



**Wyoming Public Schools**

**HIGH SCHOOL**

**2019-2020 Student/Parent Handbook**

**W**elcome to one of Wyoming Public School's High School Building. All the members of the staff are pleased to have you as a student and/or parent, and will do our best to help make your experience as productive and successful as you wish to make it.

### **Wyoming High School**

1350 Prairie Parkway, SW

Wyoming, MI 49509

Phone: 616.530.7580

Fax: 616.530.7589

Attendance Hotline: 616.257.9250

*(Report all absences by 1 p.m.)*

Athletic Office: 616.249.7675

Guidance Office: 616.249.7676

Principal: Josh Baumbach

Assistant Principal: Gwenn Dangerfield

Athletic Director: Ted Hollern

Secretaries: Tosha Cross, Maria Salas and Lynette Paxson

*Craig Hoekstra, Superintendent*

[hoekstc@wyomingps.org](mailto:hoekstc@wyomingps.org)

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Wyoming, MI 49519

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Term expires 2022

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<b>NOTE:</b>	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in May 2019. If you have questions or would like more information about a specific issue or document, contact your school principal or central office, or access the document on the District's policy website: <a href="http://www.neola.com/wyoming-mi/">http://www.neola.com/wyoming-mi/</a> and finding the specific policy or administrative guideline in the Table of Contents for that section.
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## FOREWORD

This student handbook was developed to answer many of the commonly asked questions that students and parents may have during the school year, and to provide specific important information about certain Board policies and procedures. Become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of **July 1, 2019**. If any of the policies or administrative guidelines referenced herein are revised after **June 30, 2020**, the language in the most current policy or administrative guideline prevails.

## MISSION STATEMENTS

### DISTRICT

*Wyoming Public Schools will empower all students to discover and achieve their potential in an inclusive, inspiring and innovative culture of learning.*

### HIGH SCHOOL

*Teaching our kids today; creating learners beyond tomorrow.*

## EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, national origin, sex (including sexual orientation and transgender identity), disability, age, religious beliefs, height, weight, marital or family status, military status, ancestry and genetic information, while at school or a school activity should immediately contact the School District's Compliance Officer below:

Sarah Earnest  
Assistant Superintendent for Employee Relations  
(616) 530-7552

Inquires related to discrimination based on disability or religion should be directed to:

Jason Maas  
Director of Student Services  
(616) 530-7525

Complaints will be investigated in accordance with the procedures as described in *Board Policy 2260*. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## FAMILY/STUDENT HELP AND SUPPORT

Students who are finding life difficult to cope with because of depression, drug or alcohol addiction, family difficulties, or other crisis situations interfering with academic, social, or emotional progress may request assistance through a counselor, administrator, school psychologist, social worker, or teacher. Parents or teachers or other students may also refer a student who they know is involved in a situation too difficult to handle alone. All referrals will be handled sensitively and confidentially. Immunity from school discipline will be offered to students who make self-referrals provided they are not violating the school's disciplinary policy at the time of the referral (i.e. not using, possessing or distributing alcohol or other illegal drugs, drug look-alikes, or paraphernalia).

### Referral Agencies

United Way	211
Cornerstone	Help Line 336-3535 & Teen Line 336-2450

### Drug and Alcohol Abuse

Network 180	1-800-749-7720 or 336-3909
Alanon & Alateen	North Alanon Club 456-5709 & South Alanon Club 247-1100
Project Rehab	776-0891
Longford Care Unit	242-6550
Dakotah	776-0891 ext. 440

### Child Abuse/Neglect/Sexual Abuse

YWCA Counseling	459-4652
Kent County Dept. Protective Services	247-6300
YWCA/Rape/Sexual Assault	776-RAPE

### Counseling Services

Network 180	1-800-749-7720 or 336-3909
Arbor Circle/Child Guidance	458-7434
Life Guidance Services	954-1991 or 774-0633
Domestic Crisis Center	451-2744

### Runaway Services

Bridge	451-3001
Juvenile Court-Crisis Intervention	336-3749

### Shelter

Homeless Assistance Program	454-5840
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## OK2SAY

The goal of this program is to make the environment at the High School safer by providing an avenue to anonymously report the presence of dangerous weapons, drugs, and other unsafe behavior that threatens the safety of students in school. Call: 1-855-565-2729. Email: [ok2say@mi.gov](mailto:ok2say@mi.gov). Text: 652729 (ok2say)

## StudentVue Bullying Report

Students have the option to anonymously report bullying through their StudentVue account. The report automatically goes to the school principal and dean who will then address the issue with the student in question.



## GENERAL EXPECTATIONS

The administration and staff at Wyoming High School are committed to providing each of our students with the best educational opportunity possible. We have high expectations for our students in the areas of behavior, effort, and academic performance. It is imperative that students do everything they possibly can to make the most of their educational opportunity and to reach their full potential.

Students shall, with the help and interest of their parents:

1. Attend class regularly, on time, with the necessary supplies and materials to fully participate in class;
2. Complete homework and assignments in a timely, responsible manner;
3. Be courteous, polite and cooperative with staff members and other students;
4. Accept responsibility for their own behavior and decisions they make relative to behavior, effort, performance, attendance, etc.;
5. Know and adhere to general school rules as outlined in the student handbook, including all attendance rules and regulations;
6. Know and adhere to specific teacher and course requirements, rules and regulations;
7. Familiarize themselves with the Student Code of Conduct and conduct themselves accordingly;
8. Take pride in their school building and its equipment. Attempt to leave the building in as good or better condition than you found it. Students must pay for damages to school property.
9. Support athletic teams and performance groups in positive ways without booing, jeering, degrading officials or singling out individual players, other teams, or fans from other schools.

We will not accept any behavior that detracts from the appropriate atmosphere at school or that inhibits students from reaching their full potential and performing at their highest possible level of achievement. The administration will direct interventions to ensure academic support as necessary for student success.

Students shall not:

1. Disrupt the appropriate businesslike atmosphere at school;
2. Challenge the authority, either verbally or physically, of staff members who are acting in their capacity as teachers or support staff persons;
3. Interfere with a teacher's ability to teach or a student's ability to learn by being rude, disruptive, or uncooperative;
4. Waste class time, teacher time, or their own time during the school day.

## LETTER TO THE PARENTS

Dear Parents:

As your child's first and most influential teacher, you can play an important role in encouraging your son or daughter to take advantage of the educational opportunities that Wyoming High School provides. Therefore, we ask that you assume an active partnership with us in the education of your son or daughter. In proposing this partnership, we ask that you do several things on the "home front" that we know are likely to have a positive effect on your student's academic achievement. The specifics of our request are outlined below:

- 1) **SET HIGH EXPECTATIONS FOR YOUR STUDENT** - Make it clear that your student must not settle for minimum grades or the minimum number of credits.
- 2) **KNOW WHAT IS EXPECTED FROM YOUR STUDENT IN EACH CLASS** - Ask your child to share with you what they are learning each day in class. Ask them to be specific about their learning. Become familiar with ParentVue as a way to be informed about assignments, test, and quizzes.

- 3) **INSIST ON GOOD ATTENDANCE** - A recent study on student achievement concluded, "All types of students at all levels of schooling experience greater rates of growth in student achievement if they are attending daily and unexcused absences and lateness are minimized." Please refer to the section on "Attendance" in the handbook for the Wyoming High School attendance policy.
- 4) **PROVIDE A QUIET TIME AND PLACE IN YOUR HOME OR STUDY** - You can demonstrate the importance of study by designating a certain time each night when the television is to be turned off, and your student is to focus his or her attention on school work.
- 5) **ENCOURAGE YOUR STUDENT TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES** - Students who participate in extracurricular activities typically express more satisfaction with school and receive higher grades than those who do not participate.
- 6) **TAKE AN ACTIVE ROLE IN SELECTING YOUR STUDENT'S COURSES** – This winter the 10th and 11th graders will select their courses for the following school year. You should review the course descriptions in the booklet provided for your child, get to know your child's counselor, and become an active participant in the course selection process. We believe if we work together we can increase the likelihood that your student will receive the maximum benefit from the educational opportunities that this high school offers. We hope you will accept our invitation to join us in the pursuit of this goal.

Sincerely,  
WHS ADMINISTRATION

## PARENT INVOLVEMENT

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school, and greater involvement of parents in the education of their children, generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

We invite and encourage you to become an active member of our school's parent organization, and to volunteer in classrooms and at school activities. Please call the school office or your child's teacher for more information. It is policy that all volunteers complete a Volunteer Agreement form. This form can be found in Section V of this handbook.

### Implementation

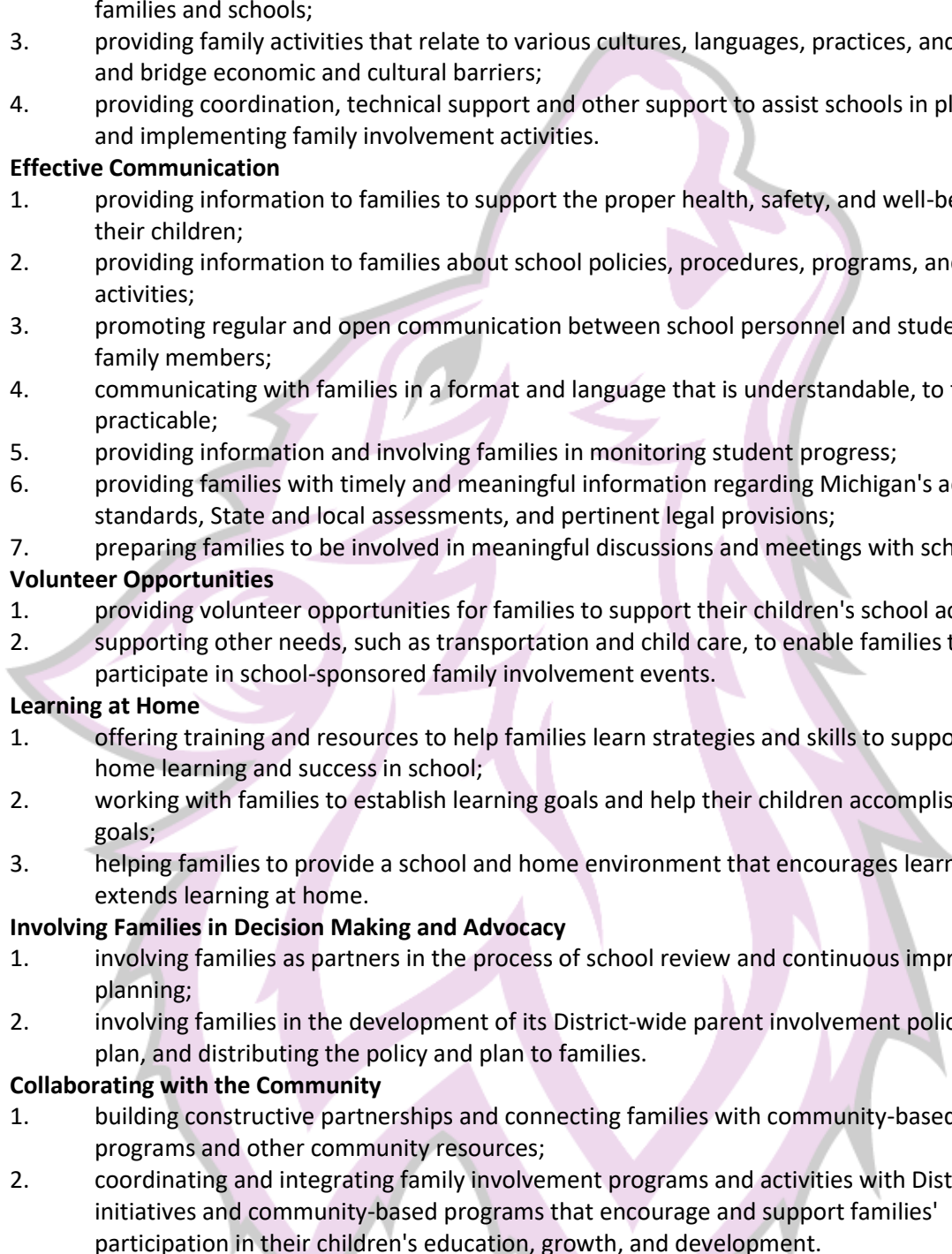
The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent Involvement Plan and to improve the effectiveness of the District plan.

### PARENT INVOLVEMENT PLAN (*Board Policy 2112*)

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:



- 
- A. **Relationships with Families**
    - 1. cultivating school environments that are welcoming, supportive, and student-centered;
    - 2. providing professional development for school staff that helps build partnerships between families and schools;
    - 3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;
    - 4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.
  - B. **Effective Communication**
    - 1. providing information to families to support the proper health, safety, and well-being of their children;
    - 2. providing information to families about school policies, procedures, programs, and activities;
    - 3. promoting regular and open communication between school personnel and students' family members;
    - 4. communicating with families in a format and language that is understandable, to the extent practicable;
    - 5. providing information and involving families in monitoring student progress;
    - 6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;
    - 7. preparing families to be involved in meaningful discussions and meetings with school staff.
  - C. **Volunteer Opportunities**
    - 1. providing volunteer opportunities for families to support their children's school activities;
    - 2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.
  - D. **Learning at Home**
    - 1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;
    - 2. working with families to establish learning goals and help their children accomplish these goals;
    - 3. helping families to provide a school and home environment that encourages learning and extends learning at home.
  - E. **Involving Families in Decision Making and Advocacy**
    - 1. involving families as partners in the process of school review and continuous improvement planning;
    - 2. involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families.
  - F. **Collaborating with the Community**
    - 1. building constructive partnerships and connecting families with community-based programs and other community resources;
    - 2. coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

### **Non-Custodial Parents**

Non-custodial parents may contact the school office to receive copies of school communications. We encourage non-custodial parents to stay involved in their children's education, and to focus on the needs and progress of their children through opportunities like Parent/Teacher Conferences and the school district website.

## SCHOOL SCHEDULE

### FULL DAYS (M-F)

7:30-8:30	1 <sup>st</sup> hour
8:35-9:35	2 <sup>nd</sup> hour
9:40-10:40	4 <sup>rd</sup> hour

### LUNCH

A Lunch 10:40-11:10	4 <sup>th</sup> hour 11:15-12:10
B Lunch 11:10-11:40	4 <sup>th</sup> hour 10:45-11:10/11:45-12:10
C Lunch 11:40-12:10	4 <sup>th</sup> hour 10:45-11:40
12:15-1:10	5 <sup>th</sup> hour
1:15-2:15	6 <sup>th</sup> hour

### HALF DAYS

7:30-11:20 a.m.

Due to safety concerns, students who are not involved in a school-sponsored activity, or directly supervised by a WPS employee or representative must not be on school grounds before 7:00 a.m. or after 2:30 p.m. (half days 11:30 a.m.). We appreciate your help in creating a safe and orderly environment at WHS.

## STANDARDS FOR LEARNING

The following are skills that we have identified as essential to high achievement; and that we expect each student to master.

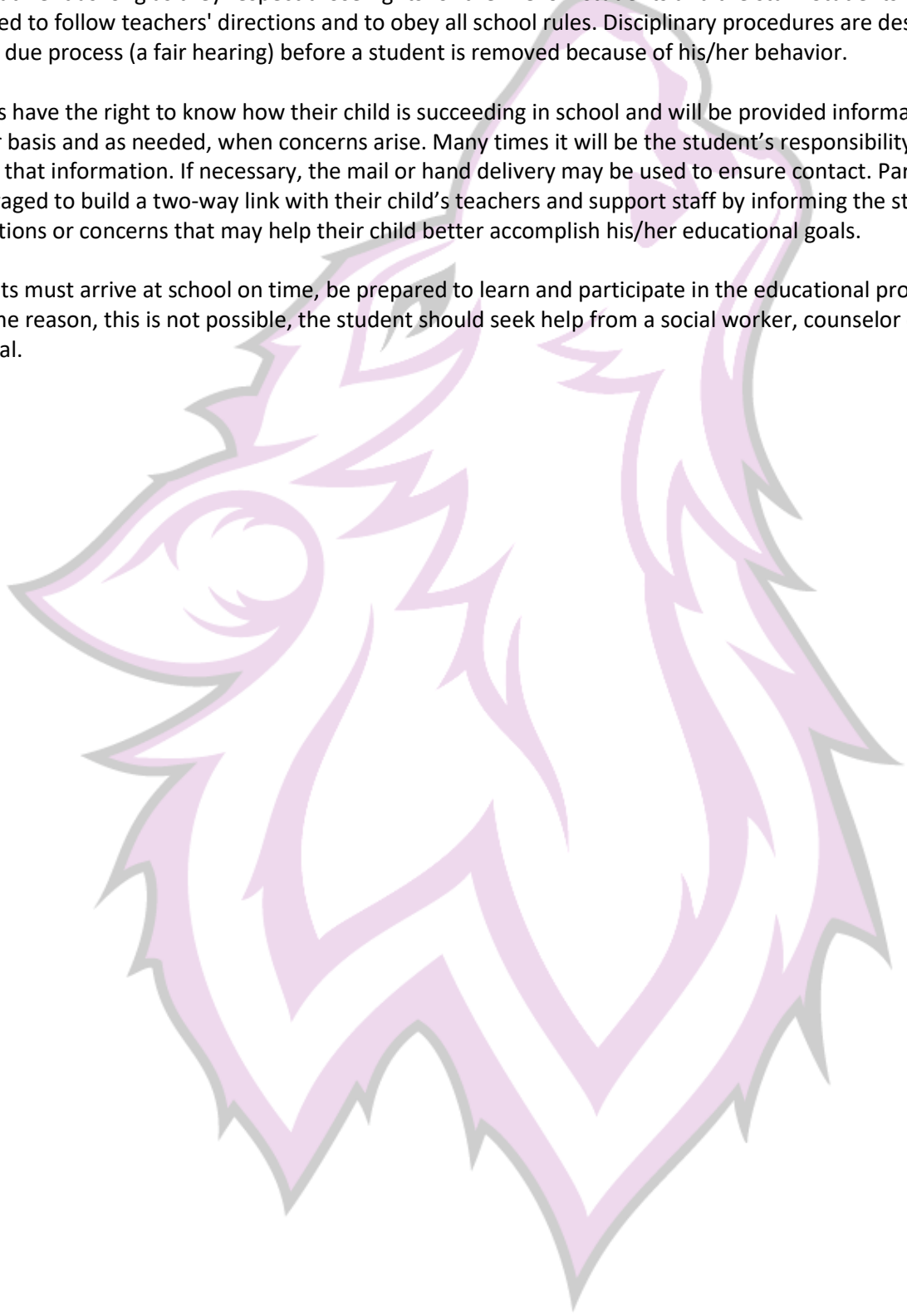
1. The student will demonstrate the ability to communicate effectively.
  - a. Demonstrate verbal, quantitative, technical, visual, and oral literacy
  - b. Demonstrate the ability to communicate in at least two languages, one of which is English
2. The student will demonstrate critical thinking.
  - a. Demonstrate observation skills
  - b. Draw reasonable inferences from observations
  - c. Perceive and make classification schemes to organize inferences
3. The student will demonstrate creative thinking.
  - a. Demonstrate fluency, flexibility, elaboration, and originality
  - b. Develop intellectual, artistic, and practical ideas and/or products
  - c. Assess creative works by reflecting on the originality, purpose, and quality of work
4. The student will demonstrate skills in problem solving.
  - a. Define problems
  - b. Select appropriate frameworks, strategies, and resources to solve problems
  - c. Implement and evaluate solutions to problems
  - d. Create or adapt to change in social or work life
5. The student will demonstrate skills as a self-directed learner and achiever.
  - a. Demonstrate self-esteem
  - b. Demonstrate self-motivation and self-discipline
  - c. Self-assess performance as a learner according to academic, social and personal standards
  - d. Set educational and career goals
6. The student will demonstrate skills for effective social interaction and cooperative work.
  - a. Identify, analyze, and evaluate behavior of self and others in a group situation
  - b. Work cooperatively to accomplish a goal
  - c. Demonstrate values and ethics with concern, tolerance, and respect for others and all cultures
7. The student will demonstrate effective local, state, national, and global citizenship.
  - a. Contribute time, energy, and talent to improve the welfare of the world community
  - b. Contribute time, energy, and talent to preserve and enhance the environment
  - c. Analyze and evaluate possible solutions to social and political problems
8. The student will contribute time, energy, and talent to personal and physical well-being.
  - a. Self-assess fitness level through knowledge of a healthy life style

## STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, be prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from a social worker, counselor or principal.



## **SECTION I - GENERAL INFORMATION**

### **AGE OF MAJORITY**

Any student who is 18 years old and is living independently may sign their Age of Majority slip in the Attendance Office. A parent contact may be made before the slip goes into effect. Once it is in effect, only the student can call in for an absence. Phone calls from the parent will not be honored. Students will be required to call in on the day of the absences. Failure to do so will result in an unexcused absence.

### **BUILDING AND EQUIPMENT USE**

1. Permission must be secured from the principal's office to put up posters and advertisements; students are expected to remove them later. Posters and advertisements are not to be fastened anywhere on painted surfaces.
2. Faculty representatives are to be present at all student meetings or practices unless special permission has been obtained from the office.
3. Scheduling of all school activities is arranged through the principal's office.
4. No beverages are permitted in the gym.
5. The teacher's lounge, lavatories, and dining areas are not to be used by students.

### **CAFETERIA**

The cafeteria is open to all students who eat lunch at school. Basic rules of etiquette apply. Those who cannot adhere to those rules will be referred to the office. Violation of cafeteria rules and procedures will result disciplinary action including potential loss of cafeteria use and privileges. Repeated and/or major infractions may result in permanent dismissal. All food is to be eaten in the cafeteria. People are to clear their own section of the table after lunch. Many classes are in session during lunch periods. Students are to remain out of the halls during lunch hour. Food from outside vendors may not be brought into the cafeteria for consumption during the lunch periods. Wyoming High School has a closed campus policy. Students are not permitted to leave school grounds during lunch without prior approval.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Please see district administrative guideline 8450 or the Kent County Health Department website for additional information regarding communicable diseases and pests. <https://www.accesskent.com/Health> (616) 632-7100

### **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of noncasual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the Kent County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school, and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Please see district Board policy and administrative guideline 8453 for further information.

## **DIRECTORY INFORMATION**

Personally identifiable information about current students of the district will not be released without the consent of the student's parent(s) or if the student is 18 years or older, the student--unless the information is directory information or the law permits disclosure without consent.

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: name, address, telephone listing, date and place of birth, grade, participation in school activities and sports, weight, and height of members of athletic teams, dates of attendance, honors and awards received, student picture, and the most recent educational institution attended.

Directory information will be disclosed without further notice or consent, unless the parent or eligible student notifies the Superintendent within thirty (30) days of the date of this notice. A parent or eligible student has the right to refuse the designation of all or part of a student's personally identifiable information as directory information, except that directory information may be disclosed to governmental or other educational institutions as permitted by law.

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by an authorized person whose signature is on file in the school office, or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

## **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form (5341 F1) completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each school year (also included in Section V of this handbook). Failure to return the completed form to the school will jeopardize a student's educational program.



## **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's choice program or enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must fill out a registration form and provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. two proofs of residency (lease agreement, tax record, utility bill),
- D. proof of immunizations,
- E. signed concussion awareness form (document provided at registration).

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

## **FIRE, LOCK DOWN AND TORNADO DRILLS**

Fire, tornado and lockdown drills will be held periodically throughout the year (in accordance with state law) so that students will understand what is expected of them in case of an emergency. Every precaution is taken to ensure the safety of all students.

If students are in school when a tornado watch or thunderstorm watch or warning is issued, students will remain in school and be dismissed at the regularly scheduled ending time. If a tornado warning is issued, students and staff will remain in school until an all-clear is given. All will shelter in designated areas. Please do not call school during severe weather unless it is an emergency. School lines must remain open to receive incoming messages. All staff will be available to assist students. Only parents, guardians, and pre-designated adults may pick up students at school during any severe weather.

In the event of a non-weather emergency or safety concern, the district has developed a response plan that outlines responsibilities of all school employees during a crisis situation at school. The goal of the response plan is to protect students and staff from serious injury. If a parent or student observes any person in school or on school grounds that does not belong, they need to contact the office immediately. When students hear the word "lockdown" they need to promptly and calmly go to the nearest classroom and seek instruction from the teacher. When in the room they should find the least observable wall and seek cover. At no time should a student attempt to confront or apprehend a suspect. When the school is in lockdown mode, students are not to leave the room until directed.



## HALL PASSES

Students are not permitted in the halls during the class periods unless a teacher accompanies them or has a hall pass signed by an authorized staff member. If students wish to see teachers during their conference period, students must arrange for this in advance. All teachers and administrators are to enforce the rules.

## HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Superintendent or Director of Student Services. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in Michigan, parent, student, or other caregiver. A physician must certify the nature and existence of a medical condition, state the probable duration of the confinement, request such instruction, and present evidence of the student's ability to participate in an educational program.

## IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from state immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the building principal or district registrar at (616) 530-7550.

### Immunization Requirements

**To Enter School:** State law\* prohibits a principal or teacher from admitting new entrants to school or existing students without a record of having received at least one (1) dose of each: Measles, mumps, rubella, polio, diphtheria, tetanus, pertussis, and hepatitis B.

**To Stay in School:** Proof must be provided to the school, within (4) months of admission, that, the child has received all of the following immunizations:

IMMUNIZATIONS	AGES 4 - 6	AGES 7 -18
DIPHTHERIA, TETANUS & PERTUSSIS**	4 doses DTP or DTaP, 1 dose must be on or after 4 years of age.	4 doses D and T or 3 doses Td if #1 given on or after 7 years of age. 1 dose of Tdap for children 11 through 18 years. If 5 years since the last dose of tetanus/diphtheria containing vaccine.
POLIO	4 doses, if dose 3 administered on or after 4 years of age, only 3 doses are required.	3 doses.
MEASLES,* MUMPS*, RUBELLA*	2 doses on or after 12 months of age.	2 doses on or after 12 months of age.
HEPATITIS B*	3 doses are required.	3 doses are required.
MENINGOCOCCAL	NONE	1 dose for children 11-18.
VARICELLA (CHICKENPOX)***	2 doses of varicella vaccine at or after 12 months of age or current OR reliable history of disease.	2 doses of varicella vaccine at or after 12 months of age OR current lab immunity OR reliable history of disease.

Any parent/guardian who wants to claim a nonmedical waiver will need to receive education regarding the benefits of vaccination and the risks of disease from a county health department before obtaining the certified nonmedical waiver form through the local health department. Kent County Health Department: <https://www.accesskent.com/Health> (616) 632-7100

## **INDIVIDUALS WITH DISABILITIES**

The American's with Disabilities Act (ADA) 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 may access special education services and/or accommodations through the proper evaluation procedures as defined in the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Act, and State of Michigan administrative rules. For additional information on evaluation procedures, accommodation plans, and/or special education contact Jason Maas, Director of Student Services, at (616) 530-7525.

## **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents can go to <http://www.wyoming.k12.mi.us/admin/ELL.html> to read the district's EL Parent Handbook, contact their building Principal, EL Teacher or the District English Learner Coordinator to inquire about evaluation procedures and programs offered.

## **LOST AND FOUND**

Student items such as coats, gloves, hats, boots, book bags, and lunch containers should be plainly marked with student's name. Items lost, stolen, or damaged, should be reported to the Dean's office immediately. Any books or items found are to be turned in to the Dean's office immediately. Wyoming Public Schools is not responsible for replacement of lost, stolen or damaged items.

## **MEAL SERVICE**

At the beginning of the school year, all parents/guardians will be given a Household Information Survey to complete. The purpose of the survey is to gather essential information for additional funding for students who require additional academic assistance. A standard breakfast and lunch will be available to students at no cost. Breakfast is served daily from 7–7:30 a.m. Students may elect to take a no cost standard lunch on a daily basis or bring lunch from home. Parents/guardians wishing to take their child(ren) out for lunch must sign them out in the office. Parents/guardians are also welcome to join their children in the lunchroom.

## **MEDIA CENTER PROCEDURES**

Media Center Hours are Monday – Thursday 7:00 a.m. to 2:45 p.m. and Friday 7:00 a.m. to 2:30 p.m.

The media center offers general circulation fiction and non-fiction books, reference books, periodicals, computers, CD's, and databases.

Students are welcome in the media center at any time during the school day. Students who are not in the media center with a class must have a pass issued by a teacher or media center personnel. Students must have permission to leave the media center during classroom hours.

**FOOD AND BEVERAGES** - Food and beverages are not permitted in the media center.

**MEDIA CENTER EXCLUSION** - Students who fail to abide by the rules, or whose behavior in the media center is disturbing to others, can be excluded from visiting the media center.

**MATERIALS CIRCULATION** - General collection: Books in the general collection, both fiction and non-fiction, circulate for a three-week period. Books may be renewed.

**REFERENCE BOOKS** - Reference books are checked out overnight only.

**PERIODICALS** - Back issues of periodicals are kept for three years. Back issues may be checked out for three days.

**OVERDUES** - All overdue materials are fined at a rate of 10 cents per day. Students with overdue books are outstanding fines may not check out additional materials until the overdue items are returned or the fines are paid.

**LOST OR DAMAGED BOOKS** - Students will be charged for the replacement of lost or damaged materials.

## **PETS AND INSECTS**

If your child is allergic to pets, please contact the office as soon as possible to let us know. If bugs, butterflies, or other insects are brought to school, they must be housed in plastic or metal containers (glass jars are unsafe).

For ANY animal to be brought to school, the following **must** occur:

1. District Administration must be notified and must approve any animal coming into the school.
2. Notification must be sent to the parents/guardians of the classroom that will have contact with the animal and parents/guardians must consent to their child coming in contact with the animal. If the parent/guardian refuses to give consent, alternate arrangements must be made to accommodate the student during the time that the animal is in the classroom.
3. When permission is given, pets must be brought to school and taken home by an adult.
4. The individual bringing the animal must assume all liability for having the animal on school property, meaning they must carry their own liability insurance (most home owners policies cover domestic pets). Please keep in mind pets are sometimes frightened by a new situation and the number of people around them.
5. The animal must be restrained at all times (leash, cage, confined space). Animals should not be taken on the playground.

## **SCHOOL CLOSINGS AND DELAYS**

Wyoming Public Schools will be closed when inclement weather (snow, ice) or other unforeseen conditions (such as power outages) make holding school, or travel to and from school, unsafe. Local radio and TV stations will report closings. You may also be informed via automated phone call, e-mail, text message or by visiting the district's website at [www.wyomingps.org](http://www.wyomingps.org) (please inquire with your child's school building office for all available communication options). Typically buildings will not be listed individually on the radio or TV closings; look for the cancellation of Wyoming Public Schools. After-school and evening activities may also be cancelled when school is cancelled for the day. When school remains open, but as a parent/guardian you feel conditions are not safe for your child to go to school, please make the decision that is best for your child. It is very important that your child knows what to do if they are ever sent home and parents/guardians are not there. Please develop procedures to be followed by your family.

## STUDENT IDENTIFICATIONS (ID's)

Each student will be issued a picture identification card at the beginning of the school year. Students should carry these on their person at all times. A student refusing to identify themselves when asked by a school employee will result in disciplinary action for insubordination. If a student does not have their ID in possession, they may not be allowed to attend events requiring a school ID. Using another student's ID is considered forgery and will be disciplined accordingly.

## SCHOOL PUBLICATIONS

Students are encouraged to participate in the production of school publications. The yearbook, the school newspaper, and the writings of the English department are examples of important aspects of the academic life at Wyoming High School. Student publications should follow the school philosophy directed toward creating an environment of effective school operation and discipline. Any written material that may be questionable must be reviewed and approved by the teacher in charge of the publication or by the school administration before it is published.

## STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law 8350. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

**Student names; addresses; photographs or videos of students participating in school activities, events or programs; weight and height of members of athletic teams; honors and awards; and grade level.**

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice ***which can be found on the district's website and in Section V of this handbook.***

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the principal of the building. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.



Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW 20202-4605, Washington, D.C., [www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco); Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: [FERPA@ED.Gov](mailto:FERPA@ED.Gov) and/or [PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## TELEPHONE USE

We encourage parents/guardians to make any necessary special arrangements with children before they leave for school each morning. We are happy to cooperate by getting emergency messages to children during the day. However, we will not interrupt classes to relay personal messages because that interferes with learning. Written messages will be delivered to the student. Teachers also have voice-mail where important messages may be left. Students will not be permitted to make phone calls except with special permission from the teacher or office personnel.

## TRANSFER OUT OF THE DISTRICT

If a parent plans to transfer their child to another school, the parent must notify the principal. Transfer will be authorized only after the parent has completed the arrangements, student has returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student. Parents are encouraged to contact their building principal for specific details.

## USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician (Form 5330 F1 in Section V of this handbook) accompanied by the written authorization of the parent (Form 5330 F1, Form 5330 F1b, or Form 5330 F1c, depending on situation and grade level). This document shall be kept on file in the administrative offices. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy **5530** - Drug Prevention and of the Student Discipline Code/Code of Conduct.

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. Medication **MAY NOT** be sent to school in the student's lunch box, pocket, or other means on or about his/her person. Exceptions to this would be prescriptions for emergency medications for allergies and/or reactions, or inhalers for asthma with proper authorization.

### Specific Guidelines

The medications and/or treatments which may be administered are defined in Board Policy **5330**. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.



- B. The Medication Request and Authorization Form 5330 F1 must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis and will include:
1. student's name;
  2. medication, dosage, and procedure for administering;
  3. times required;
  4. special instructions including storage and sterility requirements;
  5. date prescribed medication will be started;
  6. date prescribed medication will no longer be needed;
  7. physician's name, address, and telephone number;
  8. probable side effects;
  9. authorization by both the physician and the parent for a student to self-administer the medication but only in the presence of two (2) authorized staff members;
  10. authorization for school personnel to administer the prescribed medication, if necessary;
  11. agreement/satisfactory arrangement to deliver medication to/from school;
  12. agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year or for each new medication
- C. Form 5330 F1c – Authorization for the Possession and Use of Asthma Inhalers, Epi-pen or Prescribed Emergency Medication shall be completed and signed by a physician and the parents authorizing the student use of a metered dose or dry powdered inhaler, or prescribed emergency medication at school, or Epi-pen where student has been diagnosed as subject to severe allergic reaction, on District transportation and school activities. This form must be received by the building principal and/or school nurse if one is assigned to the building. Notice of this authorization shall be delivered to the staff members and transportation personnel to whom the student is assigned.
- Students may possess and self-administer prescribed emergency medication or a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines, if the following conditions are met:
1. There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess and use the inhaler, and
  2. The building administrator has received a copy of the written approvals from the physician and the parent/guardian.
- D. All medications to be administered during school hours must be registered with the principal's office. Upon receipt of the medication, the principal shall verify the amount of medication brought to the school and indicate that amount on the student medication log sheet.
- E. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. Two to four (2-4) weeks supply of medication is recommended.
- F. For each prescribed medication, the container shall have a pharmacist's label with the following information:
1. student's name
  2. physician's name
  3. date
  4. pharmacy name and telephone
  5. name of medication
  6. prescribed dosage and frequency
  7. special handling and storage directions
- G. The building administrator may request that the medication be provided in the exact dosage prescribed, so that the staff is not responsible for dividing or splitting the medication or pills.

- H. Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription is no longer to be administered or at the end of a school year. Notation of the method of disposal and the date shall be entered on the Medication Administration Daily Log.
- I. The staff member administering the medication shall ensure that the student takes the medication properly.
- J. If a student does not take the medication at the proper time, the staff member responsible for administering the medication shall take appropriate steps to locate the student and administer the medication and to then notify the parents of the importance of the child reporting on time for his/her medication.
- K. Any adverse reaction to the medication, as described in the physician's written instructions, shall be immediately reported to the student's parent/guardian, and the authorizing physician if so requested on the authorization form.
- L. All medications are to be administered in such a way as to not unduly embarrass the student.
- M. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. Both the administering and witnessing adult shall sign the log.
- N. Any known errors in the administration of the medication shall be recorded on the log, and immediately reported to the building administrator. The building administrator shall promptly notify the parent/guardian and enter a notation on the log of the time of notification and any instructions from the parent/guardian.
- O. This log will be maintained along with the physician's written request and the parent's written release.
- P. Form 5330 F1 shall be completed and signed by the principal authorizing the person(s) who may administer the medication or procedure. **A second adult must be present during the administration of any medication.** A licensed registered professional nurse may administer medication without a second adult present.
- Q. If, for supportable reasons, the principal wishes to discontinue the privilege of a student self-administering a medication, s/he shall notify the parent of this decision in sufficient time for an alternative administration to be established.
- R. If a student is exhibiting behavior which causes a staff member to be concerned about his/her medical status, this behavior must be reported to the building administrator and/or school nurse and expressed in writing in behavioral terms. The administrator or nurse shall promptly contact the parent/guardian, report the observations, and suggest that they seek medical attention for the child. The written observations may be given to the parent.
- S. All staff authorized to administer medication or treatment shall receive appropriate training on the District's Policy and Guidelines, as well as any specific instruction relevant to the particular student's treatment or medication.
- T. In-service training will be provided by personnel familiar with the District's policies, guidelines and proper medical administration procedures. Generally this will be done by a licensed registered nurse, licensed physician, or licensed physician's assistant. When any procedure other than oral administration of medication is required, the staff member will receive individualized training from qualified medical personnel.
- U. In-service training should include familiarization with identifying and dispensing medications, as well as symptom of side effects. Training shall also cover all of the District's policies and guidelines regarding the administration of medication and treatment to students, including the record keeping procedures and forms.
- V. A record shall be kept of the date, time and substance of the training that each staff member receives. This record shall be made available, upon request, to the parent/guardian.

**W. Non-prescribed (Over-the Counter) Medications**

A student in grades 9 - 12 may be allowed to possess and self-administer an over-the-counter medication upon the written authorization of the parent. The parent must complete Form 5330 F1a - Authorization for Non-prescribed Medication and Treatment and submit it to the school office for filing in the student's records.

If a student is found with a medication in his/her possession, his/her record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to the principal for disciplinary action. The principal may use one or more of the following procedures, depending on the particular situation:

1. Contact the parent and arrange for the parent to submit Form 5330 F1a as soon as possible.
2. Take the medication from the student and keep it in the school office until the completed form has been submitted.
3. Suspend the student from school for no more than ten (10) days. Repeated offenses may result in further disciplinary action.

The purpose of any disciplinary action on this matter should be to make it clear to all students and parents that, because of its policy on drug use, the school cannot allow possession or use of any form of unauthorized drug or medication at any time.

1. Dispensing of non-authorized, over the counter (OTC) medication by District employees to students served by the District is prohibited. Where investigation confirms such allegations, prompt correct action shall be taken up to and including dismissal.
2. In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

Epinephrine is administered in accordance with Policy 5330.01 or, if prescribed, in accordance with a written medication administration plan developed by the school principal, satisfying the requirements and updated annually, which includes the following:

- A. Diagnosis by a physician that the student is at high risk of a life-threatening allergic reaction, and a medication order containing indications for administration of epinephrine.
- B. Written authorization by a parent or guardian (see Form 5330 F1c).
- C. Home and emergency phone number(s) of any other person(s) to be notified if the parents are unavailable.
- D. Names of school personnel who have received training in administration of epinephrine by auto-injector to the individual student.
- E. Identification of places where the epinephrine is to be stored, following consideration of the need for storage at places where the student may be most at risk. The epinephrine may be stored at more than one (1) location or carried by the student when appropriate.
- F. Consideration of the ways and places epinephrine can be stored so as to limit access to appropriate person, which shall not require the epinephrine to be kept under lock and key. Epi-pens will be available in the main office at each school building.
- G. Plan for risk reduction for the student, including a plan for teaching self-management, where appropriate.

When epinephrine is administered, there shall be immediate notification of the local emergency medical services system generally (911) followed by notification of the administrator, the student's parents or, if the parents are not available, any other designated person(s), and the student's physician.

## **VISITORS**

Parents/Guardians and their relatives or friends are always welcome to attend their child's classroom or a variety of school functions. Every attempt should be made, in a non-emergency, for parents/guardians to notify the teacher in advance to assure the visit can be a positive experience. During the school day, we must provide the safest and most productive environment for student learning. One way to ensure student safety is to monitor who visits our students' school experience. To assure proper monitoring of individuals who are not students or staff of our buildings, all outside doors will be locked during school hours. Parents/Visitors will be allowed in the building for appointments and early student pick-ups. It is highly recommended to drop your child off at the designated areas before school and allow them to enter on their own. Students should never let anyone in the building, and they are required to direct all guests to enter the building through the main office.

Entrance will only be possible through the door nearest the school office. For this reason, it is requested that all visitors to the school site (i.e. volunteers, parents/guardians, etc.) check in at the school office, sign the visitor sheet, and pick up a pass. Teachers should be notified by the office that a visitor is coming. Upon leaving, we ask that you return the pass and sign out from the office.

When a parent/guardian or volunteer is in the building, they are expected to do only the business they signed in to complete. Interactions with children should remain positive and educational.

Any parent/guardian or volunteer who does not follow this procedure will be asked to meet with the principal to review the procedures. Refusal to follow this procedure could lead to temporary or permanent dismissal from the building.

A visit to drop a child off to start the day or pick them up to end the day does not require a visitor's pass or check in with the office. Because every minute counts, we ask that parents/guardians refrain from removing their child before the last bell unless absolutely necessary and keep our halls conducive to learning up until that final bell.

## **VISITOR PARKING**

When visiting the school please park in designated areas only. The bus turnaround area in front of the school or in the back of school is for busses only and should not be used to drop off/pick up students. The student drop-off/pick-up area is located next to the street and must be used for student drop-offs/pick-ups only. Please do not park in these areas.

## **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents. Please see building principal for guidelines and for assistance.



## **SECTION II - ACADEMICS**

### **ACADEMIC APPEAL**

Parents wishing to appeal the placement of their child in a program or course must notify the building principal in writing prior to the beginning of the semester. The appeal should include the reason(s) why the parent desires the program or course be absent from the student's schedule. If necessary, a student study team meeting will be held to determine the outcome of the parent request.

### **ACADEMIC AWARDS**

7<sup>th</sup>-12<sup>th</sup> grade students earn honor roll with a semester G.P.A. of 3.0 or higher without any failing grade. Honor roll certificates will be awarded each semester. 9<sup>th</sup>-12<sup>th</sup> grade students earn an academic letter with a cumulative G.P.A. of 3.5 or higher.

### **ACADEMIC TUTORING AND SUPPORT**

- The half-hour immediately following the end of the school day will be made accessible for possible support from staff to any student needing additional academic support from their classroom teacher. Students should schedule times with staff members.
- Extended learning time will be provided during lunch. Students may be assigned by a staff member or administrator to attend an extended learning opportunity. Students may get their lunch and report to the Media Center.
- Teachers will establish a weekly calendar of before and/or after school office hours for students to make an appointment for teacher support as a means for academic intervention. Support time will be made available and is to be used as an opportunity to access academic support, make-up common summative assessments, and/or have access to resources to complete work.
- A late bus may be provided two or three times per week for students to attend after school tutoring and support.
- Extended summer programming will be provided for 2-6 weeks and will be highly recommended for summer skills instruction through programs for all high school students with multiple Incompletes in single or multiple subject areas or who may need additional support/enrichments. Information will be available in the main office in the spring.

### **DUAL ENROLLMENT**

Legislation (Public Act 160 of 1996) and the Career and Technical Preparation Act (Public Act 258 of 2000) provides dual enrollment options for high school students. Language allows students to begin taking dual enrollment classes in 9th grade and to take up to 10 dual enrollment classes in grades 9-12. It also allows students at approved nonpublic schools to participate in dual enrollment. This allows high school students the opportunity to earn college credit in both academic and career and technical education programs. Payment for such enrollment is made from a school district's state aid foundation grant based on a formula. In some cases it may not be paid in full. The Acts establish eligibility criteria for students (including 5th year high school students) institutions, and courses; require eligible charges (tuition, mandatory course or material fees, and registration fees) to be billed to a school district; establishes enrollment and credit requirements; requires school districts to provide counseling and information to eligible students and their parents; and requires intermediate school districts to report these dual enrollments to the Michigan Department of Education. For more information on this legislation please contact Brian Barber by phone at 517.241.6895, by email at [barberb2@michigan.gov](mailto:barberb2@michigan.gov) or by visiting the Michigan Department of Education Website at [www.michigan.gov/dualenrollment](http://www.michigan.gov/dualenrollment).

## FIELD TRIPS

Field trips are academic activities that are held off school grounds. Field trips are exciting experiences and opportunities that teach beyond the classroom. Parents/guardians grant permission to attend field trips for the school year when they complete their child's registration form. Teacher will notify parents/guardians with a note sent home from school when the field trips will occur. In order to make the trip a safe and enjoyable experience for everyone, students are expected to behave appropriately and to obey all bus, school and safety rules. We welcome and encourage parent/guardian participation as chaperones on field trips.

## GRADES/GRADING

The grade point average (GPA) and grading points are awarded as follows:

Letter Grade	Letter Grade	Letter Grade
A = 4.0 (93-100)	B- = 2.7 (80-82)	D+ = 1.3 (67-69)
A- = 3.7 (90-92)	C+ = 2.3 (77-79)	D = 1.0 (63-66)
B+ = 3.3 (87-89)	C = 2.0 (73-76)	D- = .7 (60-62)
B = 3.0 (83-86)	C- = 1.7 (70-72)	E = <59.5

WPS' secondary schools (Junior High 7-9 and High School 10-12) follow a traditional grading procedure, as well as additional emphasis on assessments versus work. A grade is determined by a combination of common assessments (70%) and class work/homework (30%). The common assessments are paper pencil, projects, and other demonstrations of mastery of content/learning. A grade is given for each semester and this counts for 90% of the final grade with the final exam counting as 10%. The same is true for the second semester. Semester grades are transcribed for placement in a student's personal record.

In addition to any mid-marking period contacts by phone, email, or letter, students shall receive a progress report at the end of each 8-9 week period (quarter) indicating their progress for each course they are scheduled in. Course grades are A, B, C, D, and E along with a possible +, - with a letter, for example B+. Teachers are continually placing grades into the student's record and these are available on StudentVue, ParentVue. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve areas of concern.

**Credit Rewarding** - Credit can be obtained each semester by one of four ways (in order):

1. Traditional passing with a full grade (summative assessments and formative work in combination) noted on the transcript with the grade obtained.
2. Passing of all common major assessments (paper and pencil tests, labs, major projects, and other common portions as determined by the teachers) for the quarter if at a 70% or greater percentage (if the quarter grade is non-passing), noted on the transcript with a D-.
3. Recovering the course by retaking/redoing all major summative assessments to a 60% or greater level.
4. If a student fails the semester, but their exam grade is an 80% or higher, the student will receive credit for the course but the grade remains an E. This will be noted as ECR (E with credit). The GPA will reflect an E in the course.

### Common Assessment/Recovery

Upon completion (and return of) major unit/expectation summative assessments (written, labs, or other but not quizzes or final exams) any student will be given an immediate two-week window to recover or retake the assessment and receive the higher grade. (A two week window will be made available after the end of the 2<sup>nd</sup> semester for students to come in to recover if applicable.) The teacher of record has the right to expand the recovery opportunities. All recovery must occur within the academic school year.

### Cheating/Academic Dishonesty

A zero for a grade can be given for cheating on a common assessment. A retake option will be provided with a maximum score of 50%, or teacher of record discretion.



## GUIDANCE DEPARTMENT

The guidance department of Wyoming High School exists to provide appropriate services to students. Services counselors provide for students include the following:

1. To assist students in their orientation to high school career goals and career pathways.
2. To monitor student academic performance and progress toward achievement and academic goals.
3. To inform students and assist them in the appropriate college selection.
4. To provide personal counseling and make individual referrals to students with special needs.
5. To serve as an advocate in helping students to develop self-esteem and a positive self-image.

## HOMEWORK

According to the U.S. Department of Education, “the major purposes of homework are to help students review and practice what they have learned, prepare for the next day’s class, learn to use resources such as libraries and reference materials, and explore subjects more fully than time permits in the classroom.”

WPS District School Improvement Team (DSI) and our Board of Education goals expect that all assignments have relevance to students.

All homework is to be turned in by the due date or the student may receive a failing grade or a zero. This is important for the student in order to continue with the work that has started in the classroom and to build good study habits essential for continuing school success. We ask that students record their assignments, and that parents monitor assignments and progress using ParentVue or their student’s notebook.

If the student is absent, it is their responsibility to obtain the missed work. Parents may request homework if the student is going to be out-of-school for 3 days or more. However, a one-day notice will be necessary to obtain the work from the teachers. If the student’s absence is less than 3 days, it is the responsibility of the student to schedule time with their teacher(s) to inquire about missing assignments.

In recognition of the value of recreational activities, family activities and other avenues for family learning, the following homework guidelines suggest (i.e., 10 minutes per grade level). For example, in 1<sup>st</sup> grade, 10 minutes, in 2<sup>nd</sup> grade 20 minutes, etc. Parental/guardian involvement in the completion of assignments should be minimal. Depending on how student work time was used in class and individual skill with the topic, these suggested times can vary.

**Suggested activities:** Reading – 20 minutes a day; unfinished class work or assignments; Math facts/vocabulary; Spelling words; Project Extensions

### **Suggested Avenues of Communication to Parents/Guardians**

Orientation meetings at the start of school – Open House/curriculum nights; School Organizers/Agenda Books; Letters from teachers with dates, projects, and reinforcement questions parents/guardians can ask; School Newsletters and weekly e-mail newsletters; Progress Reports/report cards; Voice mail; E-mail; Teachers’ Website; Parent Teacher Conferences

## WYOMING HIGH SCHOOL ALPHA CENTER

Wyoming High School Alpha Center program provides a nontraditional approach to high school completion. This program offers support in the four core content areas in addition to career planning and job skills, community connections, team building, and behavioral support. The courses in this program will be delivered using primarily online instruction in a specialized setting. There will be occasions when teacher lead instruction is used as well as opportunities for taking courses in the traditional high school. Wyoming High School Alpha Center is a program intended for students who, for multiple reasons, find that the traditional high school setting is not working. Enrollment at Wyoming High School Alpha Center will require both an application and parent meeting. A limited number of seats in this program are available and, if necessary, there will be a waiting list. Wyoming High School Alpha Center will follow the WPS academic calendar with the daily schedule operating hours second through sixth.

**Alpha Center Graduation Requirements:** Students must be in the program by the start of the second semester of their senior year to graduate. Alpha students will be required to minimally complete the Michigan Merit Curriculum graduation standards which requires 18 credits.

**Alpha Center Hours:** Classes will start at 8:30 a.m. and will end at 2:15 p.m. Students are responsible for arriving to school at 8:30 a.m. If they choose to ride the district bus, they will be able to attend an extended learning time starting at 7:30 a.m. in the Alpha Center.

### TRANSITION COORDINATING

Students who are excelling with their behavior and academic progress, will have an opportunity to meet with the transition team. This team of teachers will help develop a plan of success for qualifying students to be successful for the coming school year.

Senior students will have an opportunity to do job shadowing, placement visits, and spend time researching post secondary options. This process will be facilitated by the director and transition coordinator.

Students who are classified below senior status will have an opportunity to lay out a plan for success inside and outside of school. If their goal is to transition back to the regular classroom, goals will be developed. Job searching and interview skills will also be explored.

Any student interested in these opportunities must make adequate daily progress of at least 6% per day and also be passing their traditional classes. Failure to do this will result in a loss of transition privileges.

### M-Tech

WHS also partners with M-Tech. Students will have the opportunity to attend 2<sup>nd</sup> semester in their Junior year and Fall semester in their Senior year in either manufacturing or welding. Following the successful completion of the program and a paid internship, students will earn certification and job placement. Please see counseling office for details.

## MIDDLE COLLEGE

A program created in partnership with Grand Rapids Community College (GRCC) beginning in the sophomore year which provides the opportunity for a student to acquire both a high school and college associates' degree upon graduation in one additional year beyond their traditional senior year. Participating students are selected through an invitation and application process during spring of their freshmen year.

## NATIONAL HONOR SOCIETY

The Wyoming High School Chapter of the National Honor Society is an extracurricular activity for students of high academic status. Membership in the National Honor Society is a privilege, not a right. Membership criteria are established by the Wyoming H.S. Faculty Council with the framework from the national organization. Membership eligibility:

- Students must have a 3.5 GPA to be eligible for membership and to maintain membership
- Membership is only open to 10th, 11th and 12th grade students
- Eligibility for membership is by recommendation from all staff at Wyoming High School.

The National Honor Society is founded upon the principles of academic excellence, leadership, character and service. Induction into the National Honor Society occurs in the spring.

## REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limitations. (See form 2416 F2 in Section V.)

## SCHEDULING INFORMATION

During the months of February and March of each year, students are taken through the scheduling process to select the courses they will be taking the following year. Students along with parents are involved with the counselors to arrange for the best possible course selections appropriate for each student. WPS' Curriculum Guide and course selection sheets as well as other pertinent information are given to students. In addition, college catalog and career information are shared with students to enable them to prepare themselves with the best possible program information appropriate for their career goals.

Schedule change procedures include the following:

1. A counselor must make changes; parent approval may also be required. In general circumstances once a student's schedule is set, changes should not occur.
2. Permission may be required by the teacher to drop or add a course.
3. No class changes after the first 2 weeks of new quarter.

Recommendation by counselors for courses include not only making sure that students take the sufficient numbers and the appropriate discrete courses required for graduation, but also the urging of students to take appropriate courses that are the most challenging yet commensurate with their goals and abilities.

### CLASSIFICATION OF STUDENTS

FRESHMEN	Students with less than five credits
SOPHOMORES	Students having at least five, but less than ten units of credit.
JUNIORS	Students having at least ten, but less than fifteen units of credit
SENIORS	Students who will meet graduation requirements before July 31, following their senior year.

Definition of Credit: Credit is granted for successful completion of any course in grades nine (9) through twelve (12). One-half credit is earned for each class passed for one semester (18 weeks)

## STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

To access and use the District's Education Technology, including school-assigned e-mail account and/or the Internet at school, students under the age of eighteen (18) must obtain parent permission and sign and return the form (see Section V). Students eighteen (18) and over may sign their own forms. This form is given by the registrar at time of enrollment. The form needs only to be signed one time and will be scanned into the student's record in Synergy.

Use of the Education Technology is a privilege, not a right. The District's Education Technology, including its Internet connection and online educational services, is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege and possibly further disciplinary actions.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board of Education has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Student's accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's Education Technology. Messages relating to or in support of illegal activities will be reported to the appropriate authorities. Individual users have no expectation of privacy related to their use of the District's Education Technology.

### **Filtering and Confidentiality**

The District utilizes a firewall for security from the outside world. Industry approved filtering applications provide content filtering services in compliance with the CIPA (Children's Internet Protection Act) policy and the enterprise anti-virus is used to eliminate and protect against computer viruses. The District ensures all student data remains confidential and protected from the general public in accordance with CIPA.

***WPS is providing wireless connectivity as a user authenticated service and offers the same content filtering, protection, and regulations as any district owned and deployed device. WPS is not responsible for any loss, damage, or theft of personally owned technology devices. WPS is not responsible for any loss of information that may arise from the use of the wireless connection or any loss, injury, or damages resulting from the use of the wireless connection. All users of the WPS network are bound by the district's Acceptable Use Policy for Technology (AUP). By signing the WPS AUP in Section VI you are agreeing to all of the above cautions and policies as they pertain to both district and non-district devices.***

## STUDENT STATE ASSESSMENTS

Each Spring, the *M-STEP* will assess 11<sup>th</sup> graders and those eligible 12<sup>th</sup> graders on Michigan's standards in Science and Social Studies. This is necessary to meet state and federal education guidelines regarding assessment and accountability, as well as to ensure that our statewide assessments better reflect what students know and are able to do.

The MDE (Michigan Department of Education) appreciates parent choice. Remember that students are being taught Michigan content standards and this is simply an opportunity to understand their progress.



While we support parents in making choices for their children, students who are not assessed will count against their schools' participation rate.

Additional tests are given to students to monitor progress and determine educational mastery levels. The following tests are used to help the staff determine instructional needs:

- *SRI* (Reading) is given three times a year to 10<sup>th</sup> through 12<sup>th</sup> graders. It is a measure of a student's ability to understand what they read.
- *SMI (Math)* is given three times a year to 10<sup>th</sup> through 12<sup>th</sup> graders. It is a measure of a student's ability to understand math concepts.
- *ACCESS for ELLs* is an assessment required by law to be taken by all English Learner (EL) students each spring until they have reached the Bridging/Reaching level, and have met all other state requirements for exit.
- *SAT and WorkKeys* are given to all 11<sup>th</sup> graders plus eligible 12<sup>th</sup> graders in April of each year.
- *PSAT 10* is given to 10<sup>th</sup> graders to assess ELA and Mathematics.

## **TESTING OUT**

Public Act 451, Section 380.1279b of the School State Code requires that a school district shall grant high school credit in any course to a pupil, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than a 77% on comprehensive assessment including possibly a portfolio, performance, paper, project and/or presentation. Testing out receives credit toward high school graduation and will be noted with a CR on the transcript. The two-week windows for Testing Out are in May, August, and December to make timely changes to a student's schedule (if he/she tests out satisfactorily) for the upcoming semester.

## **TRANSCRIPTS**

While enrolled at Wyoming High School, copies of high school transcripts are made available when requested by students and at no cost to them, for release to colleges and universities, scholarship programs, and branches of the armed services, etc. Transcript information includes all courses taken, grades received, and results of standardized tests. In addition, cumulative grade point information and rank in class is provided.

## **USE OF POLICE**

The primary responsibility for student discipline violations rests with school officials. Every effort will be made to handle problems within the school. However, when violations of school laws or municipal ordinances occur, or when students or parents refuse to work within established policies of the district and school, or where security of person or property appears to be in jeopardy, persons who violate school rules will be referred to other enforcement agencies. Police and k-9 units may make periodic search of school grounds, classrooms, and lockers.

## **WORK PERMITS**

By Michigan law, all students under 18 years of age must obtain a work permit prior to beginning employment. Blank work permits may be picked up in the Attendance Office. To complete the permit, the top portion of the form must first be completed by the employer. The student will fill in the middle section and the permit should be returned to the main office for authorization. The student is required to appear in person and present a birth certificate or driver's license with the permit. In some cases, School-to-Work experiences such as job shadowing, internships, co-op, and pre-apprenticeships may not require a work permit.

## SECTION III - STUDENT ACTIVITIES & CONDUCT

### ALCOHOL AND PRELIMINARY BREATH TESTING

Students shall not possess or consume alcohol or be under the influence of alcohol on school property or at school related activities. Students who are suspected of using alcohol because of observable behavior—impaired speech, impaired coordination, glazed eyes, unruly behavior, alcohol on the breath—may be subjected to taking a breath/alcohol test. The breath/alcohol test shall be administered only by the high school Principal, Dean, Athletic Director, Safety Personnel, or law officials who have been properly trained in giving the test. Refusal to take the test by students who are suspected of using alcohol will result in discipline in accordance with the school policy on alcohol.

### ATTENDANCE/TARDINESS

Wyoming Public Schools has adopted the common definition of truancy as 10 unexcused absences. Chronic absenteeism refers to a student who has excessive excused absences as defined by missing more than 10 percent of scheduled time within a school year. (Counted after the first four weeks of school.)

Parents will be notified regarding attendance concerns via phone calls, letters, emails, and parent meetings.

It is the expectation that students arrive to school and to each class on time. Late arrival interrupts the educational process. Tardiness will be addressed and will be subject to disciplinary consequences as defined in the student code of conduct as well as a potential referral to the Kent County Truancy.

#### Attendance Procedure

Regular and prompt attendance is the responsibility of the student and the parents. It is understood that absences can occur for a variety of reasons. Therefore to assure consistency, Wyoming Public Schools administration will be responsible for determining what type of absence has occurred. The following definitions will serve to distinguish the type of absence:

Absences are **excused** for the following but absences may count toward Chronic Absenteeism:

1. Personal illness/injury
2. Death in the family or funerals – with documentation
3. Extreme family emergency
4. Pre-arranged absences
5. Doctor/dental or orthodontic appointments – with documentation
6. Pre-approved absences
7. Mandatory court appointments
8. Religious observances
9. Extenuating Circumstances – with documentation
10. College visits with prior approval and documentation

The parent/guardian of the absent student must call the attendance office to notify the school of the student's absence. Eligible students who have signed the Age of Majority form must call in for themselves. The Wyoming High School attendance phone number is **257-9250**. **All absences must be called in prior to the next school day or they will become unexcused.** Unexcused absences may result in the following:

- a. Student cannot make up class work missed
- b. Notification to parent/guardian by teacher
- c. After school detention
- d. In-House Suspension
- e. Conference with a school official



Parents are to call **530-7580** to report any early dismissals, such as doctor/dentist appointments, etc. A pass will be issued to the student. Before leaving the building students must sign out in the office. Students are only allowed to leave with **designated** individuals on the student's registration form. Students coming into the building after the start of the school day must sign in at the office. Any time a student falsifies an absence he/she will be subject to a suspension pending a conference with the principal.

### **Signing In and Out of School**

During school hours, the Wyoming High School **CAMPUS IS CLOSED**. This includes during lunch. Any student leaving the campus during school hours for any reason must check out in the office. Students coming into the building after the start of the school day must sign in at the office. Accounting for and assisting students makes this a very important requirement. If this procedure is not followed, absences will not be excused, and will result in consequences.

### **Attendance During a Suspension**

In-school or out-of-school suspension will not count as an absence against the student. Students will receive credit for all work completed during suspension time. Fifteen days of accumulated suspension time may lead to further disciplinary up to expulsion. Out of school suspensions result in student being removed from all extra-curricular activities.

### **Excused Absence/School Related Absences**

If students have an excused absence, they are given the number of days of the absence plus one day to complete the work or exam that they missed during their absence. For example, a student absent three days has four days to complete standing assignments. **Students are responsible for contacting their teachers with regards to make-up work.** Please note, however, that the "x + 1" policy does not apply to long-standing assignments or assessments. For example, a student who was absent on the day a research paper was due or on a day of an assessment or test would be expected to present the paper or take the test immediately upon their return to class. A student will receive a zero for classwork given on the day of an unexcused absence. In order for a student to be excused, a parent must call the office or attendance line within one day after a student's absence.

### **Unexcused Absence**

Any absence not specified in the excused section above is considered unexcused. This includes: babysitting, car breakdown, oversleeping, etc. Students with unexcused absences cannot make up work missed, which will affect the average grades in the class. If chronic absenteeism develops, students may subject themselves to placement in another academic setting as reviewed by a counselor or administrator. Any student, who has an excessive accumulation of absences during the course of the school year, will require a parent conference to discuss the reasons for the absence and to explain future consequences. Any further absences will need to have the following written documentation presented to the office upon return: medical certificate of treatment, death in the immediate family, or a court ordered appearance. A student will also be considered unexcused if he/she leaves the school building or class without permission from the attendance office.

1 unexcused = detention

2 or more unexcused = 1 day in school suspension or possible suspension with parent conference

### **Planned Absences/Family Trips**

Families are encouraged to take vacations that conform to the school calendar. When you miss school, you miss instruction.

1. If a student must be away for a trip, a note from parent is required at least seven (7) days in advance.
2. It is the responsibility of the student to obtain the proper form from the office and circulate it to the appropriate teachers. Teachers will sign and indicate the work to be completed, which must be **submitted upon return** to receive credit.

## **Injury and Illness Procedures**

All injuries must be reported to a teacher or the school office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. Wyoming High is a closed campus and no student will be released from school without proper parental permission.

1. Report injury or illness to your teacher. The teacher will issue the student a pass to the office.
2. Present your reason to the school office staff.
3. All calls will be conducted by office personnel. Students should not call parents on their cell phones, but go directly to the office. The office will contact the parent and/or designee.
4. A person from the emergency contact list must enter the main office and sign their child out.
5. Students that are unable to contact a person on the emergency list must return to class or remain in the office depending on the severity.
6. First aid will be administered to meet any immediate emergency. Parents will be contacted in regard to further medical treatment and an accident/injury report will be filed.
7. For any severe injuries, 911 will be contacted and the parents will be notified.
8. A student who leaves the building or school activity without permission will be issued an In-House Suspension and/or Out-of-School Suspension.
9. Please notify the office if your home, cell, work and/or emergency numbers have changed.

## **Absences**

1. Students who exceed ten (10) absences in a semester, excused or unexcused but not including school related absences or all non-chargeable absences will not be allowed to attend or participate in all extracurricular or co-curricular activities associated with that semester. All extracurricular and co-curricular activities include but are not limited to:
  - a. Dances
  - b. Clubs, Student Council, Science Olympiad, etc.
  - c. Theater (school plays)
  - d. Talent show
  - e. Athletics
2. Any student exceeding ten (10) absences in a semester will be required to attend "Saturday school" in order to become eligible for extracurricular and co-curricular activities.
3. Any student exceeding twenty (20) absences in a semester will not be allowed to attend or participate in all extracurricular or co-curricular activities associated with that semester and will not be allowed any recovery opportunity. This includes all absences excused, unexcused and non-chargeable. Students with extenuating circumstances may appeal to school administration and follow the attendance appeal process. See list above for activities.
4. Parents will be notified via a letter sent home on a student's 5<sup>th</sup>, 7<sup>th</sup> and 10<sup>th</sup> absence. Daily automated calls will be sent home if a student is marked absent in any class as further notification.
5. Students who miss more than 20 minutes of class may be marked absent for that hour. The absence will be coded according to the reason.
6. This procedure will occur on a semester basis. Student attendance will be adjusted at the beginning of each semester.

## **Tardiness**

Tardiness is defined as not being in class when the clock clicks to the class starting time.

1. Tardy to school: Student reports to the school attendance office and signs in. Students who accumulate four tardies to 1<sup>st</sup> hour in one semester will be assigned an after school detention by the office. Each tardy after four will be a detention. At seven tardies, a student is considered chronically tardy and will be placed on a behavior contract that could include being removed from class. Any student who is over 20 minutes tardy to 1<sup>st</sup> hour will be considered absent, may not be allowed into class and will spend the remainder of the hour in the ISS (in-school suspension) room. Students arriving late to school with outside food or drink will not be permitted to take these items to class.

2. Tardy to class: Students late to any class without a pass or prior approval will be considered tardy. Any student exceeding five (5) minutes tardy to the remaining hours of the school day (2<sup>nd</sup> hour – 6<sup>th</sup> hour) without a pass or prior approval may not be allowed in class and will spend the remainder of the hour in ISS. The teacher of record will be responsible for general tardy discipline.
3. Students who are chronically tardy, as defined by more than seven tardies, will be placed on a behavior contract and/or receive disciplinary action including in-school suspension and/or detention and be referred to the Kent County Truancy Officer (age depending).
4. Student attendance including tardiness will be adjusted at the beginning of each semester.
5. Periodically, Wyoming High School will conduct Hall sweeps to help reinforce the expectation that students arrive to class on time. Students who are not in class when the bell rings will be issued a lunch detention.

### **Tardy Consequences (hours 2-6)**

- a. Tardy 1-2 = no consequences
- b. Tardy 3-6 = teacher assigns disciplinary action and parent contact
- c. Tardy 7+ = administrative referral (chronic tardy consequences applied)

### **Attendance Appeal Process**

1. Students with **ten or more** absences for any given class in any given semester marking period may submit an appeal to the Assistant Principal. **The parent/guardian must provide evidence of extenuating circumstances.**
2. While the appeal is pending, the student will remain in class and continue to complete work. The student may only be absent from school if the absence is classified under the following categories.
  - a. Personal illness/injury requiring a physician's care. Documentation from the doctor the reason and length of the absence from school is required.
  - b. Deaths and funerals of members of student's immediate family.
  - c. Court appointments with appropriate documentation.
  - d. Exclusion because of exposure to contagious disease with doctor's statement.
  - e. Doctor or dental appointments that could not be arranged outside of the school hours (notification required).

**NOTE:** If student goes over the allotted number of days due to all absences being medically related, they will not have to appeal if they have prior approval from Administration.

### **Perfect Attendance**

Perfect attendance will be recognized on a semester basis. Students who are in school every day and on time to class will be recognized for perfect attendance. Students who are absent for any reason except a school activity will not be eligible for the perfect attendance award.

## **BEHAVIOR/DISCIPLINE**

A student must feel safe in an environment in order to maximize their learning. Parents/guardians expect the school and district to provide a safe environment for their children. We believe it is important to develop a process that supports the students, parents/guardians, teachers, the Dean of Students, social workers and the principal. This process should consider the rights of *all* individuals in matters involving unacceptable behavior. Solving problems or conflict is a life-long skill. Conflicts and problems which involve people should be solved without hurting another individual. We believe in respect and that every student, and parent/guardian, has a right to be heard. We also believe a healthy environment can only occur when individuals, students, parents/guardians, teachers, the Dean of Students, social workers and the principal place a high priority on students being responsible for their behavior.

To promote safety, security and consistency in addressing student misbehavior the district utilizes problem behavior definitions and a continuum of consequences. The problem behavior definitions provide uniform language for describing problem behaviors at school. The continuum of consequences serves as a guideline for how school personnel will respond to problem behaviors. In determining the application of discipline school personnel take into consideration the frequency, intensity and duration of behavior as well as the developmental level and unique needs of the student. The continuum of consequences includes three levels:

- **Level 1:** Brief, infrequent, low intensity behaviors typically managed by the classroom teacher
- **Level 2:** Ongoing or intense behaviors that require the administrator or other behavior support personnel (e.g., dean of students, school social worker)
- **Level 3:** Significantly intense, frequent, or dangerous behavior that may result in long-term suspension or expulsion

Teachers and support staff are responsible for documenting behavior infractions. Building administrators are responsible for reviewing and investigating incidents, determining the level of offense, and issuing discipline. The continuum of consequences serves as a guide to administrators; however, each discipline incident is unique. Building administrators will consider factors noted above when determining discipline that is most appropriate to change the behavior and fair to both the student disciplined and the victim.

### Problem Behavior Definitions

Category	Violation	Minor / Major Violation Definitions
Non-Compliance	Non-Compliance - Minor	Student engages in brief or low-intensity failure to follow directions or talking back
	Non-Compliance - Major	Student engages in ongoing or intense refusal to follow directions, talking back to adults, or leaving the learning setting without permission
Disruption	Disruption - Minor	Student engages in low-intensity, but inappropriate disruption
	Disruption - Major	Student engages in ongoing or intense disruptive behavior causing an interruption in a class or activity (including sustained loud talk, yelling, making noise with objects, horseplay, and sustained out-of-seat behavior)
Dress Code Violation	Dress Code Violation - Minor	Student wears clothing that is near, but not within, the school dress code guidelines
	Dress Code Violation - Major	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district (including any display of gang affiliation)
Inappropriate Language/ Profanity	Inappropriate Language - Minor	Student uses inappropriate, low-intensity, socially rude language that may include profanity
Verbal Aggression	Verbal Aggression Minor	Student engages in low-intensity name-calling, teasing or taunting that may include profanity
	Verbal Aggression Major	Student delivers verbal messages that are threatening, harassing, intimidating ,or encouraging of violence (includes disrespectful messages related to demographics and harmful technology-based messages)
Physical Contact / Physical Aggression	Unsafe Physical Contact - Minor	Student engages in non-serious, but inappropriate physical contact (e.g., minor shoving, roughhousing, poking)
	Inappropriate Physical Contact - Major	Student engages in serious, inappropriate physical contact (including intimidation, physical contact or gestures of a sexual nature) toward adults or students
	Physical Aggression - Major	Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, shoving, hitting with an object, kicking, hair pulling, scratching, etc.)
	Fighting - Major	Student is involved in mutual participation in an incident involving physical violence

## Problem Behavior Definitions continued:

<b>Property Misuse</b>	<b>Property Misuse - Minor</b>	Student engages in brief or low-intensity misuse of property
	<b>Property Misuse - Major</b>	Student engages in ongoing or intense misuse of property
	<b>Property Damage - Major</b>	Student participates in an activity that results in destruction or disfigurement of property
<b>Technology Violation</b>	<b>Technology Violation</b>	Student engages in non-serious, but inappropriate use of cell phone, tablet, computer, or other devices according to the technology policy
	<b>Technology Violation - Major</b>	Student engages in serious, inappropriate, or harmful misuse of cell phone, tablet, computer, or other devices according to the technology policy
<b>Theft / Stealing</b>	<b>Theft/Stealing - Minor</b>	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's low-value or easily replaceable property
	<b>Theft/Stealing - Major</b>	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's high-value or irreplaceable property
<b>Lying / Cheating</b>	<b>Lying/Cheating - Minor</b>	Student delivers inconsequential, yet untrue messages
	<b>Lying/Cheating - Major</b>	Student delivers untrue messages or knowingly withholds consequential information in a way that harms others, is unfair, or denies personal responsibility for actions
<b>Use / Possession of Illegal / Dangerous Substance / Weapon</b>	<b>Use/Possession of Alcohol - Major</b>	Student is in possession of or is using alcohol
	<b>Use/Possession of Tobacco - Major</b>	Major: Student is in possession of or is using tobacco products
	<b>Use/Possession of Drugs - Major</b>	Student is in possession of or is using illegal or unprescribed drugs/substances or imitations
	<b>Distribution</b>	Student distributes alcohol, tobacco or drugs
	<b>Use/Possession of Weapons - Major</b>	Student is in possession of a knife, gun (real or look-alike), or other object readily capable of causing bodily harm
	<b>Use/Possession of Other Dangerous Substance - Major</b>	Student is in possession of substances readily capable of causing bodily harm and/or property damage (e.g., lighters, fireworks, gasoline)
<b>Other Violation</b>	<b>Other Violation - Minor</b>	Student engages in any other minor problem behaviors that do not fall within the above categories
	<b>Other Violation - Major</b>	Student engages in any other major problem behaviors that do not fall within the above categories
	<b>Arson - Major</b>	Student plans and/or participates in malicious burning of property
	<b>School Threat - Major</b>	Student delivers message of intent to use weapons, explosives or other dangerous materials on campus
	<b>Leaving School Property - Major</b>	Student is in an area outside of school boundaries
	<b>Bullying</b>	Student creates a power imbalance through repeated verbal or physical aggression



## CONTINUUM OF CONSEQUENCES

### LEVEL 1 BEHAVIORS (Teacher)

	First Offense	Second Offense	Third Offense	Fourth Offense
Non-compliance (after addressed by teacher)	Detention (1 Day)	In House Suspension (1 Day)	In House Suspension (1 Day)	Suspension (1 Day)
Disruption (after addressed by teacher)	Detention (1 Day)	In House Suspension (1 Day)	In House Suspension (1 Day)	Suspension (1 Day)
Lying	Detention (1 Day)	In House Suspension	Suspension (1 Day)	
Cheating	Zero on Assignment or Test with recovery options per teacher of record	Zero on Assignment or Test	Removal from Class	
Dress Code Violation	Student must change, or be sent home.	In House Suspension (1 Day) Student must change or be sent home.		
Inappropriate Language	Detention (1 Day)	In House Suspension (1 Day)	Suspension (1 Day)	
Technology Violation - Personal Property	Confiscation and item returned at the conclusion of the day.	Confiscation and item returned to the parent or designee	Repeated Offenses: ISS or OSS depending (1 Day)	
Technology Violation - School Property	Consequences based on severity of violation, may lead to suspension of computer privileges for up to one full year			

### LEVEL 2 BEHAVIORS (Dean of Students, Principal)

	First Offense	Second Offense	Third Offense
Disruption	Suspension (1 Day). Contact parents.	Suspension (3 Days). Contact parents.	Suspension (5 Days). Contact parents.
Illegal Substance - Tobacco	In House Suspension (1 Day) Confiscate items Meet with Parents and Police	Suspension (1 Day) Confiscate items. Meet with parents and Police	Suspension (2 Days) Confiscate items. Meet with parents and police
Illegal Substance - Alcohol	Suspension (5 Days). Contact parents and police.	Suspension (10 Days). Contact parents and police.	Indefinite suspension and expulsion recommendation
Physical Aggression - Fighting	Suspension (5 Days). Contact parents and police.	Suspension (10 Days). Contact parents and police.	Indefinite suspension and expulsion recommendation
Verbal Aggression	Suspension (2 Days)	Suspension (5 Days)	Indefinite suspension and expulsion recommendation
Non-compliance	Suspension (1 Day)	Suspension (3 Day)	Suspension (5 Day)
Theft – Minor (Under \$25)	Suspension (2 Days). Contact parents and police. Restitution.	Suspension (5 Days). Contact parents and police. Restitution.	Suspension (10 Days)
Theft – Major (\$25 and above)	Suspension (5 Days). Contact parents and police. Restitution.	Suspension (10 Days). Contact parents and police. Restitution.	Expulsion
Property Misuse (Under \$25.00)	In House Suspension (1 Day)	Suspension (1 Day)	Suspension (3 Days)
Property Misuse	Suspension (5 Days). Restitution.	Suspension (10 Days). Restitution.	Indefinite suspension and expulsion recommendation

### LEVEL 3 BEHAVIORS (Dean of Students, Principal)

	First Offense	Second Offense	Third Offense
Arson	Suspension (10 days) and possible expulsion. Contact parent and police.	Recommend expulsion. Contact parents and police.	
Physical Aggression - Assault	Suspension (up to 10 days) and possible expulsion. Contact parents and police.	Recommend expulsion. Contact parents and police.	
School Threat - Major	Suspension (up to 10 days) and possible expulsion. Contact parents and police.	Recommend expulsion. Contact parents and police.	
Illegal Substance - Distribution	Suspension (up to 10 days) and possible expulsion. Contact parents and police.	Recommend expulsion. Contact parents and police.	
Disruption	Suspension (up to 10 days) pending conference with parent, police and superintendent.	Recommend expulsion.	
Verbal Aggression	Suspension (up to 5 days). Contact parents.	Suspension (up to 10 Days). Contact parents	Recommend expulsion.
Inappropriate Physical Contact	Suspension (up to 10 days) and possible expulsion.	Recommend expulsion.	
Weapons	Contact parents and police. Recommend expulsion for firearm in a weapon free zone.		

### **Persistent Disobedience**

All attendance and behavior violations resulting in a consequence will be combined for one school year. It is the desire of the Wyoming Public Schools staff to involve the parent/guardian in the total educational process. Therefore, when a student receives a 5th referral; a parent conference will be required and a student will be placed on a "Behavior Agreement" prior to the return of the student to school. If a student accumulates a total of 10 referrals in a school year the student will be considered "persistently disobedient" and additional steps to support/correct will be enacted. Consequence for such behavior may include modification of the plan, suspension for up to ten days, alternative educational placement, or recommendation to the Board of Education for long term suspension or expulsion.

### **Refusal to leave the classroom**

A student who is asked to leave the classroom or learning environment must leave and report to the office. Students who refuse to leave will be subject to removal by law enforcement and may be suspended for ten (10) days with recommendation for expulsion.

## **WEAPONS**

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, including athletic events, or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C. 921.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition. The principal will consult with the Wyoming Police Department School Liaison Officer in the determination if the weapon in question is considered a weapon, look a-like or neither.

The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved; (Working firearms and any ammunition will never be approved as part of a presentation.)
- C. theatrical props that do not meet the definition of "weapons" above, used in appropriate settings

## **BULLYING AND OTHER AGGRESSIVE BEHAVIOR**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

A student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Dean. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.



### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about aggressive behavior 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 as indicated above.

### **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

**"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

**"Bullying"** is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.



**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability but may also include sexual orientation, physical characteristics(e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc).

**"Intimidation/Menacing"** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as: Harassment, see Policy 5517; Hazing, see Policy 5516.

### **Criminal acts**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

### **Safety Concerns**

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

### **Profanity**

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## **CELL PHONE AND ELECTRONIC DEVICE POLICY**

1. Electronic devices (Cell phones/iPods, and other electronic devices) are allowed outside of instructional time only. (Before school, Passing time, Lunch, After school) Instructional time includes anytime in which class is in session. Therefore, phones shall not be used during bathroom breaks or during times in which a student has a hall pass.
2. Electronic devices are only allowed in the classroom with teacher/staff permission and for educational purposes only.

3. Phones must be on silent mode at all times. This means phones cannot be set on vibrate and/or ringtones. If the electronic device is being used as a music device, the volume must be set at a level which allows only the user to hear.
4. Electronic devices may not be used as a still camera, video camera, with the speaker function on, or with a blue tooth accessory.
5. If a student is found guilty of using the phone during the school day for inappropriate reasons (i.e. inappropriate texts, bullying, cheating, etc.) the phone will be taken and returned only upon the parent meeting with the student and the Dean or Principal to discuss the matter. The student may face additional consequences as indicated in the handbook.
6. Repeat violations will result in a parent having to come and pick the device up as well disciplinary action as noted in the handbook.
7. "Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual images or pictures, usually through cell phone text messaging. Such conduct is dangerous and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the electronic device.

**Red Light** – Cell phones, headphones and electronic devices will be put away when entering the classroom and will remain away/out of sight until a change to a green light is made.

**Green Light** – At his/her discretion, the staff member will announce that electronic devices can be used for educational purposes. Any cell phone that is being used during a green light setting should be placed on the student's desk. It is important for teachers to be able to easily monitor all behaviors in the classroom. Having students keep their phones out and on their desks better supports that process. Violation of this rule will result in the communication/electronic device being confiscated. If the learning environment returns to red light, the devices/headphones will all be put away.

**1st Violation** – Device will be confiscated by a staff member, turned into the office; student will be allowed to pick up the device after school.

**2nd Violation** – Electronic device retained in the office. A parent/guardian must pick up device from the main office at the end of the school day or later.

**3rd Violation** – Electronic device retained in the office. A parent/guardian must pick up device from the main office at the end of the school day or later. 1 day of in-school-suspension, possible loss of phone privileges.

**4th Violation** – Electronic device retained in the office. A parent/guardian must pick up device from the main office at the end of the school day or later. 1 day suspension, loss of phone privileges. Phone will not be allowed at school.

\*Student refusing to give up their phone or device will result in a referral for insubordination and will result in an in-house suspension (first offense). Students exceeding four violations may be required to meet with the superintendent accompanying his/her parents.

## DETENTION

From time to time, teachers and administrators may give students detention hours for disciplinary reasons, attendance, tardiness, or academic problems. Detention will be administered at the teacher's discretion before or after school and/or during lunch. The teacher will allow the student to contact their parent and inform them of their detention. It is the responsibility of the student to attend these detention hours when assigned with materials and books to study. (Detention hours will be changed only for medical reason, family deaths, etc., or for other reasons deemed necessary by the office.) Failure to report for a detention hour will result in: 1<sup>st</sup> offense – 1 day of ISS. Students who serve lunch detention will have an opportunity to eat their lunch.

## DUE PROCESS RIGHTS (SUSPENSION/EXPULSION)

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

**A. Students subject to short-term suspension:**

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

**B. Students subject to long-term suspension and expulsion:**

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy 5610 and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

## DIVERSITY & RELIGION

Because each family is unique in how they may or may not celebrate the same holidays and/or cultural events, great consideration must be taken. This means focusing more broadly on the season, rather than a specific day. For example: Harvest Festival vs. Halloween or Winter Festival vs. Christmas. Every attempt should be made to make and promote decorations, costumes, games, activities, etc. that are more generic in nature and unobjectionable to most everyone.

Religious holidays may be included in school curricula as opportunities to learn. Teachers will make sure not to cover a single holiday or religion, but, instead, to teach children about the holiday celebrations of a number of different traditions. For example, in any given year a number of holidays may occur in December and may be appropriate for a lesson on various celebrations held in the winter season.

Celebrations during the school year coincide with several nationally and internationally observed holidays. If for religious or other reasons your child is not to participate in school celebrations, please contact your child's teacher.

## DRIVING AND PARKING REGULATIONS

Motor vehicles, although a convenient form of transportation, are also deadly weapons if not used in a safe and conscientious manner. Thousands of people are killed or seriously injured each year by automobiles and it is the school's intention to help prevent accidents on and around campus and to provide a safe environment for all persons on and around campus and to provide a safe environment for all persons concerned. To insure the safety of both pedestrians and drivers, the following traffic and parking regulations have been enacted for campus safety and control of traffic. Please remember, driving an automobile, whether on campus or on a public road, is a privilege--not a right.

1. All students who drive vehicles to school must complete a "Student Vehicle Registration Card". Included on this card is information pertaining to your vehicle. In the event that the vehicle registered on the card is sold and another vehicle is obtained, a new card needs to be filled out. If more than one vehicle is intended to be used during the school year, each vehicle needs to be registered with the school.
2. Each student operating a vehicle must purchase a registration and parking permit at the rate of \$10.00 per year. Each permit is assigned a number, which will be your vehicle I.D. number. Permits must be prominently displayed on the windshield top left corner of the driver's side of the car.
3. Student parking during regular school hours (7:30 a.m. - 2:30 p.m.) is located in the East parking lot or front of the building adjacent to the high school. **The remaining area behind school is reserved for faculty and staff.** Parking violation may be issued if vehicles are not parked according to posted signs and listed regulations.
4. Students who do not register their cars, purchase a permit and/or illegally park their vehicle will be ticketed and fined. Multiple offenders risk the chance of having their vehicle immobilized or "booted". A \$25.00 fine must be paid prior to the car boot being removed. All fines must be paid before grades are issued at the end of each semester. Unpaid fines will result in the student's grades being held.
5. All school traffic signs must be obeyed. Students refusing to follow traffic signs or driving in a careless or reckless manner will be reported directly to the Wyoming Police Department.

## IN-SCHOOL SUSPENSION (ISS)

In-school suspension is used as an early intervention strategy for such violations as continued classroom disruptions, unexcused absences, and other discipline issues. Students assigned to In-House must complete all daily assignments (including tests and quizzes). The student is not counted absent from school nor are there academic penalties. Students assigned to ISS are to remain at school for the entire school day. Failure to comply with the contract and expectations while in In-House will result in additional time in the In-House program or Out of School suspension.

## OUT OF SCHOOL SUSPENSION (OSS)

Depending on the severity of the incident, it may become necessary for the school to issue an out-of-school suspension. The length of the OSS is dependent upon the severity of the behavior and/or the number of incidents the student has had.

### Make-Up Work

When a student is suspended for poor behavior and given consequences for his/her actions it is not the intent of the Board of Education to use the suspension as a means of punishing students academically. Therefore, upon request from the student, parent or guardian, students who miss school work due to a suspension shall be given the opportunity to complete all assignments and tests that can be realistically provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed as a result of the suspension. Students shall receive full credit for work satisfactorily completed within a designated period of time. For suspensions of three days or less, the student must approach each instructor, at an agreed upon time between student



and instructor, the first day of their return from the suspension and obtain information on assignments missed. Parents wishing to access homework during the course of the suspension may do so by accessing Parent Vue. Students shall have the number of days suspended plus one additional day to make up any missed coursework. For suspensions of more than three days, on the fourth day of the suspension the parent/guardian is encouraged to call the office, request homework, and make arrangements to pick up the homework. The student shall have three days to complete and return assignments. Such work must be finished and returned before the parent/guardian can request any additional make-up work. The teacher, within the prescribed timeframes noted above, shall arrange times to make-up tests and/or quizzes.

It should be noted that teachers have the option to reserve a portion of the grade to reflect a student's participation in class. Tardiness and/or failure to attend class due to a suspension may result in the loss of the participation portion of the student's grade and thus a lower course grade. For those classes based largely on participation, such as physical education, a time shall be designated outside of the normal school day (at the teachers' discretion) to allow make-up of the participation component if the absence due to a suspension would result in a significant reduction of the course grade. **In the case of truancy, homework and credit is given at the discretion of the Principal.**

## **POSITIVE BEHAVIORAL AND INTERVENTIONS AND SUPPORTS (PBIS)**

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important part of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide positive behavior support is to establish a climate in which appropriate behavior is the norm. To see the entire PBS plan, please access our online handbook by visiting [www.wyomingps.org](http://www.wyomingps.org).

## **RESTORATIVE PRACTICES**

The International Institute of Restorative Practices defines Restorative Practices as “processes that proactively build healthy relationships and a sense of community to prevent and address conflict and wrongdoing.” Wyoming Public Schools utilizes trained Restorative Practices facilitators to help students peacefully and effectively resolve conflicts, to develop a greater sense of empathy, and to safely manage anger, frustration and disappointment. At Principal/Dean discretion, Restorative Practices may be used instead of traditional school discipline. In addition to our facilitators, Wyoming Public Schools has trained teachers and other staff members in Restorative Practices to promote a caring, safe and accountable school environment.

## **SCHOOL EVENTS**

### **Attendance**

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending afternoon and/or evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.



The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location.

### **Dances**

Students are required to abide by the dance rules and regulations established by Wyoming Public Schools. Dance rules and regulations will be displayed at each school sponsored dance. The determination of what is and is not appropriate is at the discretion of the administration. The administration may amend this as needed to maintain an orderly environment.

### **Posting Privileges**

Signs advertising various school-related activities must be approved by administration prior to being displayed. Students must use the designated bulletin boards to display posters, etc.

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the teacher/instructor. A student's refusal to permit such access may be grounds for disciplinary action.

## **SMOKE-FREE SCHOOL**

Effective September 1, 1993, state law bans the use of tobacco in public schools. Public Act 140, the Tobacco-free Schools Act, protects children, school employees, and visitors from the effects of secondhand smoke. The law bans the use of tobacco products on school grounds including the parking lots. It is enforced by local police and infractions carry a \$50 fine.

## STUDENT CODE OF CONDUCT

Courteous, respectful and responsible fosters a positive climate for the learning community. The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. When determining the appropriate action to apply as a consequence of student misconduct, school officials may use intervention strategies and/or discipline actions, depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school, and any other relevant factors.

The Code of Student Conduct applies before, during, and after school:

- "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises;
- When a student's conduct at any other time or place has a direct and immediate effect on maintaining and discipline, or on protecting the safety and welfare of students or school district staff; and
- When a student is using school telecommunications networks, accounts, or other district services.

### 5600 - STUDENT DISCIPLINE

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board shall require each student of this District to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The Superintendent shall promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. do not discriminate among students;
- C. do not demean students;
- D. do not violate any individual rights constitutionally guaranteed to students.

The Superintendent shall designate sanctions, excluding corporal punishment, for the infractions of rules which shall:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;
- C. be directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Board shall attempt to provide, as resources permit, alternative programs and activities for disruptive students as a means to prevent or reduce discipline problems. In planning such programs, the Superintendent shall include procedures which ensure cooperation with those community agencies and organizations which can provide assistance to such students.

The Superintendent shall publish to all students and their parents the rules of this District regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due process procedures that will be followed in administering the Code of Conduct.

- A. The principal shall have the authority to assign discipline to students, subject to District administrative guidelines and the student's due process right to notice, hearing, and appeal.
- B. Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board and/or when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

#### **5500 – STUDENT CONDUCT**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed periodically.

### **STUDENT DRESS**

The Wyoming Public School District Dress Code expresses our commitment to learning, safety, high standards, freedom of expression, and appropriate, responsible dress for school and school functions. Attention to appearance is a reflection of care and concern for our students and our community. We have established these standards to create an atmosphere of self-respect and respect for others. It is the responsibility of our school system to prepare students for the world of work which requires appropriate dress.

This code is designed to be a guide and is by no means all inclusive. Final decisions concerning appropriateness of dress will be made by the building administrator. Students in grades K-12 shall not wear the following:

1. Any clothing or apparel which:
  - is considered unsafe, dangerous or a health hazard
  - contains or alludes to offensive or obscene symbols, signs, slogans or words denigrating any person's race, color, religion, ancestry, national origin, disability, gender or sexual orientation or creates discord among the student body
  - contains or alludes to offensive language or symbols promoting or endorsing violence, sex, drugs, alcohol, tobacco or vandalism
2. Any attire or grooming disruptive to the instructional process which may include, but is not limited to:
  - bare midriffs, tube tops, spaghetti straps, cut-off t-shirts, and any clothing insufficient to conceal undergarments at all times, such as net/mesh shirts, transparent blouses, shirts or dresses
  - pants, shorts or jeans are to be worn no lower than the hipbones making sure that no undergarments or skin is exposed (when sitting or walking)

- shorts, dresses, or skirts must touch the top of the knee cap when standing
- clothing that is too tight or revealing
- shirt necklines must be no lower than three closed fingers below the collar/base of the neck and no cleavage shall be exposed
- purposely frayed clothing or clothing with holes mid-thigh or higher; leggings may be worn only under pants, shorts, dresses or skirts
- costumes, capes, blankets and sunglasses may not be worn inside the building during the school day
- head phones may be worn in class only with permission granted by school personnel
- bare feet, slippers are not to be worn
- wallet chains, dog collars, hanging chains, studded jewelry or other accessories that represent a safety threat
- jewelry with gang symbols
- any combination of clothing which law enforcement agencies currently consider gang-related (these may change)

**After School activities/Dances** - Dress and attire at after-school events and dances may deviate from these policies (within reason). Students should remember that when purchasing clothing for a dance they should avoid dresses/tops that reveal excessive cleavage or dresses/skirts/pants that are excessively short or have slits that are above the mid-thigh.

### **Consequences**

1. First Offense - XL official dress code T-shirt and/or shorts
2. Second Offense - XL official dress code T-shirt and/or shorts
3. Third Offense - Administrative Referral

(Students' will be given the option to change from home or wear the clothing provided by the school. Refusal would be considered Insubordination/defiance and the student will receive disciplinary action in accordance with the code of conduct for such an offense.)

Wyoming Public Schools wants a dress code that is modest and easy to follow. School leadership, staff, students and parents must work together. The mission of WPS is to give each student a quality education. Everyone desires that education of students be the main focus.

Exceptions to the Dress Code necessitated by religious practice will be considered individually by the building administrator.

***Provisions of the Dress Code are applicable at all times within the school building and during all school activities. Exception or modification of a provision of the dress code may be authorized by the building principal for a specific school-related activity on a single event basis.***

## **STUDENT SPONSORED DANCES**

Student Government has adopted the following procedures for any group desiring to sponsor a school dance. Students are required to abide by the dance rules and regulations established by Wyoming Public Schools. Dance rules and regulations are located on the school website and will be displayed at each school sponsored dance. The determination of what is and is not appropriate is at the discretion of the administration. The administration may amend this as needed to maintain an orderly environment.

1. The faculty member sponsoring the dance must complete a building permit.
2. The building permit must be turned in to the principal.
3. A request form must be obtained from the student government advisor.
4. The completed request form must be turned in to the student government advisor at least one week before the dance.
5. There shall be an appointed faculty chaperone, at least four parent chaperones or designated representatives and a policeman present at all dances.
6. No one shall be allowed to leave the dance area and return.
7. Attire shall be in accord with the current school dress code.
8. No one with the smell of alcohol on his or her breath shall be admitted.
9. No junior high students shall be allowed at a senior high dance.
10. Dances must end by 10:30 p.m.
11. The sponsor should check with the principal or the student government.
12. Any group not following the above rules shall have the privilege of dances taken away for one year.
13. Guest Registration:
  - a) Students must register guests at least a week before the dance in the attendance office.
  - b) Guests must be under the age of 21.
  - c) Administration reserves the right to determine if a guest is welcome to attend or not.

## **STUDENT VALUABLES & PROPERTY**

Students are responsible for the care of their own personal property, and are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, cell phones, and the like, are tempting targets for theft and extortion. The school may confiscate such items and return them to the student's parents. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.



## **SECTION IV - TRANSPORTATION**

### **BIKE RIDING**

Children riding bicycles should cross at designated crossing areas. Children should walk their bikes on the sidewalk and if crossing the parking lot. We encourage that all children riding bikes to wear approved safety helmets. Please park bikes in a designated rack and bring your own lock. Please do not use skateboards and/or rollerblades, on school property.

### **BUS DISCIPLINE PROCEDURES**

Discipline incidents on the school bus will be handled according to the student code of conduct. Other consequences will include assigned seating and loss of bus privileges.

### **BUS PERMISSIONS & SCHEDULE**

Students should plan on riding their own bus home. Students can ride a different bus in the case of an emergency (such as parent/guardian not home, day care, etc.). In such cases, the parent/guardian must contact the Transportation Office at 530-7545. Permission to ride another bus comes from that office, NOT the school office. The transportation schedule is posted in the summer issue of the district newsletter "The Insight". This is also posted on our district's website at <http://www.wyomingps.org>.

### **BUS POLICIES AND RIDER RULES**

When riding the bus, students must follow the directions of the driver. The first concern of all those involved with the transportation of students is the safety of each and every bus passenger. Any student who refuses to abide by the bus regulations may lose bus privileges.

#### **1. At the Bus Stop**

- a) Be at the designated stop at least 5 minutes early.
- b) Stay back from the road and conduct yourself in a safe manner.
- c) Respect all property. Do not walk in or cut through yards. Do not go around the house where the stop is located.
- d) Do not approach the bus until it has come to a complete stop and the driver signals you to board the bus.
- e) The bus stop is an extension of school property. The same rules apply to the bus stop as on school property.
- f) Students must ride on their designated bus.
- g) Students must be picked up and dropped off at their assigned bus stop.

#### **2. On the Bus**

- a) The driver is responsible for your safety, so be respectful, and follow directions at all times.
- b) Board the bus single file, and go to your seat. Face forward, and remain seated. Do not change seats while the bus is moving.
- c) Do not litter or damage the bus. Those who cause damage will make restitution.
- d) Refrain from loud noise, objectionable language and distracting behavior.
- e) Keep the aisle clear at all times. Books, bags, band instruments, etc., must be kept on your lap or stored under the seat.
- f) Keep all parts of your body inside the bus.
- g) Do not throw/shoot objects out the window or inside the bus.
- h) Be absolutely quiet when the bus stops at railroad crossings.
- i) No eating or drinking (may be waived on athletic or extended field trips).

- j) In an emergency, remain seated and wait for the bus driver's instructions.
- k) The bus is an extension of the school, observe all school rules, i.e., no alcohol, fighting, tobacco, e-cigs, drugs, drug paraphernalia, weapons (real or simulated) or verbal assaults allowed.
- l) Skateboards, roller blades, scooters, balls, bats, sports equipment, and other large items must be in a closed bag/container to be allowed on the bus.

### **3. Exiting the Bus**

- a) Exit the bus single file. If it is necessary to cross the road, go at least 10 steps ahead of the bus and wait for the driver to signal to cross. Check traffic in both directions. Be alert for any danger signal from the driver. Walk. Do not run.
- b) You must have proper authorization to exit the bus anywhere except your assigned stop.
- c) Do not use emergency exits unless directed by driver.

### **4. Field Trips**

- a) Teachers/chaperones must ride the bus and be seated throughout the bus with students. They are responsible to assist the driver in maintaining order.

## **VIDEO/AUDIO RECORDING ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior. These cameras also record audio. There should be no expectation of privacy while riding on a public school bus; however, since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior.

## SECTION V – FORMS

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### ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Wyoming Public Schools receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Wyoming Public Schools to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent: FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student-

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Wyoming Public Schools (the District), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications.

Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the first day of school each fall. The District has designated the following information as directory information:

- Student's name
- Address
- Weight and height of members of athletic teams
- Honors and awards
- Photographs and/or video of participation in school activities, events or programs
- Grade level



## AUTHORIZATION FOR NON-PRESCRIBED MEDICATION OR TREATMENT

To the Parent: THE FOLLOWING INFORMATION IS NECESSARY FOR ANY STUDENT TO USE NON-PRESCRIBED MEDICATIONS IN SCHOOL. ALL SPACES MUST BE COMPLETED.

Name of Student	Address
School	Grade

A. I am requesting permission for my child named above to: (Check one or both)

\_\_\_\_\_ use or receive the following over-the-counter medication(s)

Medication: \_\_\_\_\_

Dosage: \_\_\_\_\_

Check Option 1 or 2 below.

\_\_\_\_\_ 1. Self-administer such medication(s) in the presence of an authorized staff member.

\_\_\_\_\_ 2. Keep the medication(s) in his/her possession and self-administer as needed.

B. I will assume responsibility for safe delivery of the medication to school.

C. I will notify the school immediately if there is any change in the use of the medication or the prescribed treatment.

D. Our physician has instructed that this medication should be administered in the above designated dosage.

E. I release and agree to hold the Board of Education, its officials, and its employees harmless from any and all liability foreseeable or unforeseeable for damages or injury resulting directly or indirectly from this authorization.

Signature of Parent	Date
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Home Telephone	Work Telephone
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### AUTHORIZATION FOR STAFF

The following staff members are authorized to administer the above-non-prescribed medication(s)/ treatment(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Principal

**AUTHORIZATION FOR THE POSSESSION AND USE OF ASTHMA INHALERS, EPI-PENS,  
OR PRESCRIBED EMERGENCY MEDICATION**

This form must be provided to the principal assigned to the building of student attendance. Appropriate school staff should be notified.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Authorization is hereby given for the student named above to:

☐ receive the prescribed medication indicated from the designated school personnel.

☐ self-administer the prescribed medication as permitted by law.

Medication Name: \_\_\_\_\_

Dosage: \_\_\_\_\_

Date the administration is to begin: \_\_\_\_\_ Date the administration is to cease: \_\_\_\_\_

Adverse reactions that should be reported to the physician: \_\_\_\_\_

\_\_\_\_\_

Adverse reactions for unauthorized user: \_\_\_\_\_

\_\_\_\_\_

Procedure to follow in the event that medication does not produce the expected relief from student's asthma attack/allergic reaction: \_\_\_\_\_

\_\_\_\_\_

Other special instructions: \_\_\_\_\_

\_\_\_\_\_

**Any additional information required should be attached to this form.**

Physician and parent/guardian names, signature, and emergency phone numbers are required.

Physician Name: \_\_\_\_\_ Phone: \_\_\_\_\_

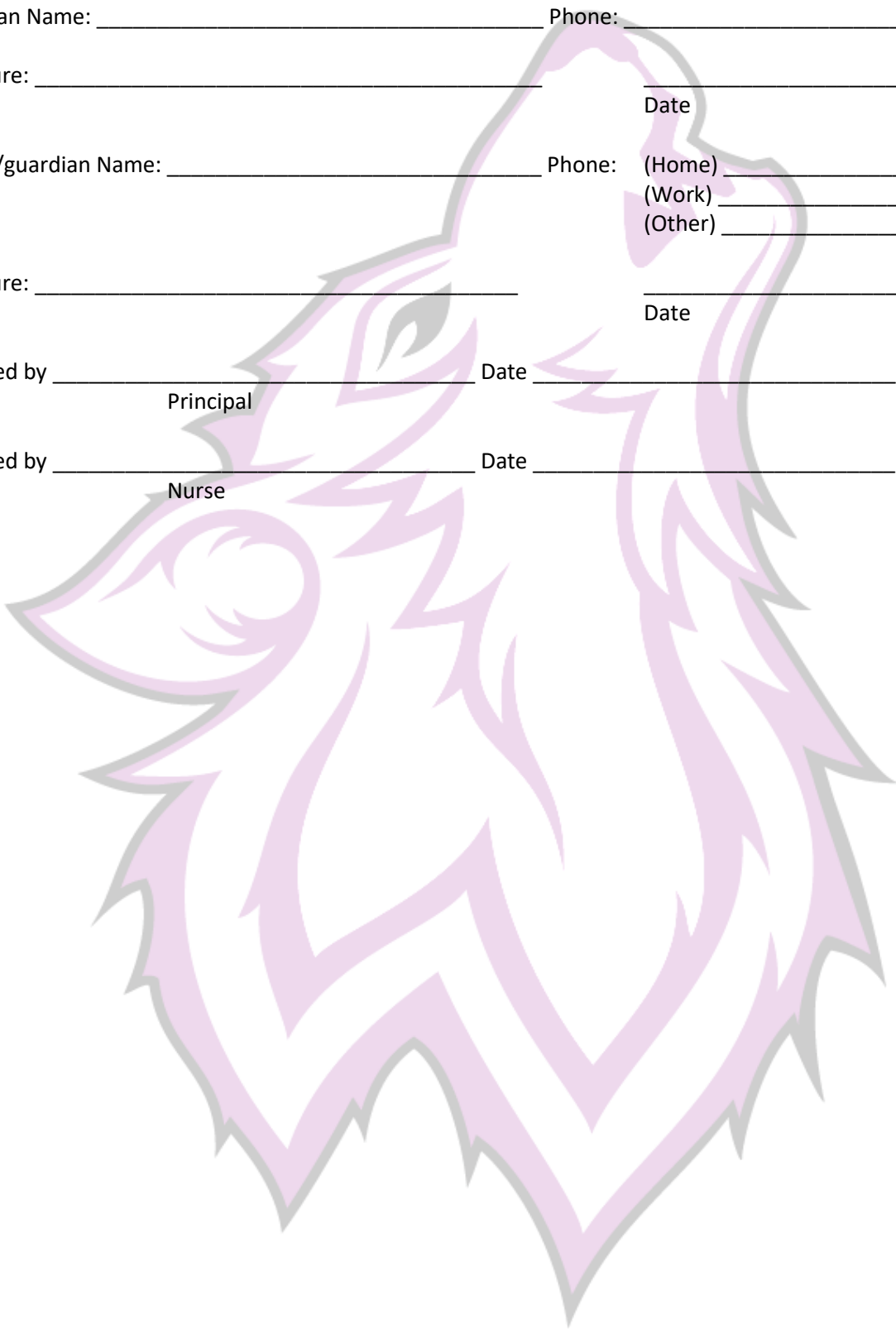
Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/guardian Name: \_\_\_\_\_ Phone: (Home) \_\_\_\_\_  
(Work) \_\_\_\_\_  
(Other) \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_  
Principal

Received by \_\_\_\_\_ Date \_\_\_\_\_  
Nurse



**AUTHORIZATION FOR PRESCRIBED MEDICATION OR TREATMENT**

To the Parent:

THE FOLLOWING INFORMATION IS NECESSARY FOR ANY STUDENT TO USE PRESCRIBED MEDICATIONS OR TO RECEIVE TREATMENT IN SCHOOL. ALL SPACES MUST BE COMPLETED.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Address

\_\_\_\_\_  
School

\_\_\_\_\_  
Grade

A. I am requesting permission for my child named above to: (Check all that apply)

\_\_\_\_\_ use or receive prescribed medication

\_\_\_\_\_ receive prescribed treatment

\_\_\_\_\_ self-administer prescribed medication(s) in my presence or that of an authorized staff member in accordance with the Doctor's prescription.

B. I will assume responsibility for safe delivery of the medication to school.

C. I will notify the school immediately if there is any change in the use of the medication or the prescribed treatment.

D. I release and agree to hold the Board of Education, its officials, and its employees harmless from any and all liability foreseeable or unforeseeable for damages or injury resulting directly or indirectly from this authorization.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Home Telephone

\_\_\_\_\_  
Work Telephone

**PHYSICIAN STATEMENT**

To the Physician:

The School District requires that all of the following information be provided before it will administer medication or treatment to the student.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Address

\_\_\_\_\_  
School

\_\_\_\_\_  
Class/Grade

I have prescribed the following medication \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Beginning Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Dosage, instructions, or precautions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Report the following side effects to my office immediately \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physician's Signature \_\_\_\_\_ Telephone \_\_\_\_\_

Printed/Typed Name \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZATION FOR STAFF**

The following staff members are authorized to administer the above-prescribed medication(s)/treatment(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Principal \_\_\_\_\_



This authorization is valid for the current school year or until such time as I withdraw the authorization.

**REQUEST TO INSPECT MATERIALS USED IN CONJUNCTION WITH ANY SURVEY,  
ANALYSIS, OR EVALUATION**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

School \_\_\_\_\_

The specific materials I wish to review are \_\_\_\_\_

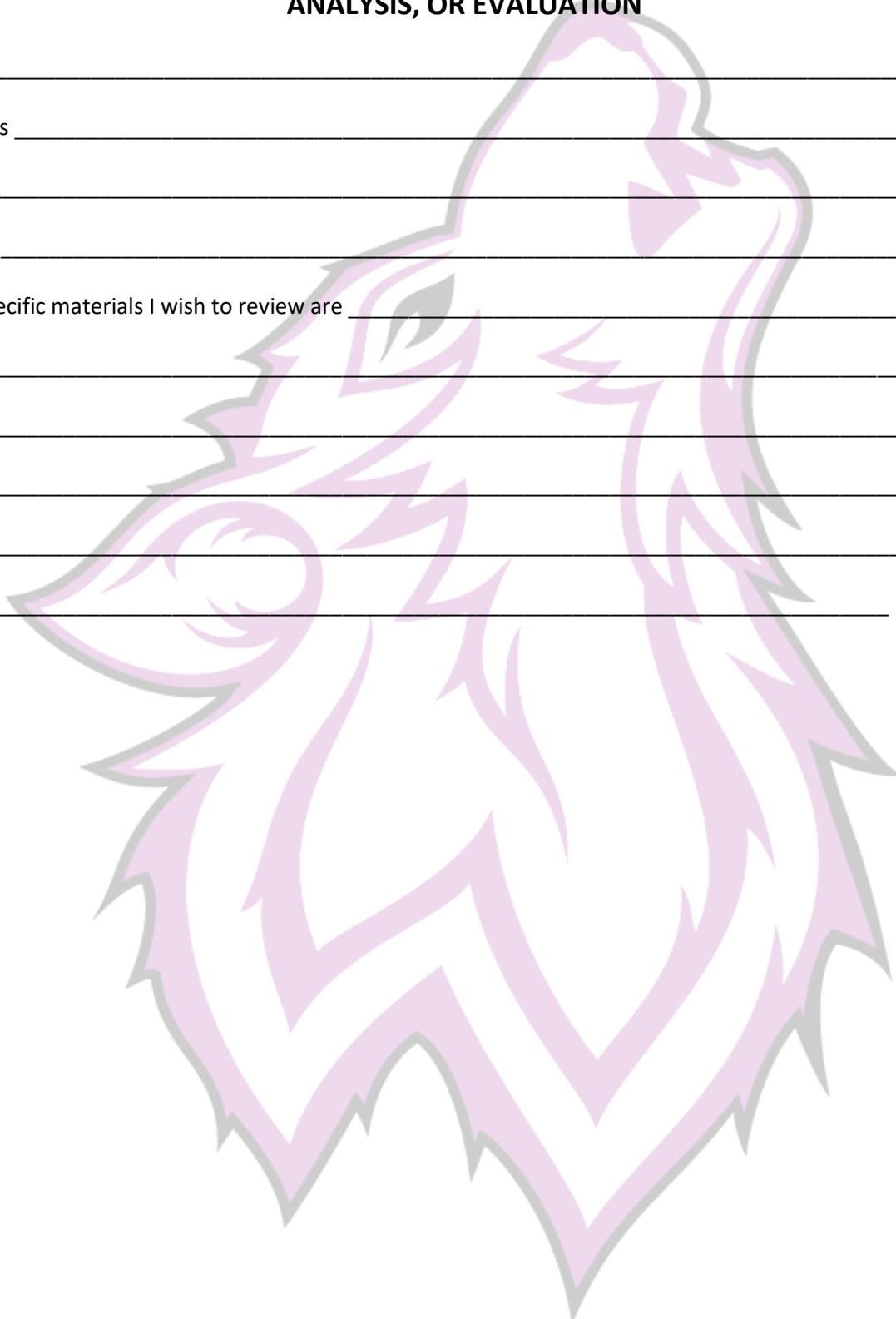
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY AGREEMENT

CHILD'S NAME \_\_\_\_\_

Please read this document carefully and completely before signing.

We are very pleased to have Internet access in WPS and believe that the Internet offers vast resources to both students and staff. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

### INTERNET

The internet is an electronic highway connecting thousands of systems all over the world and millions of individual subscribers. Users are advised that some of these outside sources may publish inaccurate, profane, sexually oriented, threatening, racially offensive, or illegal material. The district and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parents of minors having access on the system should be aware of the existence of such materials and assist us by asking their students about the Internet sites they visit.

### PROCEDURES

Smooth and safe operation of the WPS network relies upon the proper conduct of ALL users who must adhere to strict guidelines. These guidelines are provided here so the user knows the responsibilities he/she is about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. The signatures on the agreement form are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance and agree to abide by them.

### TERMS AND CONDITIONS

Students are responsible for:

- Utilizing information technology for educational purposes, specifically the attainment of the learning specified in the WPS curriculum
- Using hardware and software in a manner that enables its ongoing usage; vandalism in any form will not be tolerated;
- Avoiding the intentional installation of computer viruses or enabling the spread of such viruses on school equipment;
- Keeping hardware and software from being relocated, removed from school premises, or modified without the permission of an administrator;
- Maintaining the privacy of passwords. **Any activity conducted on the user's account is the owners responsibility;**
- All material received from any source, including the Internet and email under their user accounts. Students accept responsibility for keeping pornographic material, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school;
- Obeying the law and the district policy pertaining to copyright and privacy rights in the use of hardware and software and in the transmission of copying of text or files;
- Avoiding the use of technology for commercial business;
- Avoiding the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, or to infiltrate unauthorized computer systems; and obeying these rules, as well as those posted in classrooms or computer labs or otherwise specified by school employees, for the use of hardware, software, labs, and networks in the school.

### DISCIPLINARY ACTION

- Any disciplinary action that is necessary due to non-compliance with this acceptable use policy will align with the applicable procedures and policies of the Wyoming Public Schools. Additionally there may be further action taken by the district if there are repeat offenses of non-compliance and/or the purposeful damage to technology equipment and network functionality. The disciplinary actions may include but are not limited to:
  - **Criminal or civil charges may be filed, if applicable**
  - **Suspension of all Internet and email access and/or the use of all technology equipment**
  - **Users will be required to make full financial restitution for any damages caused as a result of their unauthorized use**

I understand the above Technology Use Agreement, I further understand that any violation of the regulations above is unethical and may be illegal. Should my child commit any violation, my child's access privileges may be revoked, school disciplinary action may be taken. I also understand that my child's account may be monitored at any time.

PARENT/GUARDIAN NAME (PRINT) \_\_\_\_\_ DATE \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

**PARENT/GUARDIAN RELEASE FOR STUDENT LIKENESS/NAME/WORK IN DISTRICT  
PUBLICATIONS, NEWS MEDIA, INTERNET, OR ANY OTHER ELECTRONIC/DIGITAL  
MEDIA**

Throughout the school year; it may be necessary to photograph, video or audio tape your child for a variety of purposes; concerts, plays, classroom activities, sports, video production class work, etc. To that end, I consent to the Board's use of my child's photograph or likeness, voice, or school works on the Internet, educational CD/video, news media, or other school related publication. As the child's parent or legal guardian, I agree to release and hold harmless Wyoming Public Schools from and against any and all claims, demands, actions, complaints, suits or other forms of liability that shall arise out of or by reason of, or caused by the use of my child's works, photograph, likeness, or voice on television, radio, motion picture, or in the print medium, or on the Internet or any other electronic/digital medium.

It is further understood and I do agree that no monies or other consideration in any form, including reimbursement for any expense incurred by me or my child, will become due to me, my child, our heirs, agents, or assigns at any time because of my child's participation in any of the above activities or the above-described use of my child's creative work(s), photograph, likeness or voice.

I understand that Wyoming Public Schools will not include the address, telephone number, social security number, or student identification number on the internet, CD/video, media or other school publication.

I consent to the use of my child's photo/likeness, work(s), voice on the Internet: Yes \_\_\_ No \_\_\_

I consent to the use of my child's photo/likeness, work(s), voice on CD/Video productions: Yes \_\_\_ No \_\_\_

I consent to the use of my child's photo/likeness, work(s) in other media/school publications: Yes \_\_\_ No \_\_\_

STUDENT'S NAME (PRINT) \_\_\_\_\_

STUDENT'S SIGNATURE DATE \_\_\_\_\_

PARENT/GUARDIAN (PRINT) \_\_\_\_\_

(Not Required if student is 18 years or age or older)

**STUDENT HANDBOOK ACKNOWLEDGEMENT FORM**

Please complete form and return it to your child's teacher or the main office.

The school handbook contains policies that have been approved by the Wyoming Public Schools Board and are in place to ensure the safety and educational experience for your child and all children attending Wyoming Public Schools. Please take the time to read the handbook and feel free to contact your child's principal if you have any questions with regard to any policy. Your signature indicates that you have received, read, understood, and will support the policies within the handbook.

---

Student Name (please print first and last)

---

Grade Level

---

Teacher's Name

---

Student Signature

---

Date

---

Parent/guardian Signature

---

Date



## VOLUNTEER AGREEMENT

1. A volunteer is a person from the community who contributes his/her services on a regular or intermittent basis and is approved by a district administrator.
2. Volunteers can be assigned to help the school district teachers and administrators in providing instructional or extracurricular services to students.
3. Volunteers cannot be assigned to relieve teachers and/or administrators of their employed responsibilities, but are intended to support the objectives of the program/activity.
4. Volunteers shall work under the supervision of the designated teacher or administrator.
5. Volunteers must abide by and enforce all school and district policies and regulations, regardless if they personally support them.
6. Volunteers shall not meet with the students outside of the school program hours or off school grounds without prior approval from a district administrator.
7. Volunteers should not deal directly with parent/guardian concerns, and should refer all contacts by parents/guardians to the teacher or administrator.
8. Volunteers shall not receive remuneration from the district in any form for their services.
9. Only authorized volunteers are covered by the district liability insurance.
10. Volunteers are not covered under workers compensation.
11. Volunteers shall not treat injuries, except in the case of emergency first-aid.
12. A volunteer is personally responsible for his/her own actions. Inappropriate conduct may result in the individual being asked to discontinue his or her relationship with the district.
13. A volunteer shall not drive a personal vehicle to transport students. If an exception is necessary, prior approval of the principal is required.
14. A volunteer shall not discipline the students.
15. A volunteer serves and his/her tenure is totally at the discretion of the district administrator.

Pursuant to 1993 Public Act 68, **by signing below I represent that I have not been convicted of, or pled guilty (no contest) to any crimes, not including civil infractions. In the event that I have been convicted or pled to any crime, I agree to disclose such information below. I realize that failure to disclose will automatically result in preclusion of volunteer activities regardless of the nature or age of the conviction.**

By signing below I further assert that I have never plea bargained or been convicted of criminal sexual conduct of any degree, assault with the intent to commit criminal sexual conduct, an attempt to commit criminal sexual conduct in any degree, felonious assault involving a child, child abuse in any degree, or attempt to commit child abuse in any degree, torture, or indecent exposure involving a child; or a violation of Section 7410 Or 7416 of the Public Health Code.

Lastly, by signing below I signify that I understand that the Board of Education must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police and that until that report is received and reviewed by the District, I am regarded as a conditional volunteer employee; and if the report received is contrary to my representations above, my services will be voided by the District.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Building

\_\_\_\_\_  
Volunteer Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Building

\_\_\_\_\_  
Volunteer Date of Birth

\_\_\_\_\_  
Sex

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Building

\_\_\_\_\_  
Volunteer Driver's License

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Building

## SECTION VI – ATHLETICS

### AMATEUR PRACTICES

You must not accept any money or other valuable consideration (merchandise) for participating in any form of athletics, sports or games, for officiating in interscholastic athletic contests, or have signed a contract with a professional team.

### ATHLETIC INJURIES AND CLEARANCE

The Athletic Trainer/Coach must be notified of all injuries occurring while the athlete is participating on a WPS athletic team within 24 hours, to allow for an accident report to be completed. The Athletic Trainer will monitor all injuries to determine if medical clearance is needed before return to participation. Any athlete who has had a serious injury including but not limited to: surgery, broken bone, torn ligament, or a concussion must present a doctor note clearing them from the injury.

#### Concussion Protocol

Any athlete who has a known or unknown injury that exhibits signs, symptoms or behaviors consistent with a concussion must follow appropriate protocol. These signs and symptoms include but are not limited to loss of consciousness, headache, dizziness, confusion, nausea, vomiting or balance problems. The athlete shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.

#### Requirements for clearance:

1. All athletes will be required to complete the post-concussion Return to Play Protocol before returning to full game/event play. The protocol will be administered and monitored by the Athletic Trainer, with guidance from the team physician, as needed.
  - a. Protocol is a graduated return to play. The athlete will complete a stage each day, increasing intensity and duration, as long as symptoms do not return.
2. Per the MHSAA - the Return to Activity and Post-Concussion form must be completed by an MD, DO, PA, or NP, as well as the student, and a parent/guardian. This form must be returned to the Athletic Trainer before participation in competition will be permitted. This form must be in writing and must be unconditional. It is not sufficient that the healthcare professional has approved the student to return pending the completion of a return to play progression. The student must be approved for return to unrestricted activity. The form can be found at:  
<https://www.mhsaa.com/Schools/Health-Safety-Resources/Heads>

### AWARDS

You must not accept any award for athletic performance other than a trophy having a value of not more than \$5.00. A trophy is defined as a medal, ribbon, badge, plaque, cup banner, picture or ring.

### CONDUCT AND TRAINING RULES

It is a privilege for a student to represent his/her school in athletics. It is not a right granted with school membership for a student to represent his/her school. A student participating in any athletics sponsored by his/her school is required to display exemplary conduct as concerning the observance of training rules, good school citizenship, and good sportsmanship.

A student becomes an athlete under the WPS school's conduct and training rules when the student is acknowledged as a part of Wyoming High School.

The conduct and training rules shall apply to the defined student athlete throughout the summer vacation months and during all school year vacation periods. All student athletes are to be governed by the following rules:

1. Athletes Defined
  - A. Member of any athletic teams
  - B. Team Managers
  - C. Cheerleaders
  - D. Student Trainers
2. General Regulations
  - A. No possession or use of: tobacco products; drugs or drug paraphernalia; alcoholic beverages or products. This includes coming to school after having used any of these illegal substances.
  - B. It is not acceptable to steal or be an accomplice to the act of stealing.
  - C. The flagrant and persistent disrespect, including felonies or misdemeanors, for community and/or school authority or persistent disregard for school policies.
  - D. All violations are to be reported to the athletic director. After consultation with the school administrators, the parents or guardians and athlete will be notified in writing of the violation and the penalty for the violation.
3. Penalties for Violation
  - A. First Offense - Suspension of one-third of the scheduled season dates of that sport and the next sport he participates in if the full penalty is not served and one calendar year probation from date of the violation.
  - B. Second Offense - One calendar year suspension from the date of the misconduct
  - C. Once an athlete has completed his suspension and probation, first offense guidelines will be followed.
  - D. First offense suspended athletes, unless excused by the coach, shall practice with the team, be in attendance at the games, but not in uniform, and abide by team regulations. Failure to practice, be in attendance, or abide by team regulations shall constitute a second offense.
4. Appeal Procedure
  - A. Any student suspended may appeal, in writing, to the athletic council within 14 days of the violation requesting a hearing.
  - B. A closed hearing date will be established within five days of receiving the written appeal.
  - C. The appeal will only consist of guilt or innocence and may not include a reduction of the penalty.
5. Travel
  - A. All athletes will travel and return from away contests with the team, except with the approval of the coach and athletic director.
  - B. It is assumed that all athletes are voluntarily participating in the program offered and therefore agree to these rules when they join a team.
  - C. Flagrant violations of these rules may, in the judgment of the school's athletic Council, be sufficient reason to withhold the school award.
  - D. It is understood that the Athletic Council will recognize no reports of infractions of these rules unless the person reporting is willing to testify before the council, the student or students concerned and the parents of such students.
  - E. It is understood that a student and his parents have the right to appeal any suspension to the Athletic Council of the school.

## **ELIGIBILITY RULES FOR ATHLETES**

### **Inter-Scholastic Athletic and Co-Curricular Eligibility Requirements**

Inter-scholastic athletic and co-curricular is an integral part of Wyoming Public Schools, and participation in them is a privilege conditioned on meeting additional expectations. All students involved in inter-scholastic athletic and co-curricular activities are expected to exemplify the general and additional expectations presented in the student handbook and academic requirements of this policy.

The following are expectations for those students who wish to participate in interscholastic athletic, and co-curricular programs:

- A. A leader of school sponsored teams, organizations, or activities has the authority to establish reasonable rules, training guidelines, and penalties for infractions that pertain to the student while he or she is involved in that activity or during the season thereof. These additional rules and regulations must be submitted in writing for approval to the Athletic Director. These rules will be disseminated to students and their parents.
- B. All athletes must have passed or be passing five (5) out of six (6) classes with a 65% or higher grade percentage.
  - Grades will be checked weekly and at the quarter during the competitive season. A warning email to coaches will be sent on the Friday of each week with the final eligibility list posted on Monday at noon of each week. As a freshmen an athlete must be receiving credit in 8 out of the 12 possible credits at the end of quarter two (2) and end of quarter four (4) to maintain his/her eligibility.
    - If the standard has not been met then student-athlete would be ineligible for participation until he/she recovers the needed credit but with a minimum of one (1) week of ineligibility (following Monday through Sunday).
    - Per MHSAA semester requirements for eligibility – the following grade check will be made at the end of the second quarter (quarters 1 and 2) and the end of the fourth quarter (quarters 3 and 4):
- C. The rules and regulations from the Student Handbook are also applicable for students who wish to participate in interscholastic athletic and co-curricular activities.
- D. Those students participating in high school athletics are further bound by the rules and regulations of the Michigan High School Athletic Association.
- E. The Board of Education will review this Board Policy on an annual basis. Administrators will report the data on all secondary students GPA with an added desegregation on the GPA of all students affected by required prescribed tutoring.
- F. Student activity scheduling conflicts, either athletically or co-curricular, are at the discretion of the student.
- G. Athletics participating in a sport may not quit a sport and go out for another sport unless there is an agreement from both coaches and the student quitting leaves on acceptable terms.

### **Inter-Scholastic Athletic Eligibility Requirements**

The regulations listed below are intended to serve as a guide for coaches, athletes and parents. Due to the complexity of the total sports program, the regulations listed do not include all rules, regulations and procedures governing the athletic program. Rules and regulations of the O.K. Conference and the Michigan High School Athletic Association (MHSAA) are also in force.

1. Players must turn in a physical examination form and pay the athletic insurance fee to their coach before participating in any school-sponsored athletic event or practice session. Coaches are to enforce this rule consistently and impartially. However, no student will be denied an opportunity to take part in athletics because of financial difficulties. Injury costs are normally to be covered by the parents' insurance carrier to satisfy the deductible before sending to the athletic insurance company.



2. All students properly and officially enrolled in one of our secondary schools may “try out” for team membership in the athletic program. Coaches are responsible for determining team “cuts” based on their judgment of each player’s performance ability and skill.
3. School athletic policies, specific rules and requirements for their particular team practice, and contest schedules, requirements for awards will be provided by the coach to all athletes and their parents. This information must be given to athletes and parents on or before the close of the first week of practice and additional copies made available in the Athletic Director’s Office.
4. Athletes shall be required to participate in practice sessions and contests during vacation periods, under the direction of the coach, when school is not in session (Thanksgiving, Christmas, semester break and spring vacation). Coaches are responsible for communicating these requirements to their athletes at the beginning of the season. A copy of each team’s schedule will be available beginning the (opening) week in the Athletic Director’s Office prior to the first practice.
5. Athletes may earn awards for athletic competition. The quality of performance necessary for earning a letter award is determined by the head coach of each sport and approved by the Athletic Director. Awards remain the property of the school until the receiving athlete has graduated. Due to the nature of the different sports, those requirements will vary greatly.
6. Athletes are financially responsible for all school equipment supplied them. Awards will not be issued for a sport until the team members have met their obligations and coaches have completed their inventories. Any losses are the responsibility of the person to whom the equipment is assigned.
7. Athletes are to be dressed in the official school uniform when representing their school in a game or meet. School uniforms are to be worn only for official athletic functions and may not be worn for recreational or street wear. Coaches may allow their players to wear official uniforms for special occasions following notification and approval of the Athletic Director.
8. An athlete must be in attendance the last three hours of the day of a contest or practice or on the last scheduled school day before the contest or practice—unless excused by the principal or athletic director. No unexcused absences will be allowed. A warning will go out on Friday and if not cleared up by Monday the student athlete will be ineligible for the week.
9. Any athlete causing careless and deliberate destruction of school property (at home or away) will be immediately suspended from athletics and reported to school and/or law enforcement officials for further disciplinary or legal action.
10. All athletes are representatives of their school through membership on an athletic team. As such, athletes are expected to display attitudes of good sportsmanship and good citizenship. Personal conduct of any athlete, which does not promote the good will and integrity of the team will be considered as grounds for dismissal from the team.
11. All athletes are to do their part in helping to keep locker areas clean and neat. Coaches are to supervise locker rooms and are to be the last ones out—seeing the area is secured. School personnel will do all that is possible to provide locker room security and prevent theft. Each athlete, however, is still responsible for school equipment issued and his/her personal items. This includes the requirement of locking all items in lockers.
12. Due to health and sanitation requirements, the coach is responsible for strict supervision and cleanup whenever food or beverages are permitted in any area of the athletic complex (gymnasium, locker rooms, wrestling room, training rooms, etc.).
13. Players and coaches are required to travel as a team both to and from all out-of-town events. Exceptions will be made only for emergencies (such as: illness, injuries) or special arrangements with parents in writing.
14. Athletic areas will be specifically scheduled for each team or group. Each team or group will have exclusive use of the assigned area during the scheduled time. All members are to leave the area at the end of the assigned period.
15. Any and all violations of the policies stated above must be reported to the principal through the Athletic Director.



16. Student behavior policies from the Student Handbook will supersede coach or team regulations if necessary.

**NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the Student/Parent Handbook.**

- Title VI, IX, 504 Grievance Form 2260 F2
- Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA Form 2260 F8
- Memorandum to Parents Regarding School Board Policy on Drug-Free Schools Form 5530 F2
- Notification to Parents Regarding Student Records Form 8330 F9
- Parent/Student Acknowledgement of Student Handbook Form 5500 F1
- Authorization for Prescribed Medication or Treatment Form 5330 F1
- Authorization for Nonprescribed Medication or Treatment Form 5330 F1b
- Authorization for Use of Asthma Inhalers, Epi-pens or Prescribed Emergency Medication Form 5330F1c
- Parent Request to Inspect Materials Used in Conjunction with any Survey, Analysis, or Evaluation Form 2416 F2