

2012 – 2013

Dear Lake Shore Students:

Each year, a new master schedule is created to accommodate students' course requests made during registration. Faculty members are employed, textbooks are purchased, and rooms are assigned on the basis of these requests. The schools in our Career and Technical Education Consortium base their decisions on staffing and course offerings on the request that you make to enroll in a Career and Technical Education Program. Students who sign up for a Career and Technical Education class will not be allowed to alter their request to select an alternative elective.

In order to enroll in an Off-Campus Career and Technical Education course you must:

- Complete and return the "Lake Shore High School CTE Student Registration"
- Complete and return the "Career and Technical Education Guidelines"
- Complete and return the "Lake Shore High School Career and Technical Education Attendance Consent Form"
- Complete and return the "Lake Shore High School Off Campus Transportation Consent Form"
- Complete the "Student Essay Form"

To register for a Career and Technical Education class you need to bring the above items to your registration appointment. If you would like to visit one of the Career and Technical Education courses before deciding to register for the course, please see your counselor to set up a visitation.

Sincerely,

Janelle Bross, Assistant Principal
John Hartley, Assistant Principal

GUIDELINES FOR OFF CAMPUS / CONSORTIUM STUDENTS

You have been given the privilege to take a consortium class. All schools that participate in the consortium program have agreed to the following guidelines:

ATTENDANCE

1. **Absences are called into BOTH the HOME SCHOOL'S Attendance Office and the Attendance Office of your HOST SCHOOL.**
2. **All students are required to follow the attendance policy of the HOST SCHOOL; this includes all policies related to loss of credit.**

Occasionally, there will be instances when the school calendar of the **HOME SCHOOL** differs from that of the **HOST SCHOOL**. Therefore, the following guidelines will be followed:

1. When the **HOME DISTRICT** is closed, students are NOT required to attend consortium classes. These absences should be excused as school business.
2. When the **HOST SCHOOL** changes their normal schedule, students are NOT required to attend. Students should follow their **HOME SCHOOL** schedule.
3. When the **HOME SCHOOL** changes their schedule, students ARE still required to attend consortium classes at the **HOST SCHOOL**.

MEAP/Michigan (MI) MERIT EXAM

Students must follow their MEAP/MIMERIT testing schedule. All MEAP/MIMERIT related absences will be recorded as "school business."

Students should attend classes at their Host School, whenever possible. If the Host School has a change of schedule due to MEAP, visiting students are encouraged but not required to attend.

Students should attempt to balance their absences from classes. Rather than missing six days of classes at the Host District, students should attempt to balance their absences over the semester MEAP/MIMERIT testing period.

SUSPENSIONS/DISCIPLINE ISSUES / EXPULSIONS

All students are subject and should be responsive to the policies, rules and regulations of the **HOST SCHOOL** during the time they are in attendance. The **HOST SCHOOL** has the authority to discipline and suspend any student enrolled in a program operated by that **HOST SCHOOL**. The procedure to be followed, and the reasons for disciplinary action and/or suspension of a student from the program, shall be the same as for any student enrolled in the **HOST SCHOOL**.

In the case of a suspension, the suspending school will contact the Home/Host School to determine if a suspension from the other school is appropriate.

Expulsion shall be solely the responsibility of the **HOME SCHOOL** upon the recommendation of the **HOST SCHOOL'S** Principal or Principal's designee. Communication shall occur between both the **HOST SCHOOL**

and **HOME SCHOOL** Principals on any expulsion issue. All **HOST SCHOOLS** shall have the authority to recommend the expulsion of any student enrolled in a program operated by that **HOST SCHOOL**. The procedure to be followed and the reasons for expulsion of a student from the program shall be the same as for any student enrolled in the **HOST SCHOOL**.

Security / Identification Badges

Lake Shore High School uses a Security / Identification system. Students who drive and will be entering the building from the student lot will be issued a Security / Identification badge. These badges must be kept on their person in order to enter the building. The first badge will be issued at no cost; however replacement badges will be sold to the student for a fee. Badges will be programmed only to work during school days and during a narrow period of time. Students who arrive outside the scheduled time period must come around to the main entrance and be cleared by security. Appropriate use of badges is expected and abusing the use of badges will result in the badge and driving privileges being revoked.

Transportation

Students are expected to get to and from off-campus classes responsibly. Students are subject to school rules and expectations on their way to and from off-campus classes. Students who do not conduct themselves reasonably at the home school, at the host school, or on the way to and from the home school will be subject to discipline and may lose the opportunity to take off-campus classes.

I understand that it is my responsibility to obtain, acquaint myself and observe the attendance policies and code of conduct of each the schools at which I will be taking classes.

Additionally, I understand that I will be accountable to abide by all such policies.

Student Name (Print) _____

Student Signature _____

Date _____

**LAKE SHORE HIGH SCHOOL
CAREER AND TECHNICAL EDUCATION
ATTENDANCE CONSENT FORM**

Dear Parent/Guardian:

Your son/daughter is attending a Career and Technical Education (CTE) class at a school other than Lake Shore High School.

Since all school districts involved in our CTE consortium do not have the same calendar, there will be some occasions when the off-campus school (Host School) your son/daughter is attending will not have classes scheduled for a particular date, even though Lake Shore High School may be in session.

On such occasions, your son/daughter is required to report to the Assistant Principal's office at Lake Shore High School during this time unless the attached form excusing your son/daughter has been completed and is on file.

By signing and returning the attached letter, you are granting permission for your son/daughter to leave campus and be absent from Lake Shore High School during the time/date their off-campus class normally meets. Please understand that if this privilege is abused by your son/daughter this privilege will be revoked.

If you have any questions regarding this waiver, please call the Assistant Principal's office at Lake Shore High School at (586) 285-8909.

Please return this form to the Assistant Principals' office at the time you register for classes.

Thank you for your cooperation and prompt response.

Sincerely,

Janelle Bross
John Hartley
Assistant Principals

PARENT WAIVER FORM – OFF CAMPUS CLASSES

I do hereby give my son/daughter, _____, permission to be absent from Lake Shore High School during the times/dates their off-campus Career and Technical Education classes are not scheduled to meet, even though Lake Shore High School may be in session on such dates. I understand that Lake Shore Public Schools will not be held liable for my son/daughter during such times/dates.

Signed _____ parent/guardian of

_____ (student)

Date: _____

Phone Number _____

Please return to the Assistant Principal's office, Lake Shore High School.

**LAKE SHORE HIGH SCHOOL
OFF CAMPUS TRANSPORTATION CONSENT FORM**

Dear Parent/Guardian:

Bus transportation is provided by Lake Shore Public Schools for all students attending classes at off campus locations, and the school district strongly recommends that all students take advantage of district-provided transportation. However, due to circumstances beyond our control, students may drive to and from their off campus class if a student has (a) a driver's license, (b) has access to a reliable automobile, and (c) adheres to the policies stated below:

1. A student **may not ride with another student to or from off campus locations**; this is Board policy.
2. A student **may not transport another student to or from off campus locations**; this is Board policy.
3. Students must have their vehicle registered at Lake Shore High School and prominently display their parking permit.
4. There will be **no excuses** for arriving late to off campus or Lake Shore classes.
5. A parent/guardian and the student must sign this form.
6. Once a student and parent/guardian sign this form, the bus run to the school where the student is taking their off campus class may be discontinued.

Failure to abide by the above policies and conditions will result in disciplinary action as stated in the Lake Shore Parent-Student Handbook. (See Transportation/Off Campus Driving.)

Please review these policies with your son/daughter before making a decision to waive district-provided transportation.

PARENT CONSENT FORM – OFF CAMPUS TRANSPORTATION
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I do hereby give my son/daughter, _____, permission to drive to and from his/her off campus class. I fully understand the policies and conditions as stated above. I hold harmless Lake Shore Public Schools, its agents and employees, from liability if I give my son/daughter permission to drive himself/herself rather than use transportation provided by the school district.

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____ Parking Permit No. _____

**RETURN THIS FORM TO THE ASSISTANT PRINCIPAL'S OFFICE AT LAKE SHORE HIGH SCHOOL
BEFORE DRIVING TO/FROM YOUR OFF CAMPUS CLASS**

