

Wyoming Public Schools

WYOMING HIGH SCHOOL

2025-26 Scholar/Parent Handbook



Welcome to Wyoming High School. 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.

This handbook is intended for use by scholars, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a scholar’s natural or adoptive parent or legal guardian. Scholars and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their children with following its rules and procedures.

Scholars must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, scholars, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all scholars. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

LETTER TO THE PARENTS

Dear Parents:

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

- 1) **SET HIGH EXPECTATIONS FOR YOUR CHILD** - Make it clear that your child must not settle for minimum grades or the minimum number of credits.
 - 2) **KNOW WHAT IS EXPECTED FROM YOUR CHILD 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, tests, 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 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 child is to focus his or her attention on school work. This is also a good time to help your child organize assignments, folders, and backpacks.
 - 5) **ENCOURAGE YOUR CHILD 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.
 - 6) **TAKE AN ACTIVE ROLE IN SELECTING YOUR CHILD’S COURSES** - In January and February scholars will select their courses for the following school year. You should review the course descriptions in the booklet provided for your child, get to know your child’s counselor, and become an active participant in the course selection process. We believe if we work together we can increase the likelihood that your child will receive the maximum benefit from the educational opportunities that this high school offers. We hope you will accept our invitation to join us in the pursuit of this goal.
- Sincerely,

WHS ADMINISTRATION

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Important Information

District Website - <https://wyomingps.org/>

Board Policies - This Scholar/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was published in June 2025. If you have questions or would like more information about a specific issue or document, contact your school principal or the Administration Office, or access the document on the District's policy website: <https://web1.westmihosting.com/BoardPolicy>

BOARD OF EDUCATION

PRESIDENT

Craig Popma

popmac2@wyomingps.org

Term expires 2026

TREASURER

Jennifer Lewis

lewisj@wyomingps.org

Term expires 2030

TRUSTEE

Lisa DeKryger

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Term expires 2030

VICE PRESIDENT

Jeff Norton

nortonj2@wyomingps.org

Term expires 2028

SECRETARY

Lisa Manley

manleyl@wyomingps.org

Term expires 2026

TRUSTEE

Shannon Frick

fricks@wyomingps.org

Term expires 2026

TRUSTEE

Audrey Zapata

zapataa@wyomingps.org

Term expires 2028

This handbook was adopted by the Board of Education on **June 23, 2024**.

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.

DISTRICT VISION STATEMENT

In a culture where we embrace diverse identities, each Wyoming Public School scholar will experience belonging and be challenged to excel academically to positively impact our local and global communities.

Wyoming High School

1350 Prairie Parkway, SW

Wyoming, MI 49509

Phone: 616-530-7580

Fax: 616-530-7589

Attendance Hotline: 616-257-9250

(Report all absences by 1 p.m.)

Athletic Office: 616-249-7675

Guidance Office: 616-249-7676

Principal: Josh Baumbach, baumbaj@wyomingps.org

Assistant Principal: Rhonda Varney, varneyr@wyomingps.org

Assistant Principal: Trent Chambliss

Athletic Director: Ted Hollern

Secretaries: Mandee Wallace, Maria Salas and Lynette Paxson and Jewel Horling

ADMINISTRATION OFFICE

3575 Gladiola Ave. SW

Wyoming, MI 49519

616-530-7550

Craig Hoekstra

Superintendent

hoekstc@wyomingps.org

Jamie Carnes

Associate Superintendent

carnesj@wyomingps.org

Jason Maas

Executive Director of scholar Services

maasj@wyomingps.org

Michael Burde

*Director of Secondary Teaching
and Learning*

burdem@wyomingps.org

25-26 District Calendar

Daily Schedule

School staff will supervise scholars on school grounds 20 minutes before the school day begins and 10 minutes after the school day ends. **Unless scholars are participating in a school activity, school staff will not provide supervision before or after these times.**

FULL DAYS (M-F)

6:35-7:20	Zero Hour
7:30-8:30	1 st hour
8:35-9:35	2 nd hour
9:40-10:35	3 rd hour

LUNCH

A Lunch 10:35-11:05	4 th hour 11:20-12:10
B Lunch 11:10-11:40	4 th hour 10:40-11:10/11:45-12:10
C Lunch 11:40-12:10	4 th hour 10:40-11:40
12:15-1:10	5 th hour
1:15-2:15	6 th hour

HALF DAYS

7:30-11:20 a.m.

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

Emergency School Closing Procedures

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 canceled when school is canceled for the day.

When school remains open, but as a parent/guardian you feel conditions are not safe for your child to go to school, please make the decision that is best for your child. In the event the conditions change, it may become necessary for school to close early. It is very important that your child knows what to do if they are ever sent home and parents/guardians are not there. Please develop procedures to be followed by your family.

Notice of Non-Discrimination - Board Policy [5202](#)

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, “Protected Classes”), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see **Appendix A**.

Any scholar who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No scholar will be retaliated against based on any report of suspected discrimination. A scholar may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures. Minor scholars do not need parent permission to file complaints or participate in the formal complaint resolution process.

If you or someone you know has been subjected to **sex-based discrimination, harassment, or retaliation**, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator: *Jodi Goff, Director of Human Resources, 3575 Gladiola SW, Wyoming, MI 49519, 616-530-7552, goffj@wyomingps.org*

If you or someone you know has been subjected to **disability-based discrimination, harassment, or retaliation**, you may file a complaint with: *Jason Maas, Executive Director of Student Services, 3575 Gladiola SW, Wyoming, MI 49519, 616-530-7550, maasj@wyomingps.org*

If you or someone you know has been subjected to **any other type of unlawful discrimination, harassment, or retaliation**, including unlawful conduct based on race, color, or national origin, you may file a complaint with: *Jodi Goff, Director of Human Resources, 3575 Gladiola SW, Wyoming, MI 49519, 616-530-7552, goffj@wyomingps.org*

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing. A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with **Board Policy [5206](#)**.

Section I: District-Wide Policies and Procedures

Attendance and Tardiness - Board Policy [5301](#)

Wyoming Public Schools has adopted the Kent County ISD's common definition of truancy as lost learning time of 10% 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/or 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 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, or report in ParentVue, to notify the school of the scholar's absence. Eligible scholars who have signed the Age of Majority form must report/call in for themselves. The Wyoming High School attendance phone number is **616-257-9250**. **All absences must be called in prior to the next school day or they will become unexcused.** Unexcused absences may result in the following:

1. Student 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
6. No participation in athletics or extracurricular activities

Parents are to call **616-530-7580** 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 student falsifies an absence he/she will be subject to a suspension pending a conference with the principal.

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 who is absent three days has four days to complete standing assignments. **Scholars are responsible for contacting their teachers with regard 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. 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. A student may receive a zero for classwork given on the day of an unexcused absence. If chronic absenteeism develops, students may subject themselves to placement in another academic setting as reviewed by a counselor or administrator. Any student, who has an excessive accumulation of absences during the course of the school year, will require a parent conference to discuss the reasons for the absence and to explain future consequences. Any further absences will need to have the following written documentation presented to the office upon return: medical certificate of treatment, death in the immediate family, or a court ordered appearance. A student will also be considered unexcused if he/she leaves the school building or class without permission from the attendance office. Unexcused absences may result in after school detention, ISS, or Suspension. All scholars through the age of seventeen (17) years old can be subject to the truancy process with three (3) or more unexcused absences per semester.

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 a 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.

Absences

Any student who misses 10% of school days will receive a notification via email. If attendance does not improve, students may be referred for truancy.

1. Scholars must maintain an 85% attendance rate in order to participate in extracurricular or co-curricular activities, including but not limited to:
 - a. Dances
 - b. Clubs, Scholar Council, Science Olympiad, etc.
 - c. Theater (school plays)
 - d. Talent show
 - e. Athletics
 - f. Senior Activities including GraduationScholars with extenuating circumstances may appeal to school administration and follow the attendance appeal process.
2. Students who miss more than 20 minutes of class for an unexcused absence may be marked absent for that hour. The absence will be coded according to the reason.

Tardiness

Tardiness is defined as not being in class at the scheduled start time.

1. Tardy to school: Scholar signs in with Main Office personnel and obtains a tardy pass. Any student who is over 20 minutes tardy may be considered absent.
2. Tardy to class: Scholars must obtain a tardy pass to enter the classroom.
3. Students 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. Students who are not in class when the bell rings will receive additional consequences.

Tardy Consequences

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

Attendance Appeal Process

1. Scholars below an 85% attendance rate 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 the scholar's immediate family.
 - c. Court appointments with appropriate documentation.
 - d. Exclusion because of exposure to contagious disease with a doctor's statement.
 - e. Doctor or dental appointments that could not be arranged outside of the school hours (notification required).

NOTE: If a 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.

Books and Supplies

The District will provide free instruction to all scholars and will not charge a fee for materials necessary to complete required or elective courses. Scholars and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that scholars and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Scholars must take care of books, Chromebooks, and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Bulletin Boards

Space may be provided within school buildings or on school electronic media for scholars and scholar organizations to post notices about scholar groups. All positioning must be approved by administration before being posted. Rules for posting on bulletin boards are found in **Board Policy 5503**.

Bullying

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as **Appendix B**.

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 student in question.

Cafeteria

The cafeteria is open to all scholars who eat lunch at school. 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 expected to remain in the cafeteria during their lunch periods, unless they have a preapproved pass to meet with a teacher. Food from outside vendors may not be brought into the cafeteria for consumption during lunch periods. Wyoming High School has a closed campus policy. Scholars are not permitted to leave school grounds during lunch without prior approval.

Cell Phone Use

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.

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. Student receives detention/suspension.

4th Offense - Device is confiscated and returned to the parent/guardian after a conference with the administration. Administration may assign further consequences, including and up to banning a student's cell phone, and will communicate consequences to parent/guardian. If the teacher requests an electronic device and the student is non-compliant in request, further consequences will be assigned.

Cheating, Plagiarism, and Academic Dishonesty

Scholars may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.
- Discussing with other scholars the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, "cheat sheets," or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

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.

Children's Protective Services Investigations

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a scholar without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers may establish classroom conduct rules that scholars must follow.

Communicable Diseases

The District, in conjunction with local health department officials, may exclude scholars who:

- are suspected of having a communicable disease until a physician or local health department official determines the scholar is no longer a risk; or
- lack of documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department. Please see district **Board Policy [3404](#)** for further information.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Scholar dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, **Board Policy 5101**, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

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**

- Students 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**. Students in violation of Section 1 and/or 4 will be provided three options to align with the school dress code during the school day. Students who refuse to adhere to the dress code will be assigned consequences.
 - Students will be asked to put on their own alternative clothing, if already available at school
 - Students' parents/guardians may be called to bring alternative clothing
 - Student may borrow alternative clothing from the office

Driving and Parking Personal Vehicles

Scholar driving and parking on District property is a privilege, not a right, that may be revoked at any time.

Scholars who drive to school must obey the following rules:

1. Scholars may not move their vehicles, sit in, or be around their vehicles during the school day without permission from administration.
2. Scholars may not drive carelessly or with excessive speed on school grounds.
3. By driving to school and parking on school grounds, scholars and parents consent to having that vehicle searched when school officials have reasonable suspicion that a search will reveal a violation of school rules, Board Policy, or law.
4. Each scholar operating a vehicle must purchase a registration and parking permit at the rate of \$10.00 per year. Each permit is assigned a number, which will be your vehicle ID number. Permits must be prominently displayed on the windshield top left corner of the driver's side of the car.
5. Scholar parking during regular school hours (7:30 a.m. - 2:15 p.m.) is located in the East parking lot or front of the building adjacent to the High School. **The remaining area behind the school is reserved for faculty and staff.** Parking violation may be issued if vehicles are not parked according to posted signs and listed regulations.

Emergency Contact Information

Upon enrollment, parents must provide emergency information for each scholar enrolled in the District upon enrollment. The information should include the family physician's name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Each scholar must have a completed permission form, which is done by a parent/guardian at the time of enrollment in order for the scholar to be allowed to attend a field trip.

A scholar's failure to comply with **Board Policy 5506**, the Discipline Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips. Students who have not met academic and behavioral expectations may not be allowed to attend field trips. Any parent/guardian that would like to chaperone a field trip must have an approved [volunteer form](#) filled out with the district.

First Aid, Illness, or Injury at School

Scholars who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a scholar is too ill or injured to remain at school, school staff will contact the scholar's parent or other designated responsible adult to pick up the scholar from school. If the scholar requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the scholar's behalf, consistent with state law.

Scholars showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the scholar to return to school.

Food Services

At the beginning of each 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 7:15-7:25 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.

Head Lice

A scholar with nits within ¼ inch of the scalp or live lice may remain at school. The scholar will be restricted, with dignity, from activities that involve close head-to-head contact or sharing of personal items. The District will notify the scholar's parents and provide educational materials on head lice prevention and treatment.

District personnel will not ostracize or embarrass a scholar with lice or nits and will maintain scholar confidentiality.

If a scholar has a persistent infestation after six (6) weeks or three (3) separate cases within one (1) school year, the District will form a team that may include the scholar's parents, teachers, social workers, or administrators to determine the best approach to resolve the issue; see **Board Policy 5709**.

Homeless Children and Youth - Board Policy [5307](#)

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to scholars who are not homeless.

A scholar or parent in a homeless situation who requires assistance should contact the District's homeless liaison: *Jason Maas, Executive Director of Student Services, 3575 Gladiola SW, Wyoming, MI 49519, 616-530-7550, maasj@wyomingps.org*

Immunizations

For a scholar entering the District for the first time, or re-entering, a parent must provide a certificate stating that the scholar has received at least one (1) dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption. The District will not permit a scholar to attend school unless the parent provides evidence of immunizations or exemptions consistent with **Board Policy [5713](#)** and state law.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Scholars may be questioned by law enforcement consistent with **Board Policy [5201](#)**. Scholars may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Limited English Proficiency

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

Locker Use

Pursuant to **Board Policy [5102](#)**, lockers are District property and may be made available for scholar use. Lockers are assigned to scholars on a temporary basis, and District administration may revoke a scholar's locker assignment at any time. The District retains ownership of lockers notwithstanding scholar use.

Scholars have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, scholar privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Lost and Found

Scholar items such as coats, gloves, hats, boots, book bags, and lunch containers should be plainly marked with the scholar's name. Items of significant value (i.e.: electronics, wallets, keys, money) should be submitted to the school's main office. All other found items should be submitted to the Lost and Found, located outside of the Wolf Den. Wyoming Public Schools is not responsible for replacement of lost, stolen or damaged items.

Media Center

Scholars must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name. A fine may be charged for overdue materials. Each scholar is responsible for any fine that accumulates on materials charged to the scholar. Students must also pay for any damage they cause to materials.

Medication - Board Policy [5703](#)

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

- The scholar's parent must annually submit a written request and consent form as required by the District. **See Appendix F.**
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the scholar's parents of any observed adverse reaction to medication.
- All medications must be in the original container.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A scholar may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the scholar's healthcare provider. A minor scholar must also have written permission from the scholar's parents. The required documentation must be submitted to the building principal or designee. If a scholar 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 scholar'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 scholar's parents. The emergency care plan will contain specific instructions related to the scholar's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the scholar's medical circumstances. **See Appendix G.**

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. See **Board Policy [5308](#)**. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. The District's annual notice to parents regarding the Protection of Pupil Rights Amendment can be found as **Appendix C.**

Public Display of Affection

Scholars may not engage in public display of affection that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing scholar records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations. See **Board Policy 5401**.

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 Form](#) available on our website.

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. Please see the [Wyoming Public Schools Strategic Plan](#).

Scholar Education Records

The District may collect, retain, use, and disclose scholar education records consistent with state and federal law. See **Board Policy 5309** for an overview of the District's collection, retention, use, and disclosure of scholar records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible scholar (i.e., a scholar who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation

A parent or eligible scholar may request, in writing, an explanation or interpretation of a scholar's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records

A parent or eligible scholar may request that a scholar's education record be amended if the parent or eligible scholar believes the record is inaccurate, misleading, or otherwise in violation of the scholar's privacy rights.

Directory Information

The District designates the following information as directory information:

1. Scholar names and addresses
2. Photographs, including photographs and videos depicting a scholar's participation in school-related activities and classes
3. Participation in officially recognized activities and sports
4. Weight and height of athletic team members
5. Honors and Rewards

School officials may disclose "directory information" without the prior written consent of a parent or eligible scholar unless the parent or eligible scholar specifically notifies the District that the parent or eligible scholar does not consent to the disclosure of the scholar's directory information for one or more of the uses for which the District would commonly disclose the information.

A Directory Information **Opt Out Form** is attached to this handbook as **Appendix D**. This form allows the parent or eligible scholar to elect not to have the scholar's directory information disclosed for one or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the scholar's directory information for any of the uses selected on the form.

School Publications

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

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of scholars and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," scholar lockers and desks are school property and remain at all times under the District's control. Scholar lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

Technology

Use of District technology resources is a privilege, not a right. Scholars are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Parents are required to sign the **Acceptable Use Agreement (Appendix E)** upon enrollment before they may use or access District technology resources. Students who violate the District's Technology Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Transportation

Transportation Safety - To ensure the safety of our scholars and transportation staff, all scholars must comply with the following rules when riding in school vehicles. Additionally, scholars must follow the Discipline Code of Conduct in this handbook, in addition to the specific safety rules associated with riding in school vehicles. The following safety rules apply to all school transportation:

- All scholars must promptly comply with directives given by the driver. In emergencies, it is essential that scholars remain seated, wait quietly, and await directions from the driver.
- During field trips or special events, all scholars must comply with directives given by teachers, chaperones, or other adults who are riding in the vehicle to ensure their safety.
- Scholars must use their designated vehicles at their assigned pick-up / drop-off locations.
- Arrive at your designated location at least five minutes before your scheduled pick-up.
- Wait for the vehicle in a safe place, clear from traffic and away from the vehicle stop.
- Respect the property of others. Do not walk across yards, go near other houses, or touch the personal property of other people who live near the vehicle stop.
- Only approach the vehicle after it has come to a complete stop and the driver has given you a signal to board the vehicle.
- Enter the vehicle safely without crowding or disturbing others and go directly to a seat.
- Remain seated, face forward, and keep aisles and exits clear while the vehicle is moving.
- Keep all objects (e.g., bags, school materials, instruments) in your lap or under the seat.
- Hold onto objects, refraining from throwing objects in or out of the vehicle or littering.
- Do not take any prohibited items into the vehicle (e.g., drugs, weapons, dangerous items).
- Large items (e.g., skateboards, roller blades, scooters, balls, other sports equipment, etc.) must be in a closed bag or container to safely transport them in the vehicle. (Please note that skateboards and rollerblades should not be used on school property.)
- Refrain from yelling, making loud noises, or using inappropriate or disruptive language that may distract the driver from safely operating the vehicle.
- Ride in the vehicle without damaging or destroying any part of the vehicle.
- Keep all parts of your body inside the vehicle at all times.
- Refrain from eating or drinking (unless given specific permission from the driver).
- Exit the vehicle safely in a single-file line without crowding or disturbing others.
- If it is necessary to cross the road, go at least 10 steps in front of the vehicle and wait for the driver to signal for you to cross. Check traffic in both directions. Be alert to any danger signal or directions from the driver. Walk safely and refrain from running.
- Scholars riding bicycles should cross at designated crossing areas and walk your bike on the sidewalk and in the parking lot. We encourage scholars to wear approved safety helmets. Park bikes in a designated rack and bring your own lock.
- Do not touch or use the emergency exits unless directed to do so by the driver.

Transportation Discipline Procedures - As stated above, school transportation is considered an extension of the school environment, and scholars must follow all rules in the Discipline Code of Conduct in this handbook. If scholars demonstrate unacceptable behavior on school transportation, they may be subject to disciplinary action from the transportation staff and/or school administration. Dispatch will notify the school administrator or designee about the behavior incident and any appropriate consequences. Parents will be contacted about the behavior and any potential consequences. The following is a non-exhaustive list of potential responses to Minor and Major behavior incidents that occur during school transportation. Please note that if repeated behavior violations occur, transportation staff and/or school administration may assign progressively increasing discipline. Please refer to **Board Policies 5206 and 5206A** for additional information regarding forms of school discipline and applicable due process for severe behavior violations.

Transportation Behavior Incidents	
Driver completes parent notification of violation and response.	
Violation	Potential Responses by Transportation Staff / Administrators
Minor Non-Compliance	<ul style="list-style-type: none"> ● Reteach or Practice Expected Behaviors ● Assigned Seating ● Parent Notification ● Meeting with School Administrator ● Meeting with Parent / Guardian ● Restitution ● Loss of Transportation Privileges (1 Day) ● Loss of Transportation Privileges (3 Days) ● Loss of Transportation Privileges (5 Days)
Minor Disruption	
Minor Inappropriate Language	
Minor Verbal Aggression	
Minor Unsafe Physical Contact	
Minor Property Misuse	
Minor Theft / Stealing	
Major Non-Compliance	<ul style="list-style-type: none"> ● Reteach or Practice Expected Behaviors ● Assigned Seating ● Parent Notification ● Meeting with School Administrator ● Meeting with Parent / Guardian ● Loss of Transportation Privileges (1 Day) ● Loss of Transportation Privileges (3 Days) ● Loss of Transportation Privileges (5 Days) ● Loss of Transportation Privilege (Remainder of Year) ● Out-of-School Suspension ● Safety Plan ● Restitution ● Police Referral ● Expulsion
Major Verbal Aggression / School Threat	
Major Property Misuse or Damage	
Major Disruption	
Major Inappropriate Physical Contact	
Major Physical Aggression / Fighting	
Major Theft / Stealing	
Use or Possession of Illegal or Dangerous Substance	
Use or Possession of Weapon	

Bus Permissions and 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 616-530-7545. 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/>.

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Scholars may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by **Board Policy [5805](#)**, applicable law, or a District employee.

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 the building principal for guidelines and for assistance.

Section II: Academics

To encourage scholars and parents to stay apprised of scholar academic information, grades, attendance, and other information can be accessed via [ParentVue](#). For additional information regarding academics, dual enrollment, and/or middle college, please see the [H.S. Curriculum Guide](#). To register for ParentVue, contact your child's school building's office.

Academic Appeal

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

Academic Awards

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

Academic Tutoring and Support

- The half-hour immediately following the end of the school day will be made accessible for possible support from staff to any 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 may be provided for 2-6 weeks and will be highly recommended for summer skills instruction for all 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.

Commencement

The District may conduct a commencement ceremony for eligible scholars at the end of the school year. Participation in the ceremony is a privilege, not a right. Students may be prohibited from participating in the ceremony as a consequence for misconduct. A student's disqualification from participating in the commencement ceremony does not impact the issuance of a diploma, provided that all graduation requirements have been satisfied.

Credits and Graduation Requirements

A scholar must successfully complete all graduation requirements to earn a high school diploma.

Dual Enrollment

Scholars in grade 9 and above may be eligible to dually enroll in college classes to obtain high school and college credit. Please contact your assigned counselor for information about enrollment eligibility, charges paid by the District, eligible institutions, and other matters related to dual enrollment.

Grades

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

Wyoming High School follows 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 three 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. 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.

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. The teacher of record has the right to expand the recovery opportunities. All recovery must occur within the academic school year.

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their scholar's teacher.

Each scholar is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each scholar and each class.

Personal Curriculum - Board Policy [5409](#)

For some scholars, it may be appropriate to modify the Michigan Merit Curriculum through implementation of a personal curriculum. All scholars who have completed 9th grade are entitled to a personal curriculum, and the District will implement a personal curriculum for a scholar if requested by a parent or by the scholar if the scholar is age 18 or older. Any modification to the Michigan Merit Curriculum must be consistent with Michigan law and must incorporate as much of the Michigan Merit Curriculum content standards as practicable for the scholar. The District retains discretion to determine what modifications to the Michigan Merit Curriculum are appropriate for a particular scholar through a personal curriculum. A scholar who successfully completes an approved personal curriculum will earn a regular high school diploma. To request a personal curriculum, please contact the school Counseling Office.

Placement

The District has the sole discretion to make promotion, retention, and placement decisions for its scholars, consistent with state and federal law. The District may consider parent requests that a scholar be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

Scheduling Information

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

Schedule change procedures include the following:

1. A counselor must make changes; parent approval may also be required. In general circumstances once a scholar's schedule is set, changes should not occur.
2. Permission may be required by the teacher to drop or add a course.
3. No class changes after the first two (2) weeks of the new semester.
4. Schedule changes will only be granted if scholars have already completed a course needed to meet graduation requirements, or the requested course aligns with a scholar's postsecondary goals. Course change requests may not be granted for teacher/hour preference. All other requests will be reviewed by administration and counseling.

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

CLASSIFICATION OF SCHOLARS

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

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

Scholar Work Permits

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

Minors between the ages of 14-17 years of age must obtain a work agreement (permit) between the employer and the (resident) school district before starting work. If the minor changes jobs, a new work permit is required for the new employer.

Before (and after) a work permit has been obtained, there are specific requirements that scholars must consider. In order to obtain/maintain a work permit, a scholar must:

1. have and maintain passing grades in all classes, and
2. may not have absences exceeding 5% of the days of the grading period.

Should grades or attendance become a factor once the permit is issued, a student may be placed on a 30 day probationary period, after which there is an option to continue with the issuance of the permit or to revoke it. Employers will be notified of probationary periods by letter.

Scholars with Disabilities

Eligible scholars with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating scholars with disabilities.

A parent who believes their scholar is eligible for special education or accommodations due to a disability or suspected disability should contact *Jason Maas, Director of Student Services at (616) 530-7550*.

School Counseling Office

The counseling office of Wyoming High School exists to provide appropriate services to scholars. Services counselors provide for scholars include the following:

1. Assist scholars in their orientation to high school career goals and career pathways.
2. Monitor scholar academic performance and progress toward achievement and academic goals.
3. Inform scholars and assist them in the appropriate college selection.
4. Provide personal counseling and make individual referrals to scholars with special needs.
5. Serve as an advocate in helping scholars to develop self-esteem and a positive self-image.

Transcripts

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

Section III: Scholar Clubs, Activities, and Athletics

Scholars are encouraged to participate in the various scholar clubs, activities, and athletics offered by the District.

A student's failure to comply with Policy, the Discipline Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a scholar club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

Extracurricular Activities - Board Policy [5507](#)

Participation in extracurricular activities is a privilege, not a right. Scholars are encouraged to participate in extracurricular activities. Participation is open to scholars who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Scholar athletes are also subject to the Athletic Code of Conduct (see **Appendix J**) and any applicable team rules.

Scholar-Initiated Non-Curricular Clubs

Scholars may voluntarily form clubs that are not directly related to the school curriculum to promote activities unrelated to curriculum. Membership in a scholar-initiated, non-curricular club must be open to all interested and eligible District scholars, and the club may not refuse membership to a scholar based on any protected classification under state or federal law.

For more information about scholar-initiated non-curricular clubs, including how to form a club, see **Policy [5510](#)**.

Transportation To/From Extracurricular Activities

The District may provide transportation to scholars who participate in school-sponsored events. If District-provided transportation is available, scholars must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

Section IV: Discipline and Code of Conduct

Safety and Belonging

A safe and respectful learning environment is essential for scholar success. The District is committed to creating a climate where all scholars, staff, and families experience safety and feel belonging. Schools use Positive Behavior Interventions and Supports (PBIS) to foster supportive school environments and proactively prevent misbehavior; however, effective responses, including disciplinary actions, may be necessary when inappropriate behaviors occur. We believe in a collaborative, equitable, and effective discipline process that involves scholars, families, school staff, and administrators. These processes are designed to build trust, respect scholar and educator rights, help scholars understand their impact on others, foster empathy, repair harm, and prioritize keeping scholars engaged in the learning environment. To maintain fairness and consistency in addressing scholar behavior, this Code of Conduct defines the District's behavioral expectations and outlines a range of potential responses to behavior violations.

Scholar Responsibilities

The Board requires all scholars to adhere to this Code of Conduct and any disciplinary actions assigned by administrators for violations. All scholars are expected to:

- Demonstrate respect for themselves and others
- Follow school rules and behavioral expectations
- Maintain orderly conduct to support a positive learning environment
- Respond appropriately to school staff and authority figures

Staff Responsibilities

The District ensures that disciplinary actions and other responses are:

- Reasonable and directly related to the behavior incidents
- Free from discrimination or violation of scholar rights
- Aligned with restorative practices when appropriate
- Designed to promote scholar learning and accountability

When determining appropriate consequences, administrators consider the following factors:

- The scholar's age, developmental level, and unique needs (including disabilities)
- The scholar's disciplinary history
- The severity, frequency, and impact of the behavior
- The potential harm caused and any safety concerns
- The level of intervention and/or use of restorative practices to address the behavior

Minor Behavior Incidents

Minor incidents are low-intensity behaviors that may disrupt the learning environment but do not pose a safety risk. These incidents typically do not require immediate administrator or behavior support staff involvement, and they are usually addressed by teachers. When documentation of a Minor behavior incident is necessary, teachers (or staff who observe the incident) submit a referral to school administrators and notify the scholar's parents or guardians regarding the violation and response. The following is a non-exhaustive list of potential responses to Minor incidents. Teacher-managed responses are not listed in any particular order. Please note that if Minor behavior issues persist, teachers may document the incident as a Major behavior incident.

Minor Behavior Incidents		
Teacher completes parent notification of violation and response.		
Violation	Definition	Potential Teacher Responses
Minor Non-Compliance	Student engages in brief or low-intensity failure to follow directions or talking back	<ul style="list-style-type: none"> ● Restorative Practices (e.g., RULER Blueprint) ● Parent Meeting ● Reteach or Practice Expected Behaviors ● Behavior Reflection Sheet ● Partner Classroom ● Lunch or Recess Detention ● Loss of Privilege ● Technology Restriction
Minor Disruption	Student engages in low-intensity, but inappropriate disruption of the learning environment	
Minor Inappropriate Language	Student uses inappropriate, low-intensity, socially rude language that may include profanity	
Minor Verbal Aggression	Student engages in low-intensity name-calling, teasing or taunting that may include profanity	
Minor Unsafe Physical Contact	Student engages in non-serious, but inappropriate physical contact (e.g., minor shoving, roughhousing, poking)	
Minor Property Misuse	Student engages in brief or low-intensity misuse of property	
Minor Technology Violation	Student engages in non-serious, but inappropriate use of Chromebook according to the technology policy	
Minor Theft / Stealing	Student is involved by being in possession of, passing on, or being responsible for removing someone else's low-value or easily replaceable property	
Minor Lying / Cheating	Student delivers inconsequential, yet untrue messages (including dishonest claims about one's academic work)	
Other Minor Violation	Student engages in other minor behavior problem not included above	

Major Behavior Incidents

Major incidents are more serious or repeated behaviors, including behavior that may compromise the safety and well-being of others. Major incidents are documented by administrators or referred to administrators for review. Major incidents and the administrator-managed consequences are communicated to parents or guardians. The following is a non-exhaustive list of potential responses to Major incidents. Administrator responses are not listed in any particular order.

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

Additional Considerations

The District aims to minimize out-of-school suspensions and expulsions. Administrators will comply with relevant laws related to student discipline, considering the specific circumstances and needs of the scholar, as well as using restorative practices when appropriate. If repeated Major incidents occur, administrators may increase disciplinary actions as necessary.

In emergencies (including situations in which students refuse to leave the learning environment as directed), students may be removed from school, and law enforcement may be contacted if necessary. The District will cooperate with law enforcement investigations as required by law.

This Code of Conduct applies to all scholars on school property, when using school-affiliated transportation, at school-sponsored events, and in any other contexts in which student conduct directly may directly interfere with the operation, discipline, or welfare of the school. Scholars who are involved in extracurricular activities may be subject to consequences related to those activities, in addition to the consequences provided in this handbook.

Please refer to **Board Policies [5206](#) and [5206A](#)** for additional information regarding forms of school discipline and applicable due process, including Michigan mandatory expulsions for the following: possession of firearms or dangerous weapons, arson, bomb or similar threats, criminal sexual conduct, physical assault (against employee, volunteer, contractor, or scholars), harassment, bullying, and other aggressive behaviors.

Positive Behavioral Interventions and Supports (PBIS)

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important part of a 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.

Section V: Building-Specific Rules and Procedures

Age of Majority

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

Alcohol and Preliminary Breath Testing

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

Building and Equipment Use

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

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 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)

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.

General Expectations

The administration and staff at Wyoming 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 Discipline Code of Conduct and conduct themselves accordingly;
8. Take pride in their school building and its equipment. Attempt to leave the building in as good or better condition than you found it. Students must pay for damages to school property.
9. Support athletic teams and performance groups in positive ways without booing, jeering, degrading officials or singling out individual players, other teams, or fans from other schools.
10. Pass all classes and have an 85% attendance rate to participate in senior and other special activities.

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.

Hall Passes

Scholars are not permitted in the halls during class periods unless a teacher accompanies them or has a hall pass in the Securly system. If scholars wish to see teachers during their conference period, scholars must arrange for this in advance. All teachers and administrators are to enforce the rules.

Parent Drop-Off/Pick-Up

To ensure the safety of all scholars, staff and parents, the designated drop-off/pick-up areas are in the east and south parking lots. The west parking lot is for buses only. Scholars who are arriving after 7:30 a.m., must enter through Door 1 and check-in with Main Office personnel.

Pets and Insects - Board Policies [3109](#) and [3108](#)

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 homeowners 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.

Review of Instructional Materials and Activities

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school with a written request. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limitations. See **Board Policy 5401**.

Scholar Identifications (IDs)

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 student 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. Scholars can obtain replacement IDs in the school's main office.

Scholar Sponsored Dances

All school rules and the Discipline Code of Conduct apply at dances, including those related to behavior, dress code, and substance use. Scholars must arrive on time, remain in designated areas, and will be required to present scholar ID upon entry. Guests from other schools must be pre-approved through the school's guest form process, and no middle school scholars or individuals over the age of 19 are permitted. Inappropriate or unsafe dancing, disruptive behavior, or violations of school policies may result in removal from the event and further disciplinary action.

Scholar State Assessments

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

The MDE (Michigan Department of Education) appreciates parent choice. Remember that scholars are being taught Michigan content standards and this is simply an opportunity to understand their progress. While we support parents in making choices for their children, 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:

- *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 state requirements for exit.
- *SAT and WorkKeys* are given to all 11th graders plus eligible 12th graders in April of each year.
- *PSAT 9* is a College Board's "SAT Suite of Assessments" and it will be taken by all 9th graders to establish a starting point in terms of college and career readiness.
- *PSAT 10* is a College Board's "SAT Suite of Assessments" and it will be taken by all 10th graders to assess English Language Arts and Mathematics.

Scholar Valuables and 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.

Telephone Use

We encourage parents/guardians to make any necessary special arrangements with their 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 child's school office. 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 student. Parents are encouraged to contact their building principal for specific details.

Visitors/Volunteering - Board Policy [3105](#)

All visitors must enter the building through Door 1 and check-in following the main office procedures. Visits to a 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. It is policy that all volunteers complete a [Volunteer Form](#) available on our website.

Visitor Parking

Visitor parking is located in the east parking lot outside of Door 1.

Appendices

Appendix A: Title IX Sexual Harassment - See Board Policy [3118](#)

Appendix B: Anti-Bullying - Board Policy [5207](#) - All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

A. Prohibited Conduct

1. Bullying, including cyberbullying, a scholar at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more scholars directly or indirectly by doing any of the following:
 - a. substantially interfering with a scholar's educational opportunities, benefits, or programs;
 - b. adversely affecting a scholar's ability to participate in or benefit from the 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; or
 - d. causing substantial disruption in, or substantial interference with, the District's orderly operations.
2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

B. Reporting an Incident

If a scholar, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited. Complaints that the building principal has bullied a scholar must be reported to the Superintendent. Complaints that the Superintendent has bullied a scholar must be reported to the Board President.

C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation. A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

E. **Annual Reports**

At least annually, the building principal or designee, or the Responsible School Official, must report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board. The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

F. **Responsible School Official**

The Superintendent is the “Responsible School Official” for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

G. **Posting/Publication of Policy**

The Superintendent or designee will ensure that this Policy is available on the District’s website and incorporated into scholar handbooks and other relevant school publications. The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

H. **Definitions**

1. “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 it is held on school premises. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.
2. “Telecommunications access device” means any of the following:
 - a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or
 - b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.
3. “Telecommunications service provider” means any of the following: a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service; b. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Appendix C: Protection of Pupil Rights

PPRA Notice and Consent/Opt-Out

The Protection of Pupil Rights Amendment (PPRA) requires that the District notify you and obtain your consent, or allow you to opt your scholar out of, participating in any school survey, analysis, or evaluation that involves one or more of the following eight (8) subjects (“protected information surveys”):

1. Political affiliations or beliefs of the scholar or scholar’s parent;
2. Mental or psychological problems of the scholar or scholar’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the scholar has close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the scholar or scholar’s parents; or
8. Income, other than as required by law to determine program eligibility.

The notification and opt-out requirement also applies to the collection, disclosure, or use of a scholar’s personal information for marketing purposes (“marketing surveys”) and certain physical exams and screenings.

You have the right to review a protected information or marketing survey before it is given to your scholar to determine whether you want your scholar to participate. If you want to review materials that will be used in a protected information or marketing survey please submit your request to your child’s school. They will let you know where and when you may review those materials.

If the District schedules a protected information or marketing survey after the school year starts, the District will notify you within a reasonable amount of time and give you an opportunity to consent or opt your scholar out. The District also will give you an opportunity to review the newly scheduled surveys or instructional materials.

Appendix D: Directory Information and Opt Out Form

Directory Information and Opt-Out Form

Scholar's Name: _____

School: _____ Grade: _____

The Family Educational Rights and Privacy Act (FERPA) requires that Wyoming Public Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you do not want your child's directory information released for one or more of the purposes listed below, please complete this form and return it to your child's school office.

If you fail to complete and return this form, the District will presume that you give permission to release your child's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the scholar information system and kept on file for one (1) school year.

"Directory information" is the information contained in a scholar's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:

- A. scholar names and addresses;
- B. photographs, including photographs and videos depicting a scholar's participation in school-related activities and classes;
- C. participation in officially recognized activities and sports;
- D. weight and height of athletic team members;
- E. honors and awards

The Board further designates District-assigned scholar email addresses as directory information for the limited purposes of: (1) facilitating the scholar's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.

Please check the boxes next to the purpose(s) for which you do not grant the District permission to disclose your scholar's directory information, below.

Wyoming Public Schools **may not** disclose my child's directory information for the following purposes:

- ☐ For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- ☐ To news media outside the School or District.
- ☐ To the School PTO or District parent organization.

☐ To other groups and entities outside of the School or District, including community, advocacy, and/or parent organizations.

☐ On official school-related websites or social media accounts.

☐ On school employees' personal classroom websites or social media accounts.

Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters

Federal law requires the District to release a secondary school scholar's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your child's information released for one or both of those purposes, please check one or both of the boxes below:

☐ Do not release my child's name, address, or telephone number to U.S. Military recruiters without my prior written consent.

☐ Do not release my child's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

Parent/Guardian/Eligible Scholar Signature

Date

Appendix E: Acceptable Use Agreement

Parent Agreement for Acceptable Use of Technology Resources for Scholars

I have read this Agreement and agree that as a condition of my child’s use of the Technology Resources, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child’s use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child’s use, or misuse, of the school’s Technology Resources.

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

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

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school’s Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, or documents that identify another student by name, voice, or likeness.

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 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 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.

Any disciplinary action that is necessary due to non-compliance with this acceptable use policy will align with the applicable procedures and policies of 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 SIGNATURE _____ DATE _____

Appendix F

Permission Form For Medication

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

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: _____

Appendix G

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 _____

Appendix H

CHROMEBOOK CHECKOUT POLICY

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 Appendix I 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 have 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.

Appendix I

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

Appendix J: Athletic Code of Conduct

Participation in Wyoming Public Schools athletics is a privilege, not a right. Scholar-athletes are scholars first. When participating in District athletics, scholar-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Scholar-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school-sponsored athletic team both scholar-athletes and parents agree to abide by these terms.

Athletic Director: Ted Hollern. Email: hollert@wyomingps.org. Phone: 616-249-7675

Communication Protocol

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their scholar-athletes' sports participation, use the following protocol:

1. Wait 24 hours before contacting the coach.
2. Schedule a time to speak with the coach, either via phone or in-person, at the coach's discretion.
3. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director's discretion.

Concussion Protocol

The District will comply with the concussion protocol in **Policy 5712**.

Athletic Code of Conduct

A scholar-athlete must:

1. Learn and understand the rules and regulations of your sport.
2. Comply with the law, Board Policy, the scholar Code of Conduct, the Athletic Code of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.
3. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the scholar-athlete).
4. Not engage in conduct that is unbecoming of scholar-athletes.
5. Maintain academic eligibility as required by the Michigan High School Athletic Association. All athletes must have passed or be passing five (5) out of six (6) classes with a 65% or higher grade percentage.
 - a. Grades will be checked weekly 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.
 - b. 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).
 - c. Per MHSAA semester requirements for eligibility – the following grade check will be made at the end of the first and second semester.
6. When school is in session an athlete must be in attendance the last three hours of the day to participate in a contest or practice—unless excused by the principal or athletic director.
7. Athletes 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.
8. Athletes are financially responsible for all school equipment supplied to them. Any losses are the responsibility of the person to whom the equipment is assigned.
9. Those scholars participating in high school athletics are further bound by the rules and regulations of the Michigan High School Athletic Association and the OK Conference.
10. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.