

# Wyoming Public Schools

## 2024-25 Scholar/Parent Handbook



**Gladiola Elementary**  
**Oriole Park Elementary**  
**Parkview Elementary**  
**West Elementary**

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

## ELEMENTARY BUILDINGS

### **Gladiola Elementary**

*Principal, Dana Stein*  
*corpusc@wyomingps.org*  
*Secretary, Nancy Diaz*  
3500 Gladiola SW  
Wyoming, MI 49519  
616-530-7596

### **Parkview Elementary**

*Principal, Brenna Fraser*  
*damicon@wyomingps.org*  
*Secretary, Shaunna Ager*  
2075 Lee Street  
Wyoming, MI 49519  
616-530-7572

### **Oriole Park Elementary**

*Principal, Kristen Minard*  
*fussk@wyomingps.org*  
*Secretary, Jennifer Vandenbrink*  
1420 40<sup>th</sup> Street  
Wyoming, MI 49509  
616-530-7558

### **West Elementary**

*Principal, Brian Hartigan*  
*hartigb@wyomingps.org*  
*Secretary, Amy Arnold*  
1840 38<sup>th</sup> St.  
Wyoming, MI 49519  
616-530-7533

*Craig Hoekstra, Superintendent*

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

3575 Gladiola Ave. SW

Wyoming, MI 49519

616-530-7550

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This handbook was adopted by the Board of Education on June 24, 2024.

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<b>NOTE:</b>	This Scholar/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 published in June 2024. 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="https://web1.westmihosting.com/BoardPolicy">https://web1.westmihosting.com/BoardPolicy</a>
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## FOREWORD

This scholar handbook was developed to answer many of the commonly asked questions that scholars 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 scholar, but only reflects the current status of the Board's policies and the School's rules as of **July 1, 2024**. If any of the policies or administrative guidelines referenced herein are revised after **June 30, 2025**, the language in the most current policy or administrative guideline prevails.

## DISTRICT MISSION STATEMENT

*Wyoming Public Schools will empower each scholar to reach their immediate and future goals by providing ambitious instruction and embracing diverse voices within a community where everyone belongs.*

## EQUAL EDUCATION OPPORTUNITY

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

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:

Jodi Goff  
Interim Director of Human Resources  
(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 5202*. Any scholar 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.

## 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 scholar learning is more likely to occur when there is an effective partnership between the school and the scholar'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 scholar 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 available on our website.

### Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each scholar'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 5401)*

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 scholar-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 scholars' 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 scholar 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 COMMUNICATION**

The August Open House is a great time for parents/guardians and teachers to meet informally and for parents/guardians to gain a sense of the classroom programs and routines that make up their child's day at school.

Kindergarten Smart Start is an opportunity for a Kindergarten scholar to become familiar with the Kindergarten experience prior to the start of the school year.

Scholar/Parent/Teacher Conferences are held twice a year. Parents/guardians are urged to attend these important meetings to keep informed of their child's progress. Additional conference times may be scheduled at the request of either the parent/guardian or teacher.

Our school newsletter, sent home regularly, is one way we are able to communicate school events to you. We also encourage and appreciate your phone calls whenever you have questions, comments, or concerns.

The Wyoming Public Schools' district newsletter, *Insight*, is published several times a year by the Board of Education and posted on the district's website, or is available at the Administration Building. Stories about scholar activities and achievements are often accompanied by photos. If you do not wish your child's photo published in the *Insight*, please let your child's teacher know.

## **STANDARDS FOR LEARNING**

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

1. The scholar 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 scholar 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 scholar 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 scholar 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 scholar 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 scholar 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 scholar 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 scholar will contribute time, energy, and talent to personal and physical well-being.
  - a. Self-assess fitness level through knowledge of a healthy life style

## **SCHOLAR RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each scholar to obtain a safe, orderly, and appropriate education. Scholars can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow scholars and the staff. Scholars 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 scholar 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 scholar'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.

Scholars 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 scholar should seek help from a social worker, counselor or principal.



## **SECTION I - GENERAL INFORMATION**

### **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 scholar who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice or bed bugs.

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 *Board Policy 5709* 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 NON-CASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of non-casual contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and scholars. 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 scholars and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual 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 scholars or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Please see district *Board Policy 3404* for further information.

### **EARLY DISMISSAL**

No scholar 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 scholar will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

## **ENROLLING IN THE SCHOOL**

In general, State law requires scholars 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 scholars 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 scholars 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 scholar 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 scholar would otherwise be entitled to attend school in the District. Likewise, a scholar 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 scholar would have received in the District had the scholar committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the scholar 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 scholars will understand what is expected of them in case of an emergency. Every precaution is taken to ensure the safety of all scholars.

If scholars are in school when a tornado watch or thunderstorm watch or warning is issued, scholars will remain in school and be dismissed at the regularly scheduled ending time. If a tornado warning is issued, scholars 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 scholars. Only parents, guardians, and pre-designated adults may pick up scholars 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 scholars and staff from serious injury. If a parent or scholar observes any person in school or on school grounds that does not belong, they need to contact the office immediately. When scholars 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 scholar attempt to confront or apprehend a suspect. When the school is in lockdown mode, scholars are not to leave the room unless directed by a staff member or emergency responder.

## HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to scholars 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, scholar, 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 scholar's ability to participate in an educational program.

## IMMUNIZATIONS

Scholars must be current with all immunizations required by law or have an authorized waiver from state immunization requirements. If a scholar does not have the necessary shots or waivers, the principal may remove the scholar or require compliance with a set deadline. This is for the safety of all scholars 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 scholars 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 scholar, but to all individuals who have access to the district's programs and facilities.

A scholar 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.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the school office. If minor, the scholar will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. A scholar who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the scholar should remain in school or go home. No scholar will be released from school without proper parental permission.

## **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 scholars 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.wyomingps.org/english-learner/> 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**

Scholar items such as coats, gloves, hats, boots, book bags, and lunch containers should be plainly marked with scholar's name. If items are missing, please contact the school office, and/or check the Lost and Found Box. Items not claimed are donated to charity.

## **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 scholars who require additional academic assistance. A standard breakfast and lunch will be available to scholars at no cost. Breakfast is served the first few minutes of class each morning to all scholars. Scholars 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.

## 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:

- District Administration must be notified and must approve any animal coming into the school.
- 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 scholar during the time that the animal is in the classroom.
- When permission is given, pets must be brought to school and taken home by an adult.
- 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.
- 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. Elementary after-school and evening activities will 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. In the event the conditions change, it may become necessary for school to close early. 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.

## SCHOLAR FEES, FINES, AND SUPPLIES

The school provides all school supplies that scholars need to do their schoolwork. We all love new "school things" such as pencils, paper, scissors, glue, etc. Your scholar may wish to bring his or her own special school supplies. We would like to offer the following suggestions for school supplies:

Pencils (#2)	Paper (8 ½" x 11")	Pink Eraser
Kleenex	Glue Stick	Pocket Folders
Crayons	Watercolor Markers	Spiral Notebooks

We recommend that each scholar have a school bag to carry things to and from school. Watch for specific information from your child's teacher. On occasion, you may be asked to provide your child(ren) with additional school supplies. Individual teachers will send home requests.

Scholars are expected to respect and take care of school materials and equipment. A fine will be assessed for books or equipment that are damaged or lost.

## SCHOLAR RECORDS

The School District maintains many scholar 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 scholar, or other individual except as authorized by *Board Policy 5308*. 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:

**Scholar names; addresses; photographs or videos of scholars 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 scholar 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 scholar, 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.

Scholars 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 scholar records please provide a written notice identifying requested scholar 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 scholar records.

Parents and adult scholars have the right to amend a scholar record when they believe that any of the information contained in the record is inaccurate, misleading or violates the scholar's privacy. A parent or adult scholar must request the amendment of a scholar record in writing and if the request is denied, the parent or adult scholar 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 scholar shall be required, as a part of the school program or the District's curriculum, without prior written consent of the scholar (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 scholar or his/her parents;
- B. mental or psychological problems of the scholar 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 scholar 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 scholar. 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 scholars 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 scholars 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 scholars 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 scholars 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).

## **SCHOLAR SAFETY**

In the interest of protecting scholar safety, scooters, roller skates, roller blades, and skateboards are not allowed at school. Energy drinks are also not allowed at school due to the potential risks to young people.

## **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 put in teachers' mailboxes. Teachers check their mailboxes at lunchtime; therefore, it is important that calls be early enough in the day so that the teachers will get the message. Teachers also have voice-mail where important messages may be left. Scholars 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, scholar 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 scholar records, are required to transmit disciplinary records including suspension and expulsion actions against the scholar. Parents are encouraged to contact their building principal for specific details.



## USE OF MEDICATIONS

### *Board Policy 5703*

#### **A. General Standards**

Whenever possible, parents/guardians should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

1. The student's parent/guardian must annually submit a written request and consent form as required by the District.
2. A building principal or designee must request that the parent/guardian supply medications in the exact dosage required whenever feasible.
3. The building principal or designee will notify the student's parent/guardian of any observed adverse reaction to medication.
4. All medications must be in the original container.

#### **B. District-Administered Medication** (see Permission form for Medication in Section V of this handbook)

1. If the student requires District-administered medication, the student's parent/guardian must annually submit a healthcare professional's written instructions that include student name, medication name, medication dosage, and specific information about method and time of administration. A parent/guardian must promptly communicate any changes to the healthcare professional's written instructions to the building principal or designee. A "healthcare professional" means a licensed physician, certified nurse practitioner, or physician assistant.
2. Medication must be administered by a school administrator, teacher, or other appropriately designated school employee in the presence of a second adult, unless the medication is administered by a licensed registered professional nurse employed by the District or there is an emergency that threatens the student's life or health.
3. District employees may only administer medication to a student according to the written instructions from a healthcare professional. If the written instructions are unclear, the District may require written clarification from the healthcare professional before administering the medication.
4. Medication must be stored in a container that identifies the student's name, medication name, dosage, and frequency of administration. The District will take reasonable steps to ensure all medication is properly secured.
5. Incorrectly administered medication must be reported to the building principal and the student's parent/guardian. A written report identifying the error must be documented in the student's file.
6. The District will administer medication to students as necessary on school-sponsored field trips or school-related activities consistent with this Policy. The building administrator will designate the person responsible for administering the medication. The designee will transport the medication in its original container and record its administration on the medication administration log pursuant to this Policy.
7. Each school must maintain a medication administration log. The log must include the student's name, the name and dosage of each medication, and the date and time each dose is administered. The person administering the medication and the witness (if required) will complete and sign the log. The medication administration log must be placed in the student's file and kept until at least 1 year after the student's expected graduation date.

8. A parent/guardian will retrieve unused medication after its expiration date, after the District is notified that the medication has been discontinued, or at the end of the school year, whichever is earliest. The District will provide the parent/guardian notice to retrieve the medication. If the parent/guardian does not promptly retrieve the medication, the District will appropriately dispose of the medication. The building principal or designee must check the expiration dates on prescription medications, epinephrine auto-injectors, and inhalers at least twice each school year.
9. The Superintendent or designee will ensure that all staff responsible for administering medication are appropriately trained.

**C. Student-Administered Medication** (see Authorization for Student to Carry Emergency Medication Form in Section V of this handbook)

1. General Standards

Subject to this Policy's provisions specifically applicable to self-management of asthma inhalers and epinephrine auto-injectors/inhalers, a student may be permitted to self-possess and self-administer medication if the building principal has received written parent/guardian consent to do so and the practice is authorized in writing by a healthcare professional or is otherwise permitted by this Policy.

A building administrator may deny a request for a student to self-possess or self-administer medication at school to the extent consistent with law.

A building administrator may discontinue a student's right to self-administer and self-possess following consultation with the parent/guardian if the student misuses the medication.

A student may possess and use an FDA-approved topical substance at school or any school-related activity, provided that the parent/guardian first provides the building principal with written approval.

2. Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider. A minor student must also have written permission from the student's parent/guardian. The required documentation must be submitted to the building principal.

If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent/guardian. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent/guardian should update the emergency care plan as necessary to meet the student's changing medical circumstances.

## VISITORS

Parents/Guardians and their relatives or friends are always welcome to attend their child's classroom or a variety of school functions. During the school day, we must provide the safest and most productive environment for scholar learning. One way to ensure scholar safety is to monitor who visits our scholars' school experience. To assure proper monitoring of individuals who are not scholars 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 scholar 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. Scholars 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 required 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. 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. 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. Parents/guardians who have concerns about other children's or parent's/guardian's behavior should contact the classroom teacher to resolve these issues. School day visits are not an opportunity to confront children or parents/guardians in the halls, classroom, playground or other school areas.

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 at 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 buses only and should not be used to drop off/pick up scholars. The scholar drop-off/pick-up area is located next to the street and must be used for scholar drop-offs/pick-ups only. Please do not park in these areas.**

## WITHDRAWAL FROM SCHOOL

No scholar 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

### 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, scholars 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

WPS' elementary schools have a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. With this method, a standard of learning is provided to parents/guardians along with a level of proficiency in various content areas. A standard may be marked multiple times during the year as additional learning is demonstrated. Subject area grades are not given in Kindergarten through 4<sup>th</sup> grade. In general, scholars are assigned levels of proficiency on standards based on test/project results. These are common assessments used across the district. A scholar can also be working below or above grade level and this is noted by the number on the standard, which refers to the grade level. If a parent/scholar is not sure how his/her progress is going, s/he should always ask the teacher.

I = Incomplete      P = Practicing

Scholars shall receive a report card at the end of each 8-9 week period (quarter) indicating their standards learning for each course of study for that portion of the academic term.

When a scholar 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.

### PROMOTION/PLACEMENT/RETENTION

We want all children to succeed with confidence and enthusiasm inside and outside the classroom. A scholar Intervention (SI) team of staff members including the classroom teacher(s), counselor(s), other support staff, and building principal are responsible for determining promotion. The final decision of promotion/placement/retention is based on consideration of these very important criteria:

1. Academic performance (meeting grade level standards)
2. Completing class work and homework
3. Attending school regularly
4. Current age of the child
5. Opportunity for greater success

Scholars who are performing at grade level will continue to advance academically, by being **promoted**. If a scholar is not performing at grade level and/or is experiencing difficulty with specific academic content, the scholar may be **placed** in the next grade rather than **promoted**. If a scholar has not demonstrated success on the aforementioned criteria, **retention** is necessary. Parents will be notified with the placement or retention recommendation by the second parent-teacher conference. Then, a plan will be put in place to support the scholar for the remainder of the year. The final determination of placement or retention is made at the end of the school year.

## 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 with a written request. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limitations.

## SCHOLAR 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, scholars under the age of eighteen (18) must obtain parent permission and sign and return the form (see Section V). Scholars eighteen (18) and over may sign their own forms. The form needs only to be signed one time and will be scanned into the scholar'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 scholars 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. Scholar's accessing the Internet through the school's computers assumes 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 scholar 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.***

## SCHOLAR STATE ASSESSMENTS

Each spring, the M-STEP will assess 3<sup>rd</sup> and 4<sup>th</sup> graders learning on Michigan's standards in mathematics and English language arts (ELA). 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 scholars know and are able to do.

The MDE (Michigan Department of Education) appreciates parent choice. Remember that scholars are being taught Michigan common core state standards and this is simply an opportunity to understand their progress. While we support parents in making choices for their children, scholars who are not assessed will count against their schools' participation rate.

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

- *MAP Growth* (Reading and Math) given three times a year (fall, winter and spring) for all scholars. It measures growth on state standards.
- *Acadience and Fountas & Pinnell* may be used to measure reading fluency, accuracy and comprehension.
- *WIDA ACCESS for ELLs* is an assessment required by law to be taken by all English Learner (EL) scholars each spring until they have reached the Bridging/Reaching level, and have met all other state requirements for exit.

## **SECTION III - SCHOLAR ACTIVITIES & CONDUCT**

### **ATTENDANCE AT SCHOOL EVENTS**

The school encourages scholars 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 scholars who are participating in the event.

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

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

### **ATTENDANCE/TARDINESS**

Scholars learn every day that they are in school, so good attendance (5 absences or less) and being on time is one major factor in determining a scholar's success. It is a life-long expectation that will continue long after they are out of school with employers, businesses, family, and friends. If your child must be late or absent because of an illness, appointment, emergency situation, or other, please call the school office before school begins or within 15 minutes of the starting time. If our office does not hear from you, we will call you at home or at the work number listed on the registration form to ensure your child's whereabouts.

A full day absence is anytime the scholar has missed more than four hours in a single day. A half-day absence is anytime the scholar has missed more than one hour in a half day. A tardy is anytime the scholar arrives within the first hour after school begins. Early pick-ups in the late afternoon are discouraged, unless there is an emergency or appointment. Early pick-up is anytime the scholar is removed within one hour of school ending. They will count the same as tardies. Parents/guardians are encouraged to provide documentation of medical visit(s) for attendance records as these will be coded differently and not count toward truancy.

Scholars who arrive late will be given a tardy. Tardies will be handled on an individual basis with possible notification to the truancy officer. We understand there will be times that it is unavoidable to be late.

To ensure the safety of scholars and to assist those scholars who are unable to attend school on a regular and timely basis, the following procedures will be implemented:

1. Teachers/School Office will keep accurate daily A.M. and P.M. attendance using the district's computer program.
2. All parents/guardians whose children are absent, without a parent/guardian notification, will be called by the secretary or office staff as soon as possible after the beginning of the school day.
3. The school will utilize the Kent ISD truancy office for support when a scholar's absences (excused or unexcused) exceed 10% of school days since the date of enrollment. A parent/guardian will be notified of the referral and a meeting with the principal/attendance team will be set up to discuss the barriers to good attendance, offer assistance and establish an attendance contract for improved attendance.

4. Scholars are always welcome in their school, but should not arrive more than 10 minutes before the start of the school day. If a scholar must leave early from school, please contact the office as soon as possible and complete the sign-out sheet. Children may leave only with a school employee, parent, legal guardian, or a person designated by the parent/guardian via a phone call, in writing, or on the registration card. Scholars will not be released from school during the day without an adult picking them up. For scholars who return to school or leave early, parents/guardians will need to complete the sign-out sheet in the school office. Scholars will also pick up a pass. Please make every attempt to make appointments outside the school day or at the beginning/end of the day so interruptions and missed school time are minimal.
5. The school will seek to actively support families to promote good attendance. Good attendance is defined as having 5 or less absences for the school year.
6. If this attendance contract is broken and absences (excused or unexcused) continue above the 10% rate, the Kent ISD truancy office may be notified again. A parent/guardian will again be notified and another meeting with the attendance team will be arranged. The attendance contract and needed supports will be reviewed.
7. Further referrals to the truancy office may be made if attendance does not improve.

### **Vacations During the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the scholar's teacher(s) to make necessary arrangements. It may be possible for the scholar to receive certain assignments that are to be completed during the trip.

## **BEHAVIOR/DISCIPLINE**

A scholar 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 scholars, parents/guardians, teachers, social workers, behavior interventionist 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 scholar and parent/guardian has a right to be heard. We also believe a healthy environment can only occur when individuals, scholars, parents/guardians, teachers, the behavior interventionist, social workers and the principal place a high priority on scholars being responsible for their behavior.

To promote safety, security and consistency in addressing scholar 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 scholar.



# Minor Behavior Incidents

**Document by Minor Referral. Teacher completes Parent Notification of Violation and Response.**

Violation	Definition	Teacher-Managed Responses
Minor Non-Compliance	Student engages in brief or low-intensity failure to follow directions or talking back	<ul style="list-style-type: none"> <li>• Restorative Practices (e.g. RULER Blueprint)</li> <li>• Parent Notification</li> <li>• (Re)Teach Expectations</li> <li>• Behavior Reflection Sheet</li> <li>• Partner Classroom</li> <li>• Lunch or Recess Detention</li> </ul>
Minor Disruption	Student engages in low-intensity, but inappropriate disruption	
Minor Inappropriate Language	Student uses inappropriate, low-intensity, socially rude language that may include profanity	
Minor Verbal Aggression	Student engages in low-intensity name-calling, teasing or taunting that may include profanity	
Minor Unsafe Physical Contact	Student engages in non-serious, but inappropriate physical contact (e.g., minor shoving, roughhousing, poking)	
Minor Property Misuse	Student engages in brief or low-intensity misuse of property	
Minor Technology Violation	Student engages in non-serious, but inappropriate use of Chromebook according to the technology policy	
Minor Theft/Stealing	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	
Minor Lying/Cheating	Student delivers inconsequential, yet untrue messages	

Teacher-managed responses are not listed in any particular order for each violation. Teachers select a response appropriate to the incident and needs of the student. Teachers may write a Major Referral when a student has repeated Minor Referrals and teacher-managed responses have not improved the student behavior.

# Major Behavior Incidents

**Document by Major Referral. School Administration completes Parent Notification of Violation and Response.**

Violation	Definition	Administration-Managed Responses
Major Non-Compliance	Student engages in ongoing or intense refusal to follow directions, talking back, or leaving the learning setting without permission	<ul style="list-style-type: none"> <li>• Restorative Practices</li> <li>• Parent Notification</li> <li>• Lunch or Recess Detention</li> <li>• Suspension</li> <li>• Police Referral</li> <li>• In-School Suspension</li> <li>• Out of School Suspension</li> <li>• Safety Plan</li> <li>• Restitution</li> </ul>
Major Verbal Aggression	Student delivers verbal messages that are threatening, harassing, intimidating, or encouraging of violence	
Major Property Misuse or Damage	Student engages in ongoing or intense misuse of property that may result in destruction or disfigurement of property	
Major Lying	Student delivers untrue messages or withholds information that may harm others or denies personal responsibility for actions	
Major Technology Violation	Student engages in serious, inappropriate, or harmful misuse of computer, or other devices according to the technology policy. This includes any unapproved video, recordings or pictures taken at school or school sponsored event.	
Bullying	Student creates or uses a power imbalance through repeated verbal or physical aggression	
Major Disruption	Student engages in ongoing or intense disruptive behavior causing an interruption in a class or activity (sustained loud talk, yelling, making noise with objects, horseplay, etc.)	
Major Inappropriate Physical Contact	Student engages in serious, inappropriate physical contact (including intimidation, physical contact or gestures of a sexual nature) toward adults or scholars	
Major Physical Aggression	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	Student is involved in mutual participation in an incident involving physical violence	
Major Theft/Stealing	Student is in possession of or responsible for removing someone else's high-value or irreplaceable property	
Use or Possession of Illegal or Dangerous Substance	Student is in possession of an illegal substance such as alcohol, drugs, e-cigarettes, vapes, or tobacco	
Use or Possession of Weapon	Student is in possession of a knife, gun (real or look-alike), or other object readily capable of causing bodily harm	
Arson	Student plans and/or participates in malicious burning of property	
School Threat	Student delivers message of intent to use weapons, explosives or other dangerous materials on campus	
Cell Phone / Device	Student violates the cell phone policy	
Other Major Violation	Student engages in any other major problem behaviors that do not fall within the above categories	

Office-managed responses are not listed in any particular order for each violation. School Administration selects a response appropriate to the incident and needs of the student. Discipline response increases for repeated Major Referral offenses.

## **BULLYING AND OTHER AGGRESSIVE BEHAVIOR**

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

Bullying or other aggressive behavior toward a scholar, whether by other scholars, 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 scholar, 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 scholar 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 scholar or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where scholars 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 scholars, as well as incorporated into the teacher, scholar, 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 scholar 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 scholars, conducive to learning and other legitimate objectives of the school program.

## **Procedure**

Any scholar 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 assistant principal. The scholar 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 scholar 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 scholar may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining scholar is not available to provide additional information during the course of the investigation.

The identity of a scholar who reports bullying, hazing or aggressive behavior, as well as those scholars 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 scholar(s) and scholar witnesses, and then only to the extent necessary to effectively deal with the situation.

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

Every scholar is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a scholar. 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 scholars, 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/cyber bullying, 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 *Board Policy 5202*.

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 scholar 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 scholar'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 scholars either directly or indirectly by doing any of the following:

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

**"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 *Board Policy 5202*; Hazing, see *Board Policy 5203*.

### **Criminal acts**

Any scholar 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.

Scholars should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a scholar 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**

Scholars 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 scholars with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Scholars 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.

## CHROMEBOOK CHECKOUT POLICY

We are pleased to offer our scholars a Chromebook. Our goal in providing this service to scholars is to promote educational excellence by facilitating resource sharing, innovation, communication, and distant learning accessibility.

### INTERNET

The internet connects thousands of systems all over the world and millions of individual users. 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 on WPS owned devices. Parents of minors having Internet access should be aware of the existence of such materials and assist us by asking their scholars about the Internet sites they visit.

### TERMS AND CONDITIONS

Scholars 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;
- Maintaining the privacy of passwords. Any activity conducted on the user's account is the owner's responsibility;
- All material received from any source, including the Internet and email under their user accounts. scholars accept responsibility for keeping pornographic material, inappropriate text files, or files dangerous to the integrity of the District's equipment, from being accessed on the Device;
- 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.

### DISCIPLINARY ACTION

Any disciplinary action that is necessary due to non-compliance with these guidelines will align with the applicable procedures and policies of the Wyoming Public Schools. Users will be required to make full financial restitution for any damages or loss caused as a result of unauthorized use. ***In the event of a lost Chromebook, see Section V for Lost Chromebook Notification Form to be filled out.***

I understand that the Wyoming Public School District utilizes an Industry approved filtering application to provide content filtering services in compliance with the CIPA (Children's Internet Protection Act) policy.

I understand that Wyoming Public Schools staff has the right to monitor, review, and inspect all usage of WPS Technology. Individual users have no expectation of privacy related to their use of the District's Education Technology.

## CELL PHONES AND ELECTRONICS

We live in a very technologically advanced world. Sadly enough it has consumed many scholars to the point of having social and behavioral deficiencies. We understand you may feel a phone is needed for emergencies or for other family communication. Scholars may bring a phone or device for those reasons, but it cannot be used during the school day. WPS is not responsible for lost or stolen phones or devices during the day. Your child will continue to have access to school phones in the classrooms and in the office in the event of an emergency.

**First Violation:** Phone confiscated by a staff member and returned to student at the end of the day.

**Second Violation:** Phone taken by staff member and retained in the office. A parent/guardian must pick up from the office at the end of the school day or later.

\*Student refusing to give up cell phone, or repeatedly having phone out at school, could result in a referral for non-compliance and could result in consequences.

## DETENTION

Student receiving a recess or lunch detention will not participate with peers for that particular time. They will be supervised by an adult and may do schoolwork. Parents will be notified. While serving a lunch detention, student will receive something to eat.

## DUE PROCESS RIGHTS (SUSPENSION/EXPULSION)

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

### A. Student 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. Student 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 (*Board Policy 5206*), to a request for reinstatement, or to a request for admission after being permanently expelled from another district.

## 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.

## **RECESS**

After lunch, recess time provides a break for scholars from the academic focus of the classroom, and a much-needed opportunity for physical activity. Weather permitting, recess is held outside. Recess is not held outside if the wind chill and/or temperature is 0 degrees or below.

## **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 scholars 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.

## **SEARCH AND SEIZURE**

Search of a scholar and his/her possessions may be conducted at any time the scholar is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the scholar 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 scholar's consent.

Scholars 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 scholar has violated the law or school rules.

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, scholars' 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 scholars, 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. Scholars 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 scholar'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 scholar'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

**STUDENT DISCIPLINE** (*Board Policy 5206*) - 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 student:

- 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 scholar 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.

**STUDENT CONDUCT** (*Board Policy 5200*)

Respect for law and for those persons in authority shall be expected of all student. 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.

**SCHOLAR DRESS**

Scholar attire should be appropriate to the educational setting and to outdoor activities. Revealing clothing such as short shorts, bare midriff tops, jeans with wide holes above the knees, tank tops, and garments with offensive wording are inappropriate. Shorts, skirts and dresses are to be at least fingertip length. Sagging of pants is not permitted. Wearing of shirts and shoes is necessary not only for good grooming, but also for health and safety factors. Weather conditions and outdoor recess may require warm clothing with boots, hats, mittens, etc. When boots are worn to school, we ask that children have an "inside" pair of shoes to wear during school.

While fashion changes; the reason for being in school does not. Scholars are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

**SCHOLAR VALUABLES & PROPERTY**

Scholars 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 scholar'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 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

Level 1 Behaviors	Action Steps
<ul style="list-style-type: none"> <li>• Turning around in seat/standing up</li> <li>• Excessive noise, swearing and inappropriate language</li> <li>• Non-compliance</li> <li>• Minor physical aggression and disruptive behavior</li> <li>• Food/snack/candy/ drinks on bus</li> </ul>	<b>Step 1</b> – Driver meets with student. Explains unacceptable behavior and how to correct it.
	<b>Step 2</b> – <ul style="list-style-type: none"> <li>• Driver notifies student that a discipline report is being filled out.</li> <li>• School principal or school representative will be involved with discipline conversation.</li> <li>• Parent(s) will be contacted about the behavior.</li> </ul>
	<b>Step 3</b> – <ul style="list-style-type: none"> <li>• Driver notifies the student that a discipline report is being filled out.</li> <li>• School principal or school representative will be involved with discipline conversation.</li> <li>• Parent(s) will be contacted. 1-day loss of bus privileges.</li> </ul>
	<b>Step 4</b> – <ul style="list-style-type: none"> <li>• Driver notifies student that a discipline report is being filled out.</li> <li>• Transportation representative will meet with the student and principal.</li> <li>• Parent (s) will be contacted. 3-day loss of bus privileges.</li> </ul>
Level 2 Behaviors	Action Steps
<ul style="list-style-type: none"> <li>• Verbal aggressive behavior directed at others.</li> <li>• Property misuse – jumping over seats, writing on seats, etc.</li> <li>• Physical aggression – Pushing, kicking, etc.</li> </ul>	<b>Step 1</b> – <ul style="list-style-type: none"> <li>• Driver meets with student to explain bad behavior and what needs to be corrected.</li> <li>• School principal or school representative will be involved with discipline conversation.</li> <li>• Discipline report will be written and parent(s) will be contacted.</li> </ul>
	<b>Step 2</b> – <ul style="list-style-type: none"> <li>• Driver notifies student that a discipline report is being filled out.</li> <li>• School principal or school representative will be involved with discipline conversation.</li> <li>• Parent(s) will be contacted and 1-day loss of bus privileges.</li> </ul>
	<b>Step 3</b> – <ul style="list-style-type: none"> <li>• Driver notifies student that a discipline report is being filled out.</li> <li>• Transportation representative will meet with student and principal.</li> <li>• Parent(s) will be contacted. 3 day loss of bus privileges</li> </ul>
	<b>Step 4</b> – <ul style="list-style-type: none"> <li>• Driver notifies student that a discipline report is being filled out.</li> <li>• Transportation representative will meet with student and principal. 5 days loss of bus privileges.</li> <li>• Parent(s) will be notified.</li> </ul>

Level 3 Behaviors	Action Steps
<ul style="list-style-type: none"> <li>● Property Damage – Cutting and ripping seats, breaking items.</li> <li>● Physical aggression – Fighting, punches thrown, pulling hair, etc.</li> <li>● Weapons or look alike weapons*</li> <li>● Theft/Stealing</li> <li>● Threat to staff, scholar, or school district</li> <li>● Drugs, vape devices, tobacco, etc.</li> <li>● Repeated defiance, disobedience, refusal to take direction</li> </ul>	<b>Step 1 –</b> <ul style="list-style-type: none"> <li>● Driver notifies student of discipline report.</li> <li>● Transportation representative will work with Principal to determine if in school suspension is necessary.</li> <li>● Parent(s) will be notified and 1 day loss of bus privileges.</li> </ul>
	<b>Step 2 –</b> <ul style="list-style-type: none"> <li>● Driver notifies student of discipline report.</li> <li>● Transportation representative meets with Principal to determine in school or out of school suspension.</li> <li>● Parent(s) will be notified and 3 day loss of bus privileges</li> </ul>
	<b>Step 3 –</b> <ul style="list-style-type: none"> <li>● Driver notifies student that a discipline report.</li> <li>● Transportation representative will meet with parent, student, and principal to clearly communicate that any further behavior may result in removal from the bus.</li> <li>● Parent(s) will be notified. 5 day loss of bus privileges and school suspension.</li> </ul>
	<b>Step 4 –</b> <ul style="list-style-type: none"> <li>● Driver notifies student that a discipline report is being filled out.</li> <li>● Transportation representative will meet with the Principal to issue a suspension.</li> <li>● Loss of bus privileges for <b>up to</b> the remainder of the year. Parent(s) will be notified.</li> </ul>

**\*any time in the discipline steps, the driver has the right to assign a seat as part of discipline\***  
*\*issues involving weapons will involve authorities and discipline will be unique to each situation and not as represented on this page\**

## BUS PERMISSIONS & SCHEDULE

Scholars should plan on riding their own bus home. Scholars 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/transportation/>.

## BUS POLICIES AND RIDER RULES

When riding the bus, scholars must follow the directions of the driver. The first concern of all those involved with the transportation of scholars is the safety of each and every bus passenger. Any scholar 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) Scholars must ride on their designated bus.
- g) Scholars 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 scholars. 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 scholar 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 scholar's record, they can be viewed only in accordance with Federal law.

If a scholar 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

*Board Policies 5308 & 5309*

### **ANNUAL NOTIFICATION OF RIGHTS UNDER FERPA for Elementary and Secondary Schools and Directory Information Public Notice**

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

1. The right to inspect and review the scholar's education records within 45 days after the day the Wyoming Public Schools receives a request for access.

Parents or eligible scholars 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 scholar of the time and place where the records may be inspected.

2. The right to request the amendment of the scholar's education records that the parent or eligible scholar believes are inaccurate, misleading, or otherwise in violation of the scholar's privacy rights under FERPA.

Parents or eligible scholars 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 scholar, the school will notify the parent or eligible scholar 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 scholar 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 scholar'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 of 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 scholar volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, scholar, 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 scholar seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the scholar'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 scholars' education records, without consent of the parent or eligible scholar, if the disclosure meets certain conditions found in 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 scholar of the FERPA regulations requires the school to record the disclosure. Parents and eligible scholars have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a scholar without obtaining prior written consent of the parents or the eligible scholar –

- 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
- To officials of another school, school system, or institution of postsecondary education where the scholar seeks or intends to enroll, or where the scholar is already enrolled if the disclosure is for purposes related to the scholar's enrollment or transfer
- 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 scholar's State (SEA). Disclosures under this provision may be made 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.
- In connection with financial aid for which the scholar has applied or which the scholar 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.
- 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 scholar whose records were released.
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer scholar aid programs; or (c) improve instruction.
- To accrediting organizations to carry out their accrediting functions.
- To parents of an eligible scholar if the scholar is a dependent for IRS tax purposes.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency
- Information the school has designated as "directory information"



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 scholar'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 scholar'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:

- scholar'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

# Permission Form For Medication

(Please use a separate form for each medication and each student)

<b>Student:</b>	<b>DOB:</b>	<b>Grade:</b>
<b>Medication:</b>	<b>School:</b>	

## TO BE SIGNED BY PARENT/GUARDIAN

Because it is impossible for me to administer medication to my child at the time it needs to be taken, I hereby request assistance from staff of Wyoming Public Schools to dispense medication required during school hours to my child. I will not hold the school, school district, or school personnel liable for any adverse drug reactions when the medication is administered according to the prescribed methods.

I give permission for Wyoming Public Schools personnel to contact the health care provider named below to discuss this medication and my child's health. I give permission for the health care provider named below to provide information about this medication and my child's health to Wyoming Public Schools personnel.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TO BE COMPLETED BY HEALTH CARE PROVIDER

Name of Medication: \_\_\_\_\_ Anticipated Duration: \_\_\_\_\_

Reason for Medication: \_\_\_\_\_

Form of Medication/Treatment:

Tablet  Liquid  Inhaler  Injection  Nebulizer  Other \_\_\_\_\_

Dose \_\_\_\_\_ Time(s) \_\_\_\_\_ Route \_\_\_\_\_ Frequency \_\_\_\_\_

Other Instructions: \_\_\_\_\_

Restrictions and/or important side effects:  None  Yes, describe \_\_\_\_\_

Special Storage Requirements:  None  Refrigerate  Other: \_\_\_\_\_

(Or Place Stamp Below)

Health Care Provider: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Health Care Provider Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Authorization for Student to Carry Emergency Medication

(Please use a separate form for each medication and each student)

<b>Student:</b>	<b>Date of Birth:</b>	<b>Grade:</b>
<b>Name of Medication:</b>	<b>Building:</b>	

### TO BE COMPLETED BY PARENT/GUARDIAN

- I request that the above named student, over whom I have legal guardianship, be allowed to carry and use the above medication at school.
- I accept legal responsibility should the medication be lost, or not immediately available, given, or taken by a person other than the above named student
- I accept the responsibility to inform the school of all medication changes and will submit a form to reflect each change
- I will provide the medication in the prescription container which is labeled with the name of my child, the prescribing physician's name, and amount of medication prescribed.
- I will check the expiration date of the medication and replace as needed.
- I release Wyoming Public Schools from any legal responsibility when supervising or assisting in this medication administration or when the above named student administers his/her own medication.
- Completion of this form authorizes Wyoming Public Schools to discuss this medication order/request with the prescribing provider if indicated or needed.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### TO BE COMPLETED BY STUDENT

- I need to carry the above prescription-labeled inhaler, EpiPen, Insulin, and/or approved medication.
- I have been instructed in the proper use of my medication and fully understand how it is administered.
- I will keep this medication with me and on my person at all times.
- I will not allow another student to use my medication under any circumstances.
- I also understand that should another student use my medication, the privilege of carrying my medication may be reassessed and/or revoked.
- I also accept the responsibility for notifying the school office each time I take my medication.

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

### TO BE COMPLETED BY PHYSICIAN

This student's medical condition, \_\_\_\_\_, warrants that the student needs immediate access to the following medication(s):

Medication	Method of administration	Dosage	Approx. Time of Day

The student is responsible for handling and administering his/her own medication during the school day, on field trips and all school sponsored activities.

Physician Signature \_\_\_\_\_ Date \_\_\_\_\_

# SCHOLAR 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 scholars and staff. Our goal in providing this service to teachers and scholars 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 scholars 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

Scholars 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. scholars 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 SCHOLAR 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 scholar 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 \_\_\_

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

SCHOLAR'S SIGNATURE DATE \_\_\_\_\_

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

(Not required if scholar is 18 years or age or older.)

## LOST CHROMEBOOK NOTIFICATION

Attention parents/ guardians,

This letter is to inform you that your child \_\_\_\_\_ has reported that their Wyoming Public Schools issued Chromebook was lost on

Date: \_\_\_/\_\_\_/\_\_\_\_\_ AssetTag#: \_\_\_\_\_ Make: Lenovo / Dell

The cost of Replacement for a Chromebook totals \$250.

Families are entitled to a total of ONE (1) lost claim per school year for each device. This notification represents the \_\_\_\_\_ incident for your child.

If this loss is the child's first there will be no charge to you for replacement. If there have been two or more losses the family will be expected to pay for a replacement cost equal to a fair market value of the device. If this Chromebook has been stolen and a police report number is provided there will be no charge for the replacement.

Upon the return of this signed letter the scholar will be issued a loaner device that will remain at school until which time the building Principal or Teacher gives permission to take it home. Please keep in mind that the Chromebook that will be issued to replace a lost Chromebook will be a second-generation refurbished Chromebook. These Chromebooks will be in working condition but may not be in the same condition physically as the Chromebook they were originally assigned.

Thank you for your cooperation in this matter.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police Report Number

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

- Annual Notification of Rights under FERPA
- Permission Form For Medication
- Authorization for Student to Carry Emergency Medication
- Scholar Education Technology Acceptable Use of Safety Agreement
- Parent/Guardian Release for Scholar Likeness/Name/Work in District Publications, News Media, Internet, or any other Electronic/Digital Media
- Lost Chromebook Notification