

Wyoming Public Schools

2025-26 K-6 Scholar/Parent Handbook



**Gladiola Elementary
Oriole Park Elementary
Parkview Elementary
West Elementary
Wyoming Intermediate School**

Welcome to one of Wyoming Public Schools' K-6 buildings. All the members of the staff are pleased to have you as a scholar and/or parent, and will do our best to help make your experience as productive and successful as you wish to make it.

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.

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.

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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

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Term expires 2026

TREASURER

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Term expires 2030

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Term expires 2026

TRUSTEE

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Term expires 2028

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

Wyoming Public Schools K-6 Buildings

Gladiola Elementary

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

Oriole Park Elementary

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

Parkview Elementary

Principal, Brenna Fraser
fraserb@wyomingps.org
Secretary, Lorna Colon
2075 Lee Street
Wyoming, MI 49519
616-530-7572

West Elementary

Principal, Brian Hartigan
Dean of Students, Jacob Skaggs
hartigb@wyomingps.org
Secretary, Haydee Benitez
1840 38th St.
Wyoming, MI 49519
616-530-7533

Wyoming Intermediate School

Principal: Steven Reynolds, reynols@wyomingps.org
Assistant Principal: April Chambliss, chambla@wyomingps.org
Secretary: Anabel Rodriguez
1331 33rd Street SW
Wyoming, MI 49509
Phone: 616-530-7540
Attendance Line: 616-257-9345

ADMINISTRATION OFFICE

3575 Gladiola Ave. SW
Wyoming, MI 49519
616-530-7550

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*Executive Director of Elementary Teaching
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slangej@wyomingps.org

25-26 District Calendar

Daily Schedule

School staff will supervise scholars on school grounds 5 minutes before the school day begins and 5 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.**

Elementary School Hours

Full Day - 8:45 a.m. to 3:30 p.m.

Half Day - 8:45 a.m. to 12:35 p.m.

Wyoming Intermediate School Hours

Full Day - 8:15 a.m. to 3:00 p.m.

Half Day - 8:15 a.m. to 12:05 p.m.

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 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 scholar 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

Consistent attendance is essential for scholar success. Learning occurs each day, and regular, on-time attendance ensures scholars fully benefit from their educational experience. Families are encouraged to ensure their children arrive on time and are ready to learn each day. Except in cases of extenuating circumstances, scholars should not miss more than five days of school per year. To support prompt arrival, scholars may arrive five (5) minutes before the start of the school day. If your child will be absent or tardy due to illness, an appointment, a family emergency, or another reason, please notify the school office or report in ParentVue as early as possible—ideally before the school day begins or within 15 minutes of the start time. Absences may be excused up to one day after the scholar returns to school. Families are encouraged to submit documentation for medical visits, as doctor-verified absences will not count toward truancy. If the school is not notified of a scholar's absence, an automated message will be sent to the parent or guardian. Attendance will be recorded as follows:

- A **full-day absence** is recorded if a scholar misses the entire school day.
- A **half-day absence** is recorded if a scholar misses more than one hour of the school day.
- A **tardy** is recorded if a scholar arrives within the first hour of the school day.

Early pick-ups are discouraged unless necessary for an emergency or appointment. An early pick-up is defined as a scholar leaving school within one hour of dismissal. Tardies and early pick-ups contribute to chronic absenteeism and may count toward truancy. If a scholar must leave early, please contact the school office as soon as possible. Scholars may only be released to a school employee, parent, legal guardian, or an individual designated by the parent/guardian (via written notice, phone call, or documentation on the registration form). Parents or guardians must sign scholars in or out at the school office any time they arrive late or leave early. To help minimize lost instructional time, families are encouraged to schedule appointments outside of school hours or at the beginning or end of the day. While family vacations during the school year are strongly discouraged, we understand that they may occasionally be necessary. In such cases, parents should inform the school in advance to make necessary arrangements. Some assignments may be provided for scholars to complete during the extended absence.

Please see **Board Policy [5301](#)** for more information.

Truancy

Wyoming Public Schools follows the Kent ISD's definition of truancy as a loss of 10% or more of scheduled learning time during the school year. Lost learning time includes:

- Unexcused absences
- Excused absences (excluding medical, funeral, suspension, and court-related absences)
- Tardies and early dismissals

Parents will be notified of attendance concerns through phone calls, letters, emails, and/or parent meetings. The following procedures are used to support regular and timely attendance:

1. **Daily Monitoring:** Teachers and office staff will record morning and afternoon attendance accurately using the district's attendance system.

2. **Parent Contact:** Families of students with consecutive absences and no prior notification will be contacted to address potential learning loss and identify attendance barriers.
3. **Initial Truancy Referral:** When a scholar's total absences (excused and unexcused) exceed 10% of school days since enrollment, the school may refer the case to the Kent ISD truancy office. The parent/guardian will be notified, and a meeting with school staff will be scheduled to discuss attendance barriers, provide support, and develop an attendance improvement plan.
4. **Follow-up on Continued Absences:** If attendance does not improve and absences remain above the 10% threshold, a second referral to the Kent ISD truancy office may occur. Another parent meeting will be scheduled to review and adjust the attendance plan as needed.
5. **Court Involvement:** If attendance issues persist despite intervention efforts, Kent ISD may refer the case to the Kent County Court. The prosecutor's office may initiate legal action and/or require a court appearance.

Attendance at School Events

The school encourages scholars to attend after-school events, as participation builds school spirit and supports peers. However, scholars attending events as spectators (not participants) must be accompanied by a parent or responsible adult. The school cannot provide supervision for unaccompanied scholars and is not responsible for scholars who attend events without an adult. Participants in after-school events will continue to receive appropriate supervision from school staff. All scholars are expected to follow the District's Code of Conduct while attending school-sponsored events, regardless of the location.

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.

Bullying

All types of scholar-on-scholar 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**.

Cell Phone Use

We live in a very technologically advanced world. Sadly enough it has consumed many scholars to the point of having social and behavioral deficiencies. We understand you may feel a phone is needed for emergencies or for other family communication. Scholars may bring a phone or device for those reasons, but it cannot be used during the school day. Scholars are not permitted to wear or use earbuds, headphones, or similar audio devices during the school day unless explicitly authorized by a teacher for educational purposes. All such items should be stored out of sight and not used in hallways, classrooms, cafeteria, bathrooms, gym, auditorium, busses, or other school spaces. WPS is not responsible for lost or stolen phones or devices during the day. Your child will continue to have access to school phones in the classrooms and in the office in the event of an emergency. Unless otherwise authorized by **Board Policy 5805**, law, or a District employee, 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.

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

Second Violation: Phone taken by staff member and retained in the school office. A parent/guardian must pick up from the office at the end of the school day or later. *Scholars refusing to give up their cell phone, or repeatedly having their phone out at school, could result in a referral for non-compliance and could result in consequences as described in the Code of Conduct. See **Board Policy 5209**.

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.

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

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

While fashion changes; the reason for being in school does not. Scholars are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. See **Board Policy [5101](#)**.

Emergency Contact Information

Upon enrollment, parents must provide emergency information for each scholar enrolled in the District. 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 Student 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. Scholars who have not met academic or 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 each morning to all scholars. Scholars may elect to take a no cost standard lunch on a daily basis or bring lunch from home.

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. Lockers do not lock, and scholars are not permitted to bring personal padlocks to school. 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. Scholars must keep all personal belongings, including backpacks, in their lockers during the school day.

Lost and Found - Board Policy 5703

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

Medication

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 parent 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 parent. 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 parent. 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 is disruptive to the school environment or distracting to others.

Recess and Outside Breaks

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

Staff will supervise scholars when the scholars use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

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](#).

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 scholar or the scholar'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 scholar possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

Student 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 Awards

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.

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 and 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 students 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 & Schedule

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

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](#).

To register for ParentVue, contact your child's school building's office.

Grades

At our K-4 buildings, report cards will be issued at least once each quarter; at Wyoming Intermediate School, report cards are issued at the end of semester one (1) and semester two (2); progress reports are provided at the end of the first nine weeks and third nine weeks. Grades are reported as a percentage in each content area.

Wyoming Intermediate School offers a rotation of specials classes. Each quarter, 5th grade scholars will have one of the following: technology, PE, art, or music. Each quarter, 6th grade scholars will have one of the following: technology, physical education, art or band.

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.

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*.

Section III: 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 student, 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.

Section IV: Building-Specific Rules and Procedures

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.

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:

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

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 State Assessments

Each spring, the M-STEP will assess grades 3-6 learning on Michigan's standards in mathematics and English language arts (ELA), with additional assessments of science and social studies for 5th graders. This is necessary to meet state and federal education guidelines regarding assessment and accountability, as well as to ensure that our statewide assessments better reflect what scholars know and are able to do.

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

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

- *MAP Growth* (Reading and Math) is an assessment given three times a year (fall, winter and spring) for all scholars. It measures growth on state standards.
- *WIDA ACCESS for ELLs* is an assessment required by law to be taken by all English Learner (EL) scholars each spring until they have reached the Bridging/Reaching level, and have met all other state requirements for exit.
- *Acadience (DIBELS)* is an assessment given three times a year for all scholars in grades K-4, and only for special education scholars in grades 5 & 6, that helps determine how scholars are performing on important reading skills (phonemic awareness, phonics, vocabulary, fluency and comprehension).

School Communication

The August 'Meet and Greet' at Wyoming Intermediate, and 'Open House' at the elementary buildings are a great time for parents/guardians and teachers to meet informally, and for parents/guardians to gain a sense of the classroom programs and routines that make up their child's day at school.

Periodically, electronic school newsletters are sent communicating school events. The Wyoming Public Schools' district newsletter, *Insight*, is published a few times a year by the Board of Education and posted on the district's website, or is available at the Administration Office.

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](#)

During the school day, we must provide the safest and most productive environment for scholar learning. One way to ensure scholar safety is to monitor who visits our scholars' school experience. To assure proper monitoring of individuals who are not scholars or staff of our buildings, all outside doors will be locked during school hours. Parents/Visitors will be allowed in the building for appointments and early scholar pick-ups. Entrance will only be possible through the door nearest the school office. For this reason, it is required that all visitors to the school site (i.e. volunteers, parents/guardians, etc.) check in at the school office, sign the visitor sheet, and pick up a pass. When a parent/guardian or volunteer is in the building, they are expected to do only the business they signed in to complete. Interactions with children should remain positive and educational. It is policy that all volunteers complete a [Volunteer Form](#) available on our website.

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

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

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 student.)

Student:	DOB:	Grade:
Medication:	School:	

TO BE SIGNED BY PARENT/GUARDIAN

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

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

Parent/Guardian Signature: _____ Date: _____

TO BE COMPLETED BY HEALTH CARE PROVIDER

Name of Medication: _____ Anticipated Duration: _____

Reason for Medication: _____

Form of Medication/Treatment:

☐ Tablet ☐ Liquid ☐ Inhaler ☐ Injection ☐ Nebulizer ☐ Other _____

Dose _____ Time(s) _____ Route _____ Frequency _____

Other Instructions: _____

Restrictions and/or important side effects: ☐ None ☐ Yes, describe _____

Special Storage Requirements: ☐ None ☐ Refrigerate ☐ Other: _____

(Or Place Stamp Below)

Health Care Provider: _____

Address: _____

Phone: _____ Fax: _____

Health Care Provider Signature: _____ Date: _____

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 <ul style="list-style-type: none">● 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. <p>Parent/Guardian Signature _____ Date _____</p>										
TO BE COMPLETED BY STUDENT <ul style="list-style-type: none">● 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. <p>Student Signature: _____ Date: _____</p>										
TO BE COMPLETED BY PHYSICIAN - This student's medical condition, _____, warrants that the student needs immediate access to the following medication(s): <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"><thead><tr><th style="width: 25%;">Medication</th><th style="width: 25%;">Method of Administration</th><th style="width: 25%;">Dosage</th><th style="width: 25%;">Approx. Time of Day</th></tr></thead><tbody><tr><td style="height: 40px;"></td><td></td><td></td><td></td></tr></tbody></table> <p>The student is responsible for handling and administering his/her own medication during the school day, on field trips and all school sponsored activities.</p> <p>Physician Signature _____ Date _____</p>			Medication	Method of Administration	Dosage	Approx. Time of Day				
Medication	Method of Administration	Dosage	Approx. Time of Day							

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: ____/____/_____
Dell

AssetTag#: _____

Make: Lenovo /

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