

Wyoming Public Schools

JUNIOR HIGH SCHOOL

2024-2025 Scholar/Parent Handbook



Welcome to one of Wyoming Public School's Junior High Building. 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.

Wyoming Jr. High School

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Wyoming, MI 49519

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Fax: 616.249.7673

Attendance Hotline: 616.257.9333

(Report all absences by 1 p.m.)

Athletic and Guidance Offices: 616.249.7648

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Assistant Principal: Colleen Holmes

Athletic Director: Mike Sturm

Secretaries: Holly VandenToorn and Elena Andree

Attendance Secretary: Kelly Bos

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TABLE OF CONTENTS

INTRODUCTION

Foreword.....	5
District Mission Statement.....	5
Equal Education Opportunity.....	5
Family/Scholar Help and Support	6
General Expectations	7
Letter to the Parents.....	7
Parent Involvement	8
School Schedule	9
Standards for Learning.....	10
Scholar Rights and Responsibilities.....	10

SECTION I - GENERAL INFORMATION

Cafeteria.....	11
Control of Casual-Contact Communicable Disease and Pests	11
Control of Non-casual-Contact Communicable Diseases	11
Early Dismissal.....	11
Enrolling in the School	12
Fire, Lock Down and Tornado Drills	12
Homebound Instruction.....	13
Immunizations	13
Individuals with Disabilities.....	14
Limited English Proficient	14
Lost and Found.....	14
Meal Service.....	14
Pets and Insects	14
School Closing and Delays.....	15
Scholar IDs.....	15
Scholar Records.....	15
Telephone Use	17
Transfer Out of the District.....	17
Use of Medications	18
Visitors	20
Visitor Parking.....	20
Withdrawal from School	20

SECTION II - ACADEMICS

Academic Tutoring & Support.....	21
Field Trips.....	21
Grades/Grading.....	21
Homework.....	22
Promotion, Placement, and Retention	23
Review of Instructional Materials and Activities	23
Scholar Education Technology Acceptable Use and Safety Agreement	24
Scholar State Assessments.....	25

SECTION III - SCHOLAR ACTIVITIES AND CONDUCT

Attendance/Tardiness..... 26
Behavior/Discipline 30
Weapons 34
Bullying and Other Aggressive Behavior 35
Cell Phone and Electronic Device Policy 39
Chromebook Checkout Policy 40
Detention 41
Due Process Rights..... 41
Diversity & Religion..... 41
In-School Suspension (ISS) 42
Out-of-School Suspension (OOS) 42
Positive Behavioral Intervention and Support (PBIS) 42
Restorative Practices..... 43
School Events 43
Search and Seizure 43
Smoke-Free School 44
Scholar Code of Conduct..... 44
Scholar Dress..... 46
Scholar Valuables & Property 47

SECTION IV - TRANSPORTATION

Bike Riding..... 48
Bus Discipline Procedures 48
Bus Permissions and Schedule 49
Bus Policies and Rider Rules..... 50
Videotapes on School Buses 50

SECTION V – FORMS

Annual Notification of Rights under FERPA 51
Permission Form for Medication 54
Authorization for Student to Carry Emergency Medication 55
Scholar Education Acceptable Use and Safety Agreement..... 56
Media Release Form 57
Lost Chromebook Notification 58

SECTION VI – ATHLETICS

Amateur Practices..... 59
Athletic Injuries and Clearance 59
Awards 59
Conduct and Training Rules 59
Eligibility Rules 61

NOTE:	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 printed 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 : https://web1.westmihosting.com/BoardPolicy
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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.

FAMILY/SCHOLAR HELP AND SUPPORT

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

Referral Agencies

United Way - 211

Cornerstone Help Line 336-3535 & Teen Line 336-2450

Drug and Alcohol Abuse

Network 180 1-800-749-7720 or 336-3909

Alanon & Alateen North Alanon Club 456-5709 & South Alanon Club 247-1100

Project Rehab 776-0891

Longford Care Unit 242-6550

Dakotah 776-0891 ext. 440

Child Abuse/Neglect/Sexual Abuse

YWCA Counseling 459-4652

Kent County Dept. Protective Services 247-6300

YWCA/Rape/Sexual Assault 776-RAPE

Counseling Services

Network 180 1-800-749-7720 or 336-3909

Arbor Circle/Child Guidance 458-7434

Life Guidance Services 954-1991 or 774-0633

Domestic Crisis Center 451-2744

Runaway Services

Bridge 451-3001

Juvenile Court-Crisis Intervention 336-3749

Shelter

Homeless Assistance Program 454-5840

OK2SAY

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

StudentVue Bullying Report

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

GENERAL EXPECTATIONS

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

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

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

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

Scholars shall not:

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

LETTER TO THE PARENTS

Dear Parents:

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

- 1) **SET HIGH EXPECTATIONS FOR YOUR SCHOLAR** - Make it clear that your scholar must not settle for minimum grades or the minimum number of credits.
- 2) **KNOW WHAT IS EXPECTED FROM YOUR SCHOLAR IN EACH CLASS** - Ask your child to share with you what they are learning each day in class. Ask them to be specific about their learning. Become familiar with ParentVue as a way to be informed about assignments, test, and quizzes.
- 3) **INSIST ON GOOD ATTENDANCE** - A recent study on scholar achievement concluded, "All types of scholars at all levels of schooling experience greater rates of growth in scholar achievement if they are attending daily and unexcused absences and lateness are minimized. Please refer to the section on "Attendance" in the handbook for the Wyoming Junior High School attendance policy.
- 4) **PROVIDE A QUIET TIME AND PLACE IN YOUR HOME OR STUDY** - You can demonstrate the importance of study by designating a certain time each night when the television is to be turned off, and your scholar is to focus his or her attention on school work. This is also a good time to help your scholar organize assignments, folders, and back packs.
- 5) **ENCOURAGE YOUR SCHOLAR TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES** - Scholars who participate in extracurricular activities typically express more satisfaction with school and receive higher grades than those who do not participate.

Sincerely,

WJHS ADMINISTRATION

PARENT INVOLVEMENT

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that 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 SCHEDULE

FULL DAYS (M-F)

- 7:25 – 7:40 Breakfast
- 7:45 – 8:45 1st hour
- 8:50 – 9:50 2nd hour
- 9:55 - 10:50 3rd hour
- A** Lunch 10:50 – 11:20 4th hour 10:55 - 12:25
- B** Lunch 11:55 - 12:25 4th hour 10:55-11:55
- 12:30-1:25 5th hour
- 1:30 – 2:30 6th hour

HALF DAYS

- 7:45 – 11:35 a.m.

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

CAFETERIA

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

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a 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 *Board Policy 3404* for further information.

EARLY DISMISSAL

No scholar will be allowed to leave school prior to dismissal time without authorized parent/guardian permission. No scholar will be released to a person other than a custodial parent(s) without written permission from the custodial parent(s) or guardian on file in Synergy.

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:

1. a birth certificate or similar document,
2. court papers allocating parental rights and responsibilities, or custody (if appropriate),
3. two proofs of residency (lease agreement, tax record, utility bill),
4. proof of immunizations,
5. 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 until directed.

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.

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 <https://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. Items of significant value (i.e.: electronics, wallets, keys, money) should be submitted to the Main Office. All other found items should be submitted to the Lost and Found in the Media Center. Wyoming Public Schools is not responsible for replacement of lost, stolen or damaged items.

MEAL SERVICE

At the beginning of the school year, all parents/guardians will be given a Household Information Survey to complete. The purpose of the survey is to gather essential information for additional funding for scholars who require additional academic assistance. A standard breakfast and lunch will be available to scholars at no cost. Breakfast is served from 7:25-7:40 a.m. on a daily basis. 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:

1. District Administration must be notified and must approve any animal coming into the school.
2. Notification must be sent to the parents/guardians of the classroom that will have contact with the animal and parents/guardians must consent to their child coming in contact with the animal. If the parent/guardian refuses to give consent, alternate arrangements must be made to accommodate the scholar during the time that the animal is in the classroom.

3. When permission is given, pets must be brought to school and taken home by an adult.
4. The individual bringing the animal must assume all liability for having the animal on school property, meaning they must carry their own liability insurance (most home owners policies cover domestic pets). Please keep in mind pets are sometimes frightened by a new situation and the number of people around them.
5. The animal must be restrained at all times (leash, cage, confined space). Animals should not be taken on the playground.

SCHOOL CLOSINGS AND DELAYS

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

SCHOLAR IDENTIFICATIONS (ID's)

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

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; Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov and/or PPRA@ED.Gov.

TELEPHONE USE

We encourage parents/guardians to make any necessary special arrangements with children before they leave for school each morning. We are happy to cooperate by getting emergency messages to children during the day. However, we will not interrupt classes to relay personal messages because that interferes with learning. Written messages will be delivered to the scholar. 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

All visitors must enter the building through Door 1 and check-in following the Main Office procedures. Visits to classroom and other areas of the building must be pre-approved through administration and the teacher. When a parent/guardian or volunteer is in the building, they are expected to conduct only the business they signed-in to complete. Interactions with scholars should remain positive and educational.

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

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

ACADEMIC TUTORING AND SUPPORT

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

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. Any parent/guardian that would like to chaperone a field trip must have an approved volunteer form filled out with the district. Volunteer forms can be found at wyomingps.org.

GRADES/GRADING

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

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

WPS' secondary schools (Junior High 7-8 and High School 9-12) follow a traditional grading procedure, as well as additional emphasis on assessments versus work. A grade is determined by a combination of common assessments (60%) and class work/homework (40%). The common assessments are paper pencil, projects, and other demonstrations of mastery of content/learning. A grade is given for each semester and this counts for 90% of the final grade with the final exam counting as 10%. The same is true for the second semester. Semester grades are transcribed for placement in a scholar's personal record.

In addition to any mid-marking period contacts by phone, email, or letter, scholars shall receive a progress report at the end of each 8-9 week period (quarter) indicating their progress for each course they are scheduled in. Course grades are A, B, C, D, and E along with a possible +, - with a letter, for example B+. Teachers are continually placing grades into the scholar's record and these are available on StudentVue and ParentVue. 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.

Credit Awarding

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

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

Honor Roll

Scholars earn honor roll with a semester GPA of 3.0 or higher without any failing grade.

Common Assessment/Recovery

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

Cheating/Academic Dishonesty

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

HOMEWORK

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

WPS District School Improvement Team (DSI) and our Board of Education goals expect that all assignments have relevance to scholars. All homework is to be turned in by the due date or the scholar may receive a failing grade or a zero. This is important for the scholar in order to continue with the work that has started in the classroom and to build good study habits essential for continuing school success. We ask that scholars record their assignments, and that parents monitor assignments and progress using ParentVue or their scholar's notebook.

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

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

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

Suggested Avenues of Communication to Parents/Guardians

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

PROMOTION/PLACEMENT/RETENTION

Scholars may be promoted, placed, or retained based on their academic standing. 7th and 8th grade scholars must pass five (5) of six (6) classes. Scholars who do not meet this requirement may be retained, placed in a support academy the following year, and or be required to attend summer school. The minimum requirement for earning credit for a course will be 60% (D-).

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 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. This form is given by the registrar at time of enrollment. The form needs only to be signed one time and will be scanned into the 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 assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

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

Filtering and Confidentiality

The District utilizes a firewall for security from the outside world. Industry approved filtering applications provide content filtering services in compliance with the CIPA (Children's Internet Protection Act) policy and the enterprise anti-virus is used to eliminate and protect against computer viruses. The District ensures all 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 7th graders on Michigan's standards in mathematics and English language arts (ELA). *M-STEP* for grade 8 scholars will be assessed in science and social studies, and *PSAT 8* will assess mathematics and 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 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.
- *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/TARDINESS

Wyoming Public Schools has adopted the Kent County ISD's common definition of truancy as lost learning time of 10 percent of scheduled time within a school year. Lost learning time includes unexcused absences, excused absences (not including any documented medical, funeral, suspensions and court absences), tardies and early dismissals. (Reporting will start after the first four weeks of school.)

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

It is the expectation that scholars arrive to school and to each class on time. Late arrival interrupts the educational process. Tardiness will be addressed and will be subject to disciplinary consequences as defined in the scholar code of conduct as well as part of the truancy reported to Kent County Truancy.

Attendance Procedure

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

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

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

The parent/guardian of the absent scholar must call the attendance office to notify the school of the scholar's absence. Eligible scholars who have signed the Age of Majority form must call in for themselves. The Wyoming Junior High School attendance phone number is **257-9333**. **All absences must be called in prior to the next school day or they will become unexcused.** Unexcused absences may result in the following:

1. Scholar cannot make up class work missed
2. Notification to parent/guardian by teacher
3. After school detention
4. In-House Suspension
5. Conference with a school official

Parents are to call **530-7590** to report any early dismissals, such as doctor/dentist appointments, etc. A pass will be issued to the scholar. Before leaving the building scholars must sign out in the office. Scholars are only allowed to leave with **designated** individuals on the scholar's registration form. Scholars coming into the building after the start of the school day must sign in at the office. Any time a scholar falsifies an absence he/she will be subject to a suspension pending a conference with the principal.

Signing In and Out of School

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

Attendance During a Suspension

In-school or out-of-school suspension will not count as an absence against the scholar. Scholars will receive credit for all work completed during suspension time. Fifteen days of accumulated suspension time may lead to further disciplinary up to expulsion. Out of school suspensions result in scholar being removed from all extra-curricular activities during the time of their suspension. Administration and coaches have the discretion to permanently remove scholars from extracurriculars based on the severity of the behavior.

Excused Absence/School Related Absences

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

Unexcused Absence

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

Planned Absences/Family Trips

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

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

Injury and Illness Procedures

All injuries must be reported to a teacher or the school office. An appropriate adult in the office will determine whether or not the scholar should remain in school or go home. 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. Wyoming Jr. High is a closed campus and no scholar will be released from school without proper parental permission.

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

Absences

1. Scholars who exceed five absences (10% of the school year) will receive a letter via email outlining absences and possible consequences of these absences.
2. If the scholar's attendance does not improve, a second warning email will be sent via email and a parent/guardian meeting will be scheduled.
3. If the scholar's attendance doesn't improve after two warning emails and a parent meeting the scholar will be reported to the Intermediate School District for Truancy.

Disciplinary action for persistent absences may include, not be allowed to attend or participate in all extracurricular or co-curricular activities associated with the school, include but are not limited to:

- a. Dances
 - b. Clubs, Scholar Council, Science Olympiad, etc.
 - c. Theater (school plays)
 - d. Talent show
 - e. Athletics
4. Any scholar exceeding twenty (20) absences in a semester will not be allowed to attend or participate in all extracurricular or co-curricular activities associated with that semester and will not be allowed any recovery opportunity. This includes all absences excused, unexcused and non-chargeable. Scholars with extenuating circumstances may appeal to school administration and follow the attendance appeal process. See list above for activities.
 5. Scholars who miss more than 20 minutes of class may be marked absent for that hour. The absence will be coded Tardy Absent (TA).
 6. A scholar that misses an entire hour during the school day that has not been excused will be coded as Skipping, and appropriate discipline will be delegated.
 7. This procedure will occur on a semester basis. Scholar attendance will be adjusted at the beginning of each semester.

Tardiness

Tardiness is defined as not being in class when the clock clicks to the class at the district scheduled start time.

1. Tardy to school: Scholar signs-in with Main Office personnel and obtains a tardy pass. Any scholar who is over 20 minutes tardy to 1st hour may be considered absent.
2. Tardy to class: Scholars must obtain a tardy pass to enter the classroom. Anyone who is over 20 minutes late may be considered absent.
3. Scholars who are chronically tardy will receive disciplinary consequences.
4. Periodically, Wyoming High School will conduct Hall sweeps to help reinforce the expectation that scholars arrive to class on time. Scholars who are not in class when the bell rings will receive additional consequences.

Tardy Consequences (hours 2-6)

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

Attendance Appeal Process

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

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

Perfect Attendance

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

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, the Dean of Scholars, social workers and the principal. This process should consider the rights of *all* individuals in matters involving unacceptable behavior. Solving problems or conflict is a life-long skill. Conflicts and problems which involve people should be solved without hurting another individual. We believe in respect, and that every 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 Dean of Students, 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. The continuum of consequences includes two levels of minor (teacher managed) and major (administrator managed):

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

The continuum of consequences outlined are utilized at the discretion of school administration, Superintendent, and Wyoming School Board. We understand that each incident is unique and will assign discipline that is most appropriate.

Minor Behavior Incidents

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

Violation	Definition	Teacher-Managed Responses
Minor Non-Compliance	Student failure to comply (follow) with classroom, school or district expectations when requested by an adult	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • (Re) Teach Expectations • Detention
Minor Disruption	Student engages in activities (talking, horse playing, not following expectations) that result in the interruption of the academic environment	
Minor Inappropriate Language	Student uses inappropriate, low-intensity, socially rude language, name-calling, teasing or taunting 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)	
Other Minor Violation	Student engages in any other minor problem behaviors that do not fall within the above categories	
Minor Dress Code Violation	Student wears clothing that is not within the school dress code guidelines	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • (Re) Teach Expectations • Change of Clothing
Minor Property Misuse	Student engages in the misuse of property	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • (Re) Teach Expectations • Detention • Loss of Privilege
Minor Technology Violation	Student engages in inappropriate use of cell phone, tablet, computer, or other devices according to the technology policy	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • (Re) Teach Expectations • Detention • Technology Restriction
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	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • (Re) Teach Expectations • Detention • Restitution
Minor Lying/Cheating	Student delivers an untrue statement, is dishonest or cheats on a classroom assignment/assessment	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • (Re) Teach Expectations • Detention • Grade Reduction (Retake Opportunity)
Cell Phone / Device 1st or 2nd offense	Student violates the cell phone policy for the first or second time.	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • (Re) Teach Expectations • Detention • Search & Seizure (Confiscate Item)

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's 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 failure to comply (follow) with classroom, school or district expectations when requested by an adult	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Last Chance Notification ● Detention or Suspension ● Alternative Placement or Expulsion
Major Disruption	Student engages in ongoing or intense disruptive behavior that seriously disrupts the learning environment	
Major Dress Code Violation	Student wears clothing that does not fit within the dress code guidelines practiced by the school/district (including any display of gang affiliation)	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Last Chance Notification ● Detention or Suspension ● Alternative Placement or Expulsion ● Change of Clothing
Major Property Misuse/Damage	Student engages in ongoing or intense misuse of property or participates in an activity that results in destruction/disfigurement of property	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Last Chance Notification ● Detention or Suspension ● Alternative Placement or Expulsion ● Police Referral ● Restitution
Major Lying/Cheating	Student delivers untrue messages or knowingly withholds consequential information in a way that harms others, is unfair, or denies personal responsibility for actions	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Last Chance Notification ● Detention or Suspension ● Alternative Placement or Expulsion ● Grade Reduction or Credit Loss
Major Technology Violation	Student engages in serious, inappropriate, or harmful misuse of cell phone, tablet, computer, or other devices according to the technology policy. This includes any unapproved video, recordings or pictures taken at school or school sponsored event.	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Last Chance Notification ● Detention or Suspension ● Alternative Placement or Expulsion ● Police Referral ● Restitution
Bullying	Student creates a power imbalance through repeated verbal or physical aggression	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Last Chance Notification ● Detention or Suspension ● Alternative Placement or Expulsion ● Safety Plan
School Threat	Student delivers message of intent to use weapons, explosives or other dangerous materials on campus	<ul style="list-style-type: none"> ● Restorative Practices ● Parent Notification ● Last Chance Notification ● Detention or Suspension ● Alternative Placement or Expulsion ● Police Contact ● Safety Plan

Violation	Definition	Administration-Managed Responses
Cell Phone / Device (3rd + offense)	Student violates the cell phone policy three or more times	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Last Chance Notification • Detention or Suspension • Alternative Placement or Expulsion • Technology Restriction
Major Verbal Aggression	Student delivers verbal messages that are threatening, harassing, intimidating, or encouraging of violence (includes disrespectful messages related to demographics and harmful technology-based messages)	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Last Chance Notification • Detention or Suspension • Alternative Placement or Expulsion • Police Referral • Safety Plan
Other Major Violation	Student engages in any other major problem behaviors that do not fall within the above categories	
Major Inappropriate Physical Contact/Physical Aggression	Student intentionally causing or attempting to cause physical harm to another through force or violence including: intimidation, threat of violence or gestures of a sexual nature	
Fighting	Student is involved in mutual participation in an incident involving physical violence	
Major Theft/Stealing	Student is involved by being in possession of, having passed on, or being responsible for removing someone else's high-value or irreplaceable property	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Last Chance Notification • Detention or Suspension • Alternative Placement or Expulsion • Restitution
Use or Possession of Illegal Substances, Drugs and Weapons	<p>Scholar is in possession of objects or substances readily capable of causing bodily harm (knife, gun (real or lookalike), lighters, fireworks, matches gasoline, etc.)</p> <p>Scholar is in possession of, is using, or is distributing drugs, substances, or imitations (alcohol, tobacco, drugs, medication, vapes, etc.)</p>	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Last Chance Notification • Detention or Suspension • Alternative Placement or Expulsion • Police Referral • Safety Plan • Substance Use Intervention
Arson	Student plans and/or participates in malicious burning of property	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Last Chance Notification • Detention or Suspension • Alternative Placement or Expulsion • Police Referral
Tardies	Student has arrived late to class seven times; every seven tardies will result in an automatic Major Tardy referral	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Detention or Suspension
Skipping	Student does not have an authorized absence from school/class	<ul style="list-style-type: none"> • Restorative Practices • Parent Notification • Detention or Suspension

Administration 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.

Continued Violations of the Code of Conduct

All attendance and behavior violations resulting in a consequence will be combined for one school year. It is the desire of the Wyoming Public Schools staff to involve the parent/guardian in the total educational process. Student behavior that disrupts or creates an unsafe learning environment may receive a last chance agreement, which is written notification regarding next steps if the behaviors do not improve. Consequences for violating the last chance agreement will include alternate placement for long-term suspension or recommended expulsion.

Refusal to leave the classroom

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

WEAPONS

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

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

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

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

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

Policy exceptions include:

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

BULLYING AND OTHER AGGRESSIVE BEHAVIOR

It is the policy of the District to provide a safe and nurturing educational environment for all of its 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

A 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) give 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/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Board Policy 5202 - Anti-Harassment.

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

Non-Retaliation/False Reports

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

Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Prevention/Training/Restorative Practices

The Superintendent shall establish a program or other initiatives involving school staff, scholars, clubs or other scholar groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

The District shall provide, and all administrators, school employees, and contracted employees who have significant contact with scholars shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

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.

"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.

CELL PHONE AND ELECTRONIC DEVICE POLICY

1. Scholars may use cell phones outside of instructional time (before school, between classes, lunch, after school) and with teacher/staff permission.
2. Cell phones must be on silent mode at all times.
3. Scholars should use headphones when listening to music or watching videos; noise should not disrupt others.
4. Electronic devices may not be used to take or share pictures/videos of any scholar or staff member without consent.
5. "Sexting is prohibited. Sexting is the electronic transmission of sexual images or pictures. Such conduct is dangerous and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible police confiscation of the electronic device.
6. Social Media posts or messages that cause a disruption to the learning environment will receive school-based consequences.
7. Violations to the electronics policy will result in the following consequences:

1st Offense

Device is confiscated and returned at the end of the hour.

2nd Offense

Device is confiscated and returned at the end of the day.

3rd Offense

Device is confiscated and returned to the parent/guardian.

Scholar receives detention/suspension.

4th Offense

Device is confiscated and returned to the parent/guardian after a conference with administration.

Administration may assign further consequences according to the Student Handbook and will communicate consequences to parent/guardian.

If the teacher requests an electronic device and the scholar is non-compliant in request, further consequences will be assigned.

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.

DETENTION

Detention (before/after school or lunch) can be assigned by teachers or administration of students who are not meeting school behavioral, attendance or course performance expectations.

Failure or refusal to report for a detention may result in additional consequences.

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. Students subject to short-term suspension:

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

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

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

IN-SCHOOL SUSPENSION (ISS)

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

OUT OF SCHOOL SUSPENSION (OSS)

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

Make-Up Work

When a student is suspended for poor behavior and given consequences for his/her actions it is not the intent of the Board of Education to use the suspension as a means of punishing students academically. Therefore, upon request from the student, parent or guardian, students who miss school work due to a suspension shall be given the opportunity to complete all assignments and tests that can be realistically provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed as a result of the suspension. Students shall receive full credit for work satisfactorily completed within a designated period of time. For suspensions of three days or less, the student must approach each instructor, at an agreed upon time between student and instructor, the first day of their return from the suspension and obtain information on assignments missed. Parents wishing to access homework during the course of the suspension may do so by accessing Parent Vue. Students shall have the number of days suspended plus one additional day to make up any missed coursework. For suspensions of more than three days, on the fourth day of the suspension the parent/guardian is encouraged to call the office, request homework, and make arrangements to pick up the homework. The student shall have three days to complete and return assignments. Such work must be finished and returned before the parent/guardian can request any additional make-up work. The teacher, within the prescribed timeframes noted above, shall arrange times to make-up tests and/or quizzes.

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

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

In the past, school-wide discipline has focused mainly on reacting to specific scholar misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important part of a scholar's educational experience. Teaching behavioral expectations and rewarding scholars for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide positive behavior support is to establish a climate in which appropriate behavior is the norm.

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.

SCHOOL EVENTS

Attendance - 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.

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

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

SEARCH AND SEIZURE

Search of a scholar and his/her possessions, including vehicles, 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. This will include when more than one scholar are in private bathrooms or bathroom stalls together. 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. Metal detectors or wands may be conducted on scholars for search.

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.

SCHOLAR CODE OF CONDUCT

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

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

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

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 students:

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

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

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

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

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

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

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

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

STUDENT CONDUCT (*Board Policy 5200*)

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

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

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

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

SCHOLAR DRESS

1. **Basic Principle: Certain body parts must be covered for all scholars at all times.**

Clothes must be worn in a way such that genitals, buttocks, and breasts are fully covered with opaque fabric. *All items listed in the “must wear” and “may wear” categories below must meet this basic principle.*

2. **Scholars Must Wear*** (while following the basic principle of Section 1 above):

- A **shirt** (with fabric in the front, back, and on the sides under the arms), **AND**
- **Pants/jeans or the equivalent** (for example: a skirt, sweatpants, leggings, a dress, or shorts), **AND**
- **Footwear** (for example: shoes, sandals)

**Courses that include attire as part of the curriculum (for example, professionalism, public speaking, job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

3. **Scholars May Wear** (as long as these items do not violate Section 1 above):

- Hats that allow the face to be visible and not interfere with the line of sight of any scholar or staff
- Religious headwear
- Hoodies (wearing the hood overhead is allowed, but the face and ears (with no earbuds) must be visible to school staff)
- Fitted pants, including opaque leggings, yoga pants, and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed
- Tank tops, including spaghetti straps and halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above)

4. **Scholars Cannot Wear**

- Violent language or images
- Images or language depicting/suggesting hate speech, profanity, pornography, drugs, alcohol, vaping, paraphernalia, hate speech, or any illegal item/activity
- Bullet proof vests, body armor, tactical gear, or facsimile
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice)
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face or ears (except as a religious observance or as a personal protective equipment)

5. **Dress Code Enforcement**

- Scholars will only be removed from spaces, hallways, classrooms, or activities as a result of a dress code violation **as outlined in Sections 1 and 4 above**. Scholars in violation of Section 1 and/or 4 will be provided three options to align with the school dress code during the school day. Scholars who refuse to adhere to the dress code will be assigned consequences according to the WHS code of conduct.
 - Scholars will be asked to put on their own alternative clothing, if already available at school
 - Scholars’ parents/guardians may be called to bring alternative clothing
 - Scholar may borrow alternative clothing from the office

Final determination of appropriate dress lies with the school administration.

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 that all children riding bikes to wear approved safety helmets. Please park bikes in a designated rack and bring your own lock. Please do not use skateboards and/or rollerblades, on school property.

BUS DISCIPLINE PROCEDURES

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

any time in the discipline steps, the driver has the right to assign a seat as part of discipline

Bus Discipline Procedures continued:

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

****issues involving weapons will involve authorities and discipline will be unique to each situation and not as represented on this page****

Notes:

1. Because all discipline is unique to each situation, the transportation administrator is allowed the discretion to increase or decrease the action steps to best address the offense. In these cases, the bus driver involved, transportation office staff, school principal/behavior specialist and a transportation administrator will come together as a committee to determine correct discipline.
2. For level 1 and level 2 behaviors, once step 4 has been reached and behavior continues the transportation administration will have the right to increase discipline up to the removal of the scholar for the remainder of the school year. Committee mentioned in note 1 will be utilized during this process.
3. The transportation office has the right to refuse discipline reports until the driver has had a conversation with the scholar regarding the behavior. If a meeting will result in further conflict or if the scholar is unwilling to talk, the discipline report will be accepted and the conversation will be had with the parent(s).
4. Behaviors including damage to school property may result in restitution as part of the discipline

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

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, 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. (§99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the 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)

Student:	DOB:	Grade:
Medication:	School:	

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)

Student:	Date of Birth:	Grade:
Name of Medication:	Building:	

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

SECTION VI – ATHLETICS

AMATEUR PRACTICES

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

ATHLETIC INJURIES AND CLEARANCE

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

Concussion Protocol

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

Requirements for clearance:

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

AWARDS

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

CONDUCT AND TRAINING RULES

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

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

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

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

ELIGIBILITY RULES FOR ATHLETES

Inter-Scholastic Athletic and Co-Curricular Eligibility Requirements

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

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

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

Inter-Scholastic Athletic Eligibility Requirements

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

1. Players must turn in a physical examination form and pay the athletic insurance fee to their coach before participating in any school-sponsored athletic event or practice session. Coaches are to enforce this rule consistently and impartially. However, no scholar will be denied an opportunity to take part in athletics because of financial difficulties. Injury costs are normally to be covered by the parents' insurance carrier to satisfy the deductible before sending to the athletic insurance company.
2. All scholars properly and officially enrolled in one of our secondary schools may "try out" for team membership in the athletic program. Coaches are responsible for determining team "cuts" based on their judgment of each player's performance ability and skill.

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

NOTE: Be advised that the following forms must be available in the School Office as they are referenced in the 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