



Lakeview Virtual School (LVS)

Student Handbook 2018-19



Lakeview today... Leaders tomorrow!

Lakeview Public Schools
27575 Harper, St. Clair Shores, MI 48080
(586) 445-4000, Ext. 2504
www.lakeviewpublicschools.org

Lakeview Virtual School (LVS)

District Mission Statement

Lakeview Public Schools partners with our community to empower students to achieve personal and academic success.

Board of Education

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Kathryn Neumann, Director of Preschool Programs &
Elementary Curriculum

Sean Zaborowski, Director of Operations & Athletics

Nondiscrimination and Access to Equal Education Opportunity

It is the policy of the Board that no student in this District shall, on the basis of race, color, religion, national origin or ancestry, age, gender, marital status, sexual orientation, disability, height, weight, and/or any other legally protected characteristic, be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in its programs and/or activities. Any person believing they have been discriminated against may bring a complaint to the local civil rights coordinator: Assistant Superintendent, 27575 Harper, St. Clair Shores, MI 48081, 586-445-4000 X 2503.

**Lakeview Public Schools
1 Year Calendar
2018/19**

Full & ½ Days Students have off are marked in “bold” print

	2018/19
Teachers Report	August 27, 2018 (Mon)
Teachers Professional Development	August 28, 2018 (Tues)
Students Report for Full Day	September 4, 2018 (Tue)
Jefferson Middle School Fall PM & Evening Conferences (<i>No 6th – 8th Grade Students in PM</i>)	October 10, 2018 (Wed)
Jefferson Middle School Fall PM Conferences (<i>No 6th – 8th Grade Students in PM</i>)	October 11, 2018 (Thu)
Lakeview High School End of 1 st Card Marking	October 12, 2018 (Fri)
Lakeview High School Fall PM & Evening Conferences (<i>No 9th – 12th Grade Students in PM</i>)	October 24, 2018 (Wed)
Lakeview High School Fall PM Conferences (<i>No 9th – 12th Grade Students in PM</i>)	October 25, 2018 (Thu)
Elementary End of 1 st Card Marking / Jefferson Middle School End of 1 st Card Marking <i>No K – 8th Grade Students in PM – ½ day records for K-8 teachers</i>	November 2, 2018 (Fri)
Teachers Professional Development- No students K-12	November 6, 2018 (Tue)
Elementary Fall Evening Conferences	November 14, 2018 (Wed)
Elementary Fall PM and Evening Conferences (<i>No K – 5th Grade Students in PM</i>)	November 15, 2018 (Thu)
Elementary Teacher Comp. Time (<i>No K – 5th Grade Students in PM</i>)	November 16, 2018 (Fri)
Lakeview High School End of 2 nd Marking Period	November 21, 2018 (Wed)
Thanksgiving Recess – School Closes End of AM for K – 12th Grade Students	November 21, 2018 (Wed)
School Reopens	November 26, 2018 (Mon)
Winter Recess – School Closes End of Day for K – 12th Grade Students	December 21, 2018 (Fri)
School Reopens	January 7, 2019 (Mon)
Martin Luther King Day (No School for K – 12th Grade Students)	January 21, 2019 (Mon)
Lakeview High School AM Exams (<i>No 9th – 12th Grade Students in PM</i>)	January 24 & 25, 2019 (Thu/Fri)
End of Semester 1 (<i>No K – 12th Grade Students in PM</i>) <i>½ day records for all teachers</i>	January 25, 2019 (Fri)
Mid-Winter Recess – School closes End of Day for K – 12th	February 14, 2019 (Thu)
School Reopens	February 19, 2019 (Tue)

Teacher Professional Development (No School for K-12th Grade Students in PM)	March 6, 2019 (Wed)
Jefferson Middle School Spring PM & Evening Conferences (<i>No 6th – 8th Grade Students in PM</i>)	March 7, 2019 (Thu)
Lakeview High School End of 4 th Marking Period	March 8, 2019 (Fri)
Elementary Spring Evening Conferences	March 13, 2019 (Wed)
Elementary Spring PM & Evening Conferences (<i>No K – 5th Grade Students in PM</i>)	March 14, 2019 (Thu)
Elementary Teacher Comp Day (No K – 5th Grade Students in PM)	March 15, 2019 (Fri)
Lakeview High School Spring PM & Evening Conferences (<i>No 9th – 12th Grade Students in PM</i>)	March 21, 2019 (Thu)
School Closes- Spring Recess begins at end of AM- K-12 Students	March 29, 2019 (Fri)
School Reopens	April 8, 2019 (Mon)
K-8 Teachers- Record Day - 2019 End of Third Card Marking (No K-8 th in PM)	April 12, 2019 (Fri)
Good Friday 2018/19 (No School for K-12th Grade Students)	April 19, 2019 (Fri)
Lakeview High School End of 5 th Marking Period	April 26, 2019 (Fri)
Memorial Day Recess	May 27, 2019 (Mon)
Lakeview High School Senior Exams	May 30 & May 31, 2019 (Thu/Fri)
Lakeview High School Graduation	June 7, 2019 (Fri)
Lakeview High School Grades 9-11 Exams (<i>No 9th – 11th Grade Students in PM</i>)	June 12 & 13, 2019 (Wed/Thu)
Elementary & Jefferson Middle School End of 4 th Card Marking / Lakeview High School Grades 9 th -11 th Grade Exams / End of Semester & 6 th Marking Period Students Last Day (No K -11th Grade Students in PM)	June 13, 2019 (Thu)
Last Teacher Work Day	June 13, 2019 (Thu)
*Revised 04/29/16	180 Students days/183 Teacher days

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GRADUATION REQUIREMENTS:

Language Arts: 4 Credits

Mathematics: 4 Credits

Including the successful completion of at least Algebra 1, Geometry, and Algebra 2, and an additional Math credit or a retake of Algebra 2. A pupil must successfully complete a Math or Math-related credit during his or her final year of high school.

Science: 3 Credits

Including the successful completion of 1 credit of Biology, 1 credit of Chemistry, 1 credit of Physics

Social Studies: 3 Credits

Including completion of at least 1 credit in United States History, 1 credit in World History, .5 credit in Economics, and .5 credit in Government.

Visual, Performing, & Applied Arts: 1 Credit

Including the completion of at least 1 credit from one or a combination of the following: Art, Music, Theater, and Applied Arts.

Physical Education/Health: 1 Credit

Electives: 4.0

World Language: 2 Credits

In grades 9-12; OR an equivalent learning experience in grades K-12

Assessments: A pupil must complete all of the State of Michigan and Lakeview related assessments in order to be granted a diploma.

Credits Total: 22 Credits

7 semesters required

TRANSFERRING HIGH SCHOOL STUDENTS CREDITS & ASSESSMENTS: It is in the student's best interest to be on pace for graduation with the following minimum credit requirements for each grade level, to also include adequate progress in required courses for a Michigan diploma.

- 10th grade: transfer a minimum of 6 credits
- 11th grade: transfer a minimum of 12 credits
- 12th grade: transfer a minimum of 18 credits

*Note: Any student transferring from another school will be assigned to the next grade level as last attended in grades 9-12. Trimester and block credits will be adjusted to semester virtual school credits when transferred to Lakeview Virtual School.

LVS ACADEMIC PROGRAMMING: LVS students are provided the opportunity to participate in online learning through section 21f of the State School Aid Act, and are able to enroll in three or more virtual or online classes so long as all requirements for participation are met. Full-time enrollment is completed through an application process which includes an annual Educational Development Plan (EDP) and submission of the online learner agreement, which includes the following:

LEARNER COMMITMENT: It is expected that the learner will:

- Be committed to the course(s), adhere to the course schedule as prescribed, and understand the schedule changes will be allowed only as outlined by the district and the online provider
- Work according to the pacing guides in order to complete the requirements of the course
- Follow all other expectations as specified by LVS, this district, mentor teacher, and online teacher(s)

- Agree and adhere to the “Online Learning Agreement”
- Participate in a minimum of 1-2 weekly two-way communications with the assigned mentor.
- It is important that learners are engaged with the instructor and classmates in the virtual classroom as it contributes to academic success

PARENT COMMITMENT: A parent is expected to monitor and support the learner in his/her studies by doing the following:

- Agrees to be accessible to mentor teacher to discuss learner’s progress
- Promote good attendance and time management
- Facilitate two-way communication if the student is in grades K-5 and does not have the skills necessary to communicate with their mentor teacher unassisted
- Support the expectations of the Online Learning Agreement
- Assist with oversight of unit and final exams, if applicable

INDIVIDUALS WITH DISABILITIES: The American’s with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District’s programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact Christine Kress, Executive Director of Student Services at (586)445-4000 ext. 2513 to inquire about evaluation procedures and programs.

MENTOR TEACHER REQUIREMENTS: The LVS mentor teacher shall meet with or have 1-2 weekly two-way communications with each student enrolled in LVS, supporting, monitoring and providing guidance for all enrolled courses. The mentor teacher assigned may also be the teacher of record for courses.

LAKEVIEW VIRTUAL SCHOOLS TRANSCRIPT & LVS GRADING SYSTEM: All final scores provided by online instructors will be converted to a letter grade as per the Lakeview Virtual Schools general grade scale (as listed below).

Grades will be entered into PowerSchool and posted on the learner's transcript; included will also be the cumulative Grade Point Average (GPA). The following decimals are used in determining the GPA of a student:

A 4.0 (93%-100%)	A- 3.667 (90%-92%)	B+ 3.333 (87%-89%)
B 3.0 (83%-86%)	B- 2.667 (80%-82%)	C+ 2.333 (77%-79%)
C 2.0 (73%-76%)	C- 1.667 (70%-72%)	D+ 1.333 (67%-69%)
D 1.0 (63%-66%)	D- 0.667 (60%-62%)	F 0 (59% or less)

Grade point averages and class rank will be computed on a 4.0 weighted system. If an incomplete grade (I) is issued for a course, the student has three weeks following the end of the semester to satisfy the course requirements (or submit work to be graded) to the instructor. Failure to do so by the deadline will result in the replacement of the incomplete (I) with a failing letter grade of (F).

AWARDING OF CREDIT: In concurrence with the requirements of the Michigan Merit Curriculum legislation, a student will be awarded credit for a course by achieving a D- (60%) or better in the course. While

a student may earn credit for a course in this manner, the final semester grade issued by the teacher will be placed on the transcript and utilized for cumulative GPA tabulation.

SENIOR COMMENCEMENT:

In order to participate in the commencement ceremony, a student must have satisfied all requirements for graduation as detailed in the Section titled “Graduation Requirements.” Documented verification of completion of credit must be received by 3:00 p.m. on the Friday prior to Commencement. Seniors who participate in senior prank related activities that are violations of civil legal codes, involve the defacing or destruction of school property, or are disruptive to normal school operations, will be disciplined as per our District discipline policies and will not be permitted to participate in the commencement ceremony. **Documented verification of completion of all credit for all enrolled, online, or correspondence courses must be received from the credit awarding school by 3:00pm on the Friday prior to Commencement.**

GRADUATION HONORS

A student’s grade point average (GPA) will be determined by computing the grades earned in all core classes (Math, English, Science, Social Studies, and Foreign Language). The GPA and ACT/SAT test scores will be factored into a formula. The top score possible for graduation honors ranking is a 2,000. In addition, a student must have earned either a 1 or 2 on all sections of the M-Step Exam. Independent study class and credit granted through testing out of a course are not included in the formula. Lastly, a student must have attended Lakeview Virtual School for a minimum of two semesters in order to qualify for these honors.

ACADEMIC GUIDANCE:

LVS administrators and mentor teachers help students carefully select a program of study, give vocational guidance and information about colleges, and counsel students with academic, online attendance, and other concerns. Parents & students are welcome to make an appointment with their mentor teacher at any time throughout the school year.

HONOR ROLL: High school students who earn a 3.0 semester Grade Point Average with no grades lower than a B- will be named to the Honor Roll each semester.

TESTING OUT OF A COURSE (HIGH SCHOOL)

Students have the right to attempt to test out of a course if they already have mastered the content expectations for that course. Students who are interested in exploring this option should contact their mentor teacher to obtain information on the procedure and the deadlines for taking the “test out” assessment.

Exams will be administered in the Lakeview Administration Building and must be a course(s) the student has NOT yet taken. Students who wish to take end of course exams must sign up with the Lakeview Curriculum Office four (4) weeks prior to taking assessments(s). Credit earned through the waiver policy will not be factored into GPA.

POST-SECONDARY ENROLLMENT OPTIONS: During the school year, LVS students have the option of taking college courses if the following requirements and conditions are met:

- The student shall not have been enrolled in LVS for more than 4 school years (grades 9-12) including the year the student seeks to enroll in a post-secondary course.
- If the pupil is seeking postsecondary course enrollment, the LVS student must achieve a qualifying score in all subject areas on the state assessment (e.g. PSAT, SAT, or MSTEP) or another college-ready assessment and must be approved by the LVS administration.

- The course offered by an eligible postsecondary institution is not offered by the school district in which the student is enrolled. The course may not be a hobby craft or recreational course and must be in an area other than physical education, theology, divinity, or religious education.
- At the time a student enrolls in the course, he or she shall designate whether the course is for high school credit, postsecondary credit, or both.
- LVS students are responsible for necessary documentation to the approved college prior to semester scheduling.

TEXTBOOKS & COURSE MATERIALS: Textbooks and related materials will be issued when appropriate to students for use in their classes. With the exception of expendable items such as workbooks, practice sets, etc., these items become the responsibility of the student but remain the property of the school district. The books and materials must be returned upon completion of the course or if the student withdraws from school at any time during the year. Students are expected to return the books and materials in as good condition as when issued. If books/materials show signs of careless use or abuse, the student will be fined for the damage at the discretion of the school. Materials that are lost must be replaced at the end of the semester at the expense of the student.

ACADEMIC HONESTY POLICY: Lakeview Public Schools is committed to helping students grow intellectually, emotionally and socially. In keeping with this mission, academic honesty and integrity are expected of all. Academic dishonesty adversely impacts the individual student and Lakeview Virtual School's commitment to maintain a safe, fair and positive program. Each student is responsible for his/her own ethical behavior, and for fostering ethical behavior in others. Academic dishonesty includes, but is not limited to:

- The unauthorized representation of another's work as one's own (plagiarism).
- Borrowing from print or electronically published material, either directly quoted or paraphrased, without including proper citations.
- Knowingly providing one's work to another student who then copies or presents the work as his/her own.
- Using materials or electronic devices not approved during tests, quizzes and other assessments.
- Violations of this policy may result in loss of credit for the assignment, unit, and/or course based upon the severity of the offense.

1st Offense – Loss of grade for assignment (project, test/quiz, paper, etc.), parent and administration informed.

2nd Offense – Loss of grade for assignment (project, test/quiz, paper, etc.), a conference is held with parents, teacher and administration; possible failure of course.

3rd Offense – Automatic failure/loss of credit of course and removal from Lakeview Virtual School seat-time waiver program at the discretion of LVS administration.

ASSESSMENTS: Full-time LVS students in grades 3 - 11 are required to take the state assessments during the available dates for the 2018-19 school year.

ATTENDANCE POLICY: Attendance will be monitored daily through login information provided within the online system. Students are required to login to their courses and adhere to the timelines established for completion.

- Students must login daily to all of their courses during the State of Michigan count period(s).
 - Fall: October 3, 2018
 - Spring: February 13, 2019
- It is expected that the learner will spend, on average, 5 hours per class week per week on coursework. Therefore, students would complete a minimum of 30 hours of schoolwork per week.
- Weekly two-way communication with the assigned mentor is mandatory.

ON-CAMPUS COURSES: LVS students who are approved to take courses on-campus, at a Lakeview Public School building, must abide by the District handbook with regards to school expectations, grading, attendance, and any other items outlined.

PERSONAL CURRICULUM: A parent or legal guardian of a pupil may request a personal curriculum for the pupil, following the guidelines provided by Michigan Department of Ed. The following website is a resource for parents and educators to review: https://www.michigan.gov/documents/mde/PC_Guide_1_2015_482101_7.pdf

ACCEPTABLE INTERNET & ONLINE USE POLICY: All students taking online classes are expected to conduct their communications in a professional, respectful manner. The proper use of Internet etiquette is expected at all times. Students are expected to follow Lakeview's Student Network and Internet Access Acceptable Use and Safety Agreement even when working through a private Internet provider in the home. School issued Gmail is not private and is for educational use.

Student Network and Internet Access Acceptable Use and Safety Agreement

In exchange for the use of the network resources either at school or away from school, students understand and agree to the following:

- A. The use of the network is a privilege which may be revoked by the Assistant Superintendent at any time and for any reason. Reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.
- B. The District reserves all rights to any material stored in files and will remove any material which the District, at its sole discretion, may believe to be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their District-approved computer account/access to obtain, view, download, or otherwise gain access to any materials that the District might deem reasonably objectionable.
- C. All information services and features contained on District or network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (e.g.: advertisements, political lobbying), in any form, is expressly forbidden.
- D. The District and/or network resources are intended for the exclusive use by their registered users. The Student is responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of Student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges and/or other disciplinary action.
- E. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:
 - (1) intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
 - (2) misrepresenting oneself on the network
 - (3) disrupting the operation of the network through abuse of the hardware or software

- (4) using the network for hate mail, harassment, profanity, vulgar statements or discriminatory remarks interfering with others' use of the network
- (5) excessively using non-curriculum related communication
- (6) illegally installing copyrighted software
- (7) illegally downloading, copying, or using of licensed or copyrighted software
- (8) allowing anyone to use an account other than the account holder

F. The use of District and/or network resources are for the purposes of :

- (1) Support of the academic program
- (2) Telecommunications
- (3) General information

G. The District and/or network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.

H. The student will diligently delete old mail messages from the personal mail directory to avoid excessive use of the electronic mail disk space.

I. The District and/or network will periodically make determinations on whether specific uses of the network are consistent with the acceptable-use practice. The District and/or network reserves the right to log Internet use and to monitor electronic mail space utilization by users.

J. The student may not transfer file, shareware, or software from information services and electronic bulletin boards without the permission of the Assistant Superintendent. The student will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without such permission.

K. The student may log on and use the network under the immediate supervision of a staff member and only with the student's authorized account.

L. The District reserves the right to log computer use and to monitor file server space utilization. The District reserves the right to remove a user account from the network to prevent further unauthorized activity.

M. The student has no expectation of privacy in his/her use of the network.

In consideration for the privileges of using the District and/or network resources, and in consideration for having access to the information contained on the network, or by the network, I hereby release the District, from any and all claims of any nature arising from my use, or inability to use the District and/or network resources.

Students agree to abide by such rules and regulations of system usage as may be further added from time to time by the District and/or network. These rules are also available in hardcopy form in the principal's office.

Parents or legal guardians agree to this agreement and will indemnify the District for any fees, expenses, or damages incurred as a result of their child's use or misuse of the network or equipment.

Violations of the Acceptable Internet & Online Use Policy will be addressed by administration and may also include the notification of the St. Clair Shores Police Department. Depending upon the severity of the violation, administration will exercise discretion as to the consequence assigned to a student, which may include removal from the LVS seat-time waiver program. Violations of this policy may result in loss of credit for the assignment, unit, and /or course based upon the severity of the offense.

AGE OF MAJORITY: The Board of Education recognizes that students, upon the attainment of the age of majority, are afforded all the rights and privileges of adulthood. However, under Michigan law, school districts may establish reasonable regulations regarding age of majority students.

WORK PERMITS: All students between the age of 14 and 18 must possess a work permit before they may be legally employed at most jobs. It is illegal to work until a work permit is on file with your employer. If you are offered employment: 1) Pick up a work permit form from the Lakeview High School office. 2) Fill out the form. 3) Hand the form into the Lakeview High School office. Once these steps have been taken, a work permit will be issued. Permits must be obtained for part time employment during the school year as well as summer help. The administration has the right to revoke any permit due to poor attendance or poor academic record.

ATHLETIC ELIGIBILITY is handled the same for all students enrolled in Lakeview Public Schools buildings and/or programs. LVS student athletes must meet Lakeview Public Schools eligibility requirements. See the Athletic Handbook at the end of the Lakeview Public Schools Student Handbook posted on the District's website for detailed information (www.lakeviewpublicschools.org)

Lakeview Virtual School Online Learning Agreement

Introduction

Welcome to Online Learning with the Lakeview Virtual School (LVS) at Lakeview Public Schools. Participation has similar requirements to other courses at Lakeview Public Schools. Learners are bound by the standards set forth by the Board of Education within the LVS standards and student handbook.

Lakeview Public Schools, with approval from Michigan Department of Education, possesses the ability to operate an online program. In doing so, this allows for a unique and individualized academic program. Certain standards and behaviors are expected for all students enrolled in LVS as it is a privilege to participate in this program and it is the district's right to approve/deny full-time enrollment in our online program.

Attendance

Attendance is essential for online academic success.

- The learner will adhere to the school's timelines for completion of course requirements.
- It is expected that the learner will spend on average 5 hours per class, per week on coursework per class. Therefore, students will complete a minimum of 30 hours of school work per week.
- It is expected that the learner will log in to course(s) 5 days a week (any 5 of the 7, including Saturday & Sunday) and also on certain days as required, including the State of Michigan count periods.
- Attendance for weekly mentor contacts is mandatory. If missed communication is unavoidable and reasonable, the learner must communicate with the mentor prior to the scheduled weekly contact/communication and arrange for an alternative two-way communication plan. These sessions can include, but are not limited to: email exchange, Skype, Class Connect sessions, face-to-face meetings and phone calls. More than two (2) missed weekly contacts/communication per term is subject to removal from the program.

Learner Commitment

It is expected that the learner will:

- Be committed to the course(s), adhere to the course schedules as prescribed, and communicate with course instructor(s) and the mentor teacher on a regular basis.
- Work according to pacing guides in order to complete the requirements of the course.
- Refrain from inappropriate use of information with any online course.
- Follow all other rules as specified by LVS, mentor and on-line instructor.

Parent/Guardian Commitment

It is expected that parents'/guardians' participation in a child's education will help determine his/her likelihood of success. Therefore, parents/guardians are expected to monitor and support the child in his/her studies, agree to be accessible to the mentor to discuss the child's progress, and promote good attendance and time management of the child's participation. The parent/guardian must maintain reasonable internet availability for the learner and contact LVS offices immediately if there is difficulty with access during the school year.

Lakeview Agreement for Acceptable Use of Technology Resources

It is the responsibility of the learner & parent to review, agree & sign the Lakeview Public Schools Agreement for Acceptable Use of Technology Resources. Learner participation and electronic history can be retrieved and monitored by the mentor/coordinator/instructor/parent at any time.

Tests/Exams

LVS requires the tests/exams contained within weekly coursework to be monitored by a parent or another responsible adult. Arrangements will be made with the mentor teacher as needed. Learners must take the grade appropriate state assessment exam. (See the Academic Benchmarks document.)

Course Costs

Lakeview Public Schools will bear the cost of online courses taken during the 2018-19 school year, providing the learner is registered in the district for 6 courses per semester. Failure to meet the guidelines for attendance in this agreement will result in reimbursement to Lakeview Public Schools of the costs incurred.

Contract Violation

Consequences for violation of provisions of this contract:

1st Offense – Verbal or written notification, parents contacted.

2nd Offense – Written notification, parents contacted with possible removal from program at discretion of LVS Principal/Director.

**Lakeview Virtual Schools
Learner Agreement Acknowledgement**

Learner Acknowledgment and Understanding

As a student enrolled in Lakeview Virtual School, I am aware that it is a privilege to participate in this program and, therefore, I am expected to adhere to the highest codes of conduct and integrity. I have read, understand, and acknowledge all the expectations and the policy as set forth in this document. I agree to abide by the guidelines as stated.

Learner Signature

Date

Parent/Guardian Acknowledgment and Understanding

As my child’s Learning Coach, I have read and understand the policies and stated expectations for my child and agree to support the Lakeview Virtual School program expectations. I understand that participation in my child’s education will help determine his/her likelihood of success in the program. Therefore, I will monitor and support my learner in his/her studies. I agree to be accessible and readily available to the mentor to discuss my child’s progress and development. I understand time managements and attendance is vital to the learner’s success. I understand acceptance into this program is a privilege and my child must maintain the contracts and program policies in order to remain enrolled. Failure to follow these policies may result in dismissal from the program.

Parent/Guardian Signature

Date

LAKEVIEW VIRTUAL SCHOOL Academic Benchmarks

The Lakeview Virtual School is committed to high academic standards and will require learners to validate their learning by completing the assessments as required by Michigan Department of Education Pupil Accounting Manual:

1. Grade Appropriate Assessment – Pupils enrolling in the Lakeview Virtual School must take the grade appropriate state assessment exam(s).
2. Michigan Merit Examination (MME) – Pupils enrolled in the Lakeview Virtual School program and are at Junior status must take the MME/SAT/ACT WorkKeys as scheduled by the Department of Education’s Office of Assessment and Accountability.

Lakeview Public Schools will provide a learner with the testing materials at a location and time to be announced. Lakeview Virtual School learners and parents/guardians will be notified of the dates and location of the appropriate testing. **Learners and parents/guardians will be responsible to be in attendance for the appropriate exams.**

State assessments are required for:

- **3rd Grade:** (English & Math)
- **4th Grade:** (English & Math)
- **5th Grade:** (English, Math, Social Studies & Science)
- **6th Grade:** (English & Math)
- **7th Grade:** (English & Math)
- **8th Grade:** (PSAT 8/9, English, Math, M-STEP, Social Studies & Science)
- **9th Grade:** (PSAT 8/9, ELA & Math)
- **10th Grade:** (PSAT 10, ELA & Math)
- **11th Grade:** (SAT, ACT WorkKeys, M-STEP – ELA, Math, Social Studies, Science & Reading)

**Learner & Parent/Guardian
Acceptance of Academic Benchmarks Requirements as stated above
(Note: name entry constitutes acceptance of terms of contract)**

Parent/Guardian: _____ Date: _____

Learner: _____ Date: _____



Lakeview Virtual School
Student Network and Internet Access Acceptable Use and Safety
Agreement
Students Grades PK-12

Student Name _____ Grade _____

In exchange for the use of the network resources either at school or away from school, students understand and agree to the following:

- A. The use of the network is a privilege which may be revoked by the Assistant Superintendent at any time and for any reason. Reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.
- B. The District reserves all rights to any material stored in files and will remove any material which the District, at its sole discretion, may believe to be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their District-approved computer account/access to obtain, view, download, or otherwise gain access to any materials that the District might deem reasonably objectionable.
- C. All information services and features contained on District or network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (e.g.: advertisements, political lobbying), in any form, is expressly forbidden.
- D. The District and/or network resources are intended for the exclusive use by their registered users. The Student is responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of Student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges and/or other disciplinary action.
- E. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:
 - (1) intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users
 - (2) misrepresenting oneself on the network
 - (3) disrupting the operation of the network through abuse of the hardware or software
 - (4) using the network for hate mail, harassment, profanity, vulgar statements or discriminatory remarks
 - (5) interfering with others' use of the network
 - (6) excessively using non-curriculum related communication
 - (7) illegally installing copyrighted software
 - (8) illegally down loading, copying, or using of licensed or copyrighted software
 - (9) allowing anyone to use an account other than the account holder
- F. The use of District and/or network resources are for the purposes of :

- (1) Support of the academic program
- (2) Telecommunications
- (3) General information

- G. The District and/or network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system.
- H. The student will diligently delete old mail messages from the personal mail directory to avoid excessive use of the electronic mail disk space.
- I. The District and/or network will periodically make determinations on whether specific uses of the network are consistent with the acceptable-use practice. The District and/or network reserves the right to log Internet use and to monitor electronic mail space utilization by users.
- J. The student may not transfer file, shareware, or software from information services and electronic bulletin boards without the permission of the Assistant Superintendent. The student will be liable to pay the cost or fee of any file, shareware, or software transferred, whether intentional or accidental, without such permission.
- K. The student may log on and use the network under the immediate supervision of a staff member and only with the student's authorized account.
- L. The District reserves the right to log computer use and to monitor file server space utilization. The District reserves the right to remove a user account from the network to prevent further unauthorized activity.
- M. The student has no expectation of privacy in his/her use of the network.

In consideration for the privileges of using the District and/or network resources, and in consideration for having access to the information contained on the network, or by the network, I hereby release the District, from any and all claims of any nature arising from my use, or inability to use the District and/or network resources.

Students agree to abide by such rules and regulations of system usage as may be further added from time to time by the District and/or network. These rules are also available in hardcopy form in the principal's office.

Parents or legal guardians agree to this agreement and will indemnify the District for any fees, expenses, or damages incurred as a result of their child's use or misuse of the network or equipment.

Student Signature _____ Date _____

PARENT / GUARDIAN AGREEMENT

I have read this Agreement and agree that as a condition of my child’s use of the District’s technology resources, which include (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems, I release the District and its Board members, agents, and employees, including its Internet Service Provider, from all liability related to my child’s use or inability to use the technology resources. I also indemnify the District and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child’s use, or misuse, of the District’s technology resources.

I have explained the rules listed above to my child.

I authorize the District to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children’s Online Privacy Protection Act.

I understand that data my child sends or receives over the District’s technology resources is not private. I consent to having the District monitor and inspect my child’s use of the technology resources, including any electronic communications that my child sends or receives through the technology resources.

I understand and agree that my child will not be able to use the District’s technology resources until this agreement has been signed by both my child and me.

I have read this Agreement and agree to its terms.

Parent/Guardian Signature _____ Date _____