not completing their class(es) by the target end date, they will need to notify Lakeshore personnel *via email one week prior to their end date* with a reason as to why an extension is needed.

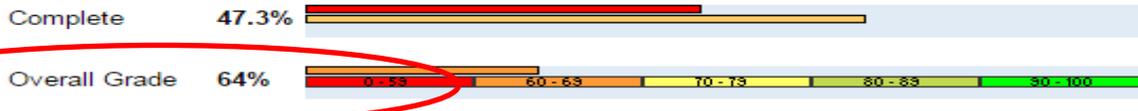
Class extensions:

- Limited to 2 courses per semester. *Note: No class may be extended beyond the last day of the school year according to the Gibraltar School District calendar.*
- No more than a 2 week extension per class
- Students under the age of 18: Parents/guardians will be notified when their student gets an extension, or if they fail a class due to incompletion

Any portion of the course that is incomplete will be marked as a 0 which will be reflected on the final grade. If your "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.

* Your **“Overall Grade”** is calculated based on all the work you have currently completed. Your **“Actual Grade”** is based on all the work you have completed plus the work you should have completed as of that date. The Actual Grade gets recorded on report cards/transcripts.

MI-Earth Science A



Complete (Count):	46.2%	Relative Grade:	27.5%
Start Date:	12/7/2016	Actual Grade:	45.4%
Target Date:	1/13/2017	Target Completion:	66.7%

	Quiz	Test	Exam	Assignment	Lab
Taken	25	3		64	2
Tested Out				62	3
Total	50	9	1	268	16
Graded	25	3		17	2
Score	64%	71%		61%	25%
Weight	30%	35%	15%	15%	5%

Course Drops by LVS Personnel

Lakeshore may drop a student’s class midway through the start and target end date, if the class has not yet been started by the students

Middle School & High School Grading Scale

High School 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% F (no credit)
- 60 - 62 D-
- 63 - 67 D
- 68 - 69 D+
- 70 - 72 C-
- 73 - 77 C
- 78 - 79 C+
- 80 - 82 B-
- 83 - 87 B
- 88 - 89 B+
- 90 - 92 A-
- 93 - 100 A

Testing Out

Students have the opportunity to test out of 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 during or before the High School's regular scheduled examination times. 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 director to make arrangements for this opportunity.

DUE PROCESS RIGHTS

Before a student loses class credit or is removed from Virtual School, there are specific procedures that must be followed.

Academic Integrity Issues

When the Lakeshore Virtual School becomes aware of an Academic Integrity issue involving a student, the following procedure will be put into place:

1st Occurrence within a school year: Student, instructor, and mentor will communicate about the Academic Integrity issue. Communications will be shared with the student's parent/at-home learning coach and the Lakeshore Virtual School Director as well. Student will have the opportunity to re-submit the assignment/exam in question if the student's virtual program allows them to do so.

2nd Occurrence within a school year (any class): No credit for the assignment/exam. Students will receive a zero for the assignment/exam in question with no opportunity to resubmit or redo the work.

3rd Occurrence within a school year (any class): Parent Meeting with possible removal from the course, potential failing grade and the possibility of being assigned to an appropriate educational environment within a local school district which may be better suited to the student' learning style.

The decision to be removed from the course or from Virtual School may be appealed to the Director in writing within ten days after the Parent Meeting. Any resulting suspension from co- curricular and extracurricular activities may not be appealed, nor can any appeal be made regarding loss of credit for the assignment or exam.

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. 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.