



White Cloud P.R.I.D.E.

2016-17

	Personal Responsibility	Respect	Integrity	Discipline	Empathy
Assembly	<ul style="list-style-type: none"> ▶ Sit where you can behave ▶ Go to the restroom before the program begins ▶ Stay seated with the class you arrived with 	<ul style="list-style-type: none"> ▶ Keep feet on floor, not on the bench in front of you ▶ Follow all directions from adults the first time 	<ul style="list-style-type: none"> ▶ Listen to the speaker or presenter ▶ Keep control of yourself and your belongings 	<ul style="list-style-type: none"> ▶ Walk on the right side of the hallway to the gym ▶ Walk only on the stairways and aisle on the bleachers 	<ul style="list-style-type: none"> ▶ Be tolerant ▶ Help others ▶ Help staff
Bus	<ul style="list-style-type: none"> ▶ Have everything you need before you board the bus 	<ul style="list-style-type: none"> ▶ Talk with an indoor voice ▶ Follow directions from adults the first time 	<ul style="list-style-type: none"> ▶ Listen to the driver or bus aide ▶ Keep control of yourself and your belongings 	<ul style="list-style-type: none"> ▶ Keep your "seat in the seat" ▶ Get out of your seat only when it is time to exit the bus 	<ul style="list-style-type: none"> ▶ Be tolerant ▶ Help others ▶ Help the driver
Cafeteria	<ul style="list-style-type: none"> ▶ Know your lunch number before going through the line ▶ Get everything you need when you go through the line, then sit down ▶ Buy lunch only when there is money in the account or your pocket 	<ul style="list-style-type: none"> ▶ Wait your turn in all lines ▶ Push your chair in when you leave ▶ Observe all "Wet Floor" signs ▶ Minimize "drama" ▶ Use appropriate language 	<ul style="list-style-type: none"> ▶ Report spills to the cafeteria supervisor ▶ Use good manners with the cafeteria workers ▶ Pick up anything you drop ▶ Keep control of yourself and your belongings 	<ul style="list-style-type: none"> ▶ Use your inside voice ▶ Keep your eating area clean ▶ Put trash in trash cans ▶ Keep chairs on all four legs 	<ul style="list-style-type: none"> ▶ Be patient ▶ Be tolerant
Classroom	<ul style="list-style-type: none"> ▶ Bring classroom materials every day ▶ Be in class before the tardy bell rings ▶ Have all homework completed before class begins ▶ Get and complete make up work when you have been absent ▶ Ask for help when needed 	<ul style="list-style-type: none"> ▶ Raise your hand to be recognized ▶ Only "Put Ups" allowed ▶ Follow directions from adults the first time ▶ Take care of materials used in class 	<ul style="list-style-type: none"> ▶ Use materials only for their intended purpose ▶ Clean up your work area for the following person to use ▶ Stay actively involved during the entire class period ▶ Keep control of yourself and your belongings 	<ul style="list-style-type: none"> ▶ Go to the restroom and water fountain before/after class ▶ Remain in your seat ▶ Keep your seat in the seat ▶ Keep the chair on all four legs ▶ Contribute to class 	<ul style="list-style-type: none"> ▶ Be tolerant ▶ Help others ▶ Listen ▶ Wait your turn
Computer Lab	<ul style="list-style-type: none"> ▶ Bring all materials with you ▶ Be in a seat before the tardy bells rings ▶ Let an adult know if something is broken, damaged, or written on 	<ul style="list-style-type: none"> ▶ Have adult permission to leave your seat ▶ Use all materials for their intended purpose 	<ul style="list-style-type: none"> ▶ Leave your area clean and orderly ▶ Use patience when materials must be shared. ▶ Treat computers and equipment with care 	<ul style="list-style-type: none"> ▶ Leave food, drink, and snacks in your locker or backpack 	<ul style="list-style-type: none"> ▶ Be tolerant ▶ Help others ▶ Listen ▶ Wait your turn
Front Office	<ul style="list-style-type: none"> ▶ Go through the office to check in or check out of school 	<ul style="list-style-type: none"> ▶ Use the window to talk with the secretary ▶ Talk with an indoor voice 	<ul style="list-style-type: none"> ▶ Allow students and staff their privacy ▶ Wait your turn 	<ul style="list-style-type: none"> ▶ Have written permission to be in the office and use the phone ▶ Go directly to the area you are supposed to go 	<ul style="list-style-type: none"> ▶ Be tolerant ▶ Wait your turn

	Personal Responsibility	Respect	Integrity	Discipline	Empathy
Hallway or Locker	<ul style="list-style-type: none"> ▶ Use a lock & know your combination ▶ Use manners with adults and other students ▶ Allow for the flow of traffic 	<ul style="list-style-type: none"> ▶ Be observant of other people's personal space ▶ Talk with an indoor voice ▶ Keep hands, feet, and writing utensils off the walls 	<ul style="list-style-type: none"> ▶ Pick up anything you drop ▶ Use only your own locker ▶ Keep your locker clean and orderly 	<ul style="list-style-type: none"> ▶ Walk on the right side of the hallway ▶ Use the fountain for getting a drink only 	<ul style="list-style-type: none"> ▶ Apologize when warranted ▶ Be tolerant ▶ Help Others
Library	<ul style="list-style-type: none"> ▶ Turn books in before or on time ▶ Put materials back from where you got them ▶ Keep materials away from food and drink ▶ Make sure your library pass is filled out and signed 	<ul style="list-style-type: none"> ▶ Talk with an indoor voice ▶ Leave food, drink, and snacks in your locker ▶ Use computers for research, card catalog, class work, or accelerated reading only 	<ul style="list-style-type: none"> ▶ Wait your turn in lines. ▶ Allow others to study and read quietly 	<ul style="list-style-type: none"> ▶ Walk from area to area ▶ Clean up your area and push in your chair before you leave 	<ul style="list-style-type: none"> ▶ Listen ▶ Wait your turn ▶ Help others ▶ Be tolerant
Outside	<ul style="list-style-type: none"> ▶ Keep yourself and your belongings safe & in control ▶ Throw any rubbish into the trash can 	<ul style="list-style-type: none"> ▶ Share supplies and space with others ▶ Follow all directions from adults the first time 	<ul style="list-style-type: none"> ▶ Play fairly ▶ Show good sportsmanship 	<ul style="list-style-type: none"> ▶ Stay in the boundaries given by your teachers ▶ Keep active play in open areas 	<ul style="list-style-type: none"> ▶ Be fair ▶ Be patient
Locker Room	<ul style="list-style-type: none"> ▶ Use a lock and know your combination ▶ Allow for the flow of traffic through the locker room ▶ Keep clothes clean 	<ul style="list-style-type: none"> ▶ Keep hands, feet, and writing utensils off the lockers 	<ul style="list-style-type: none"> ▶ Respect the privacy of others. ▶ Report any damage to an adult staff member 	<ul style="list-style-type: none"> ▶ Do not spend your time talking in the restrooms ▶ Keep hands, feet, and writing utensils off the walls ▶ Use the nearest restroom 	<ul style="list-style-type: none"> ▶ Be tolerant ▶ Honor privacy ▶ Keep graffiti free
Restroom	<ul style="list-style-type: none"> ▶ Wash your hands ▶ Keep your feet on the floor at all times 	<ul style="list-style-type: none"> ▶ Use the restroom during class change ▶ Keep the facilities neat and clean ▶ Turn the water off 	<ul style="list-style-type: none"> ▶ Report any damages or standing water immediately ▶ Flush ▶ Place paper towel in the waste bin 	<ul style="list-style-type: none"> ▶ Do not spend your time talking in the restrooms ▶ Keep hands, feet, and writing utensils off the walls ▶ Use the nearest restroom 	<ul style="list-style-type: none"> ▶ Be tolerant ▶ Honor privacy ▶ Keep graffiti free
Extracurricular Activities	<ul style="list-style-type: none"> ▶ Be a leader and role model ▶ Challenge yourself ▶ Participate ▶ Understand the purpose 	<ul style="list-style-type: none"> ▶ Be kind to others ▶ Have a positive attitude ▶ Minimize conflict 	<ul style="list-style-type: none"> ▶ Be responsible ▶ Follow all directions ▶ Meet goals & expectations 	<ul style="list-style-type: none"> ▶ Clean up all supplies and materials used ▶ Use language and mannerisms appropriate for school 	<ul style="list-style-type: none"> ▶ Be tolerant ▶ Help others ▶ Help staff

Show your school P.R.I.D.E.!!

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WELCOME TO WHITE CLOUD PUBLIC SCHOOLS!

This handbook is designed to acquaint you with the rules, regulations, and procedures used at White Cloud Public Schools. It will be your guide to available services, your key to personal freedom and responsibility, and your outline of acceptable conduct. Read this handbook. Use the information in this book to make your stay at White Cloud Public Schools both rewarding and enjoyable.

WHITE CLOUD PUBLIC SCHOOLS FIGHT SONG

“White Cloud High Our Hats Off To Thee: To Your Colors True We Will Ever Be;
Firm And Strong United Are We; Rah! Rah! Rah! For White Cloud High; Rah! Rah! Rah!
For White Cloud High; Rah! Rah! For White Cloud High.”

ADMINISTRATOR’S ROLE DEFINED

The Board of Education places authority in the principal[s] to suspend from school any pupil guilty of gross misdemeanor or persistent disobedience or behavior detrimental to the school, whenever in their judgment the interests of the school may demand it.

TEACHER’S ROLE DEFINED

Teachers have rights and duties. The teacher is required by law to maintain a suitable environment for learning. A teacher has the right to establish reasonable rules for student behavior in their classrooms. The teacher has the right to establish other rules of behavior with regards to classroom procedures that provide for the safety of students. The teacher has the authority to temporarily separate students from a class for just cause. Teachers should update their voice mail messages with regard to homework, projects, etc. no less than once a week. Teachers will also make every effort to contact the guardians of those students who are performing below the satisfactory level.

WHITE CLOUD PUBLIC SCHOOLS MISSION STATEMENT

The White Cloud School Community is committed through a staff with expertise, vision, energy and resources to provide and maintain a safe, educational environment where all students will learn. Students will demonstrate measurable achievement and will be encouraged to prepare for their role in a changing society.

WHITE CLOUD JUNIOR & SENIOR HIGH SCHOOL MISSION STATEMENT

White Cloud Junior and Senior High Schools are dedicated to a flexible process of education. Working together, the school, family and student share in the responsibility of building a

compassionate and nurturing educational environment, which maximizes the unique potential of every person. Graduates of White Cloud Public Schools will recognize the power of each individual to contribute to a changing world.

GENERAL EXPECTATIONS

The staff at White Cloud Public Schools is committed to providing each of our students with the best educational opportunity possible. We have high expectations for our students in the areas of academic performance, attendance, and behavior. In order to maximize their educational opportunity, students are expected to:

1. attend class regularly, on time, with the necessary supplies and materials to fully participate in class;
2. complete homework and assignments in a timely, responsible manner;
3. be courteous, polite and cooperative with staff members and other students;
4. accept responsibility for their own behavior and decisions they make relative to conduct, effort, performance, and attendance;
5. know and adhere to general school rules as outlined in this handbook;
6. know and adhere to specific teacher and course requirements, rules and regulations;
7. familiarize themselves with the student discipline regulations as stated in this handbook and conduct themselves accordingly.

Certain behaviors are unacceptable because they prevent students from reaching their full potential. Students may not:

1. disrupt the appropriate business -like atmosphere of the school;
2. challenge the authority, either verbally or physically, of staff members who are acting in their capacity as teachers, support staff, or other school employees,
3. interfere with a teacher's ability to teach or other students' ability to learn by being rude, disruptive, or uncooperative;
4. waste class time, teacher time, or their own time during the school day.

Students who do not adhere to the general expectations of White Cloud Public Schools will be subject to disciplinary actions outlined in the student conduct code.

***NOTE:** Discipline is progressive and corrective in nature. White Cloud Public Schools Administrators hold the right to the following:

1. Right to amend the Student Handbook.
2. Right to interpret the information provided within the Student Handbook.
3. Use the information provided in the Student Handbook for guidance purposes.

White Cloud Junior & Senior High School Office 689-1705/1707

Attendance Hot-Line 689-3322

Athletic Events Hot Line 689-3232

Bus Garage 689-1594/689-3392

STUDENT RIGHTS AND RESPONSIBILITIES

18 YEAR-OLD RIGHTS: Eligible students who wish to assert these rights must register their intent on the appropriate form in the office. Until such time as the eligible student registers this intent, school officials will not apply the exceptions to school policies and procedures.

- A. 18 year-old students are legally recognized as adults
- B. Except as noted, policies and procedures set forth in the student handbook will apply to all students regardless of their attainment of the age of majority:
 - 1. Students 18 years and older may have the same privileges as their parents/guardians as it relates to access to their student record.
 - 2. Students 18 years and older may represent themselves during disciplinary conferences and be the addressee for their grade reports.
 - 3. Students 18 years and older may sign themselves in and out of school and may verify their own absences. **NOTE:** In order for the student to exercise this right, the student must receive permission from an administrator.

ACADEMIC TEAM, CLUBS & ORGANIZATIONS: All shall fall under the same guidelines as those required by athletes under the Athletic Code: See Athletic Handbook. Eligibility for participation shall follow the same policy establish for athletic participation.

ARMED SERVICES: All appointments with representatives of the Armed Services during school hours must be scheduled through the guidance office and must be conducted in the guidance office. Any student who must take a test, physical, etc. on a school day for the purpose of joining the Armed Services must have a completed make up slip in advance signed by parent/guardian, student and Armed Service recruiter.

BICYCLES: All bicycles are to be parked in the bike rack. Bikes are to remain there for the school day, unless granted permission from the principal to move them. You are responsible for your own bike, and it should be locked. If a violation occurs, the privilege of riding your bike to school will be taken away.

CALCULATOR POLICY: Students enrolled in courses requiring a calculator will be provided with a calculator for their use. Calculators may be taken home by the student throughout the school year for the purpose of completing homework. These calculators are loaned for students use during each current school year, but remain the property of the school district. If a student loses a calculator, or the calculator is damaged beyond repair while issued to a student, he/she will be required to pay the current replacement cost of the calculator.

CLASS DUES: Freshmen \$2.00; Sophomores \$3.00; Juniors \$4.00; & Seniors \$5.00. These dues are non-refundable. Freshmen may pay a discount amount of \$12.00 (Their Freshman Year) to cover for ALL high school class dues. Class dues are used for class activities, such as, but not limited to: class parties, Homecoming floats, Snowcoming banners, Prom, etc. Class dues must be paid before the first marking period ends. If a student enrolls at White Cloud High School after

September 1st, they must pay class dues within 6 weeks of their entry date. Further, if class dues are not paid, the report card will be held, and the student may be put on social suspension.

COMPUTER CODE: The district has provided computers and computer software for the enhancement of instruction and for general student use. Students are expected to treat computer equipment with care and respect, and to follow use instructions provided by teachers. Students who damage equipment or software will be held accountable for damages suffered by the district. The district will seek reimbursement through filing in small claims court, or by whatever other legal means, which prove necessary. The district has instituted reasonable safeguards, however, diligent or casual computer "hacking" may disrupt the network systems, cause loss of data and other serious problems. The administration shall determine student "intent" as evidenced by the facts that are available in any case involving damage to a computer system or its hardware. Students who willfully disregard instructions, or who attempt to change computer and network configuration or other files, or who attempt to access others work or data will be disciplined and assessed damages. (Current technician costs are \$85.00 per hour or more). Students may not install programs of any kind on any District computers or network drives. This includes programs downloaded from disk, CD-ROM or the INTERNET. Students may not download files into their "home" directory. This includes files with an .EXE, .BAT, .ZIP, or .COM extension. Students may have their computer privileges revoked for 2 to 9 weeks for minor offenses. Students may forfeit their rights to use the Districts computer system for the balance of the school year for serious offenses or repeated minor offenses. In addition, students may be suspended from school for violations of the computer code for a period of 1 to 10 days. This also applies to violations of the INTERNET usage policy. Any diskettes brought from home containing data files (such as word processing, spreadsheets, etc. files) must be scanned for viruses using a designated workstation. The disk must be designated virus free before the student may have the files transferred to a hard drive or network drive/directory. A \$1.00 service charge will be given to students who ask that their password be changed. INTERNET policy form is available in the office.

DAILY BULLETINS: The bulletin will be distributed electronically and posted on school bulletin boards. All announcements to appear in the daily bulletin should be in the office by 8:15 a.m.

DANCE REGULATIONS/HOMECOMING/SNOWCOMING/PROM:

A. Scheduling Dances

1. All formal dances must be scheduled for the year within the first 2 weeks of school. Administration, along with student sponsors will schedule these dates. Informal and semiformal dances must be scheduled between the administration and advisor four weeks prior to the dance.
 - a. Six chaperones must be assigned five (5) days before the dance or the dance will be canceled.
 - b. The administration will have final approval over all dance dates.
2. All school sponsored dances will be held on school property. The Prom and/or Banquet shall be held in one of the White Cloud Public School facilities (any exemption must be approved by the White Cloud Public Schools Board of Education).
3. Clubs sponsoring a dance must do their own clean up and set up.

B. Procedures for Operation of the Dance:

1. An Activity Form and a Facility Use Form must be completed, submitted and approved by the principal.
2. All students must sign in to the dance (name and time in). Any student leaving, before the last ten minutes of the scheduled end of the dance, must also sign out and will not be allowed to

return. Students will not be permitted to leave the building during the dance without a chaperone escort.

3. Students from other high schools may attend the dance if a W.C.H.S. student has signed them on the guest list prior to the dance. All students will obtain and complete a White Cloud High School Guest Permission Slip for approval to attend a dance. Final approval will be conducted by the building principal. The guest should be prepared to show I.D. if necessary. The guest must agree to follow W.C.H.S. rules. No guest will be allowed over the age of 18 years, except for Homecoming, Snowcoming and Prom Dances. Guests must arrive with the student who invited them. Junior High dances have a no guest policy.
4. Dancing that is deemed to be inappropriate and/or lewd will result in the removal of the student from the dance.
5. Face to face dancing only.
6. Students will be allowed to wait for a ride in the lobby for up to fifteen minutes. After this time, you will be expected to wait outside.
7. Only senior high students may attend senior high dances. (Grades 9 -12 only)
8. Senior High students may not attend Junior High School dances.
9. Junior High students may not attend Senior High School dances.

HOMECOMING/SNOWCOMING (High School Only):

The king and queen are chosen from four males and four females nominated by and from the senior class. Students run as individuals, not as couples. The freshmen, sophomore, junior and senior classes vote on these candidates for the final selections. The queen's court is made up of one female selected from each of the freshmen, sophomore, and junior classes as well as the other senior females receiving the second highest number of votes in the all school election. All elections are by secret ballot and are supervised by the class advisors. Eligibility will be determined by the school administration.

- a. be passing all classes.
- b. not have lost credit due to attendance the previous semester.
- c. currently be within the attendance policy.
- d. be a student in good standing.
- e. not owe WCPS any fines.
- f. be a student of good character.
- g. have no major discipline issues. (as determined by the advisor and principal)

At halftime the identities of the king and queen are revealed for the first time. The king and queen reign over the evening's festivities. The dance is given in their honor in the high school commons. Court members are only eligible for one court per school year.

Foreign exchange students will not be eligible for any of the nominations. Students who have not attended at least one semester at White Cloud Schools immediately preceding homecoming will not be eligible for nominations.

Formal wear at school dances must display no bare midriffs or any other inappropriate dress.

PROM (High School Only):

1. All students attending White Cloud High School Prom must complete a Prom Permission form and have it signed by a parent/guardian.
2. Students planning to bring a guest to Prom must follow all guest procedures.
3. All Prom tickets will be sold in advance. There are no tickets sales at the door.
4. Prom will include dinner if held off of White Cloud High School property.

All elections are by secret ballot and are supervised by the class advisors. Eligibility will be determined by the school administration.

- a. be passing all classes.
- b. not have lost credit due to attendance the previous semester.
- c. currently be within the attendance policy.
- d. be a student in good standing.
- e. not owe WCPS any fines.
- f. be a student of good character.
- g. have no major discipline issues. (as determined by the advisor and principal)

DEBTS (school): Students who owe money to the school or clubs or who have athletic equipment that belongs to the school will not be allowed to participate in extracurricular activities until they return the equipment, reimburse the school, or arrange and adhere to a payment plan. The payment plan must be approved by administration. Report cards will be held for, but not limited to the following reasons: outstanding debts (fund raiser money, class dues, lunch money due, etc.), WCPS property not returned. In addition, you may be put on social suspension.

DIRECTORY INFORMATION: White Cloud Public Schools Board Policy – Section 8000 – Students 8940-R Student Records

Throughout the school year, the District may release Directory information regarding students, limited to:

- Name,
- Picture,
- Grade level,
- Academic awards, degrees and honors,
- Information in relation to school sponsored activities, organizations and athletics, and
- Major field of study.

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building Principal within 30 days of the date of this notice. No Directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within twenty (20) days from the date of this notification that s/he will not permit distribution of any or all such information.

DRESS AND APPEARANCE: The school has the responsibility of establishing and maintaining an atmosphere that enhances the opportunity of individuals to learn. Students shall not wear attire which interferes with the operation of the school or which infringes upon the general health, safety and welfare of district students or employees. Recognizing that students and parents/guardians have a need and right to know what is considered appropriate dress by the school, the following guidelines will be used by the building administrator.

1. Students MAY NOT wear chains attached to clothing, bandanas, tank tops exposing midsection, short shirts or tops, exposed underwear, halter tops, see through, low cut (exposing cleavage), or midriff blouses (shirts must extend a minimum of two inches below the waist or cover the midriff area when arms are raised above head), sunglasses, and clothing with cuts or slits, or clothing with questionable/suggestive language or pictures. Clothing which promotes or advertises

alcoholic beverages, tobacco or tobacco products, marijuana/drugs, or contains obscenities are forbidden.

2. Clothing with holes 3 inches above the top of the knee exposing skin may not be worn.
3. Students may wear shorts. All shorts, skirts and dresses must be 3 inches above the top of the knee.
4. Students are expected to wear shoes when they are at school. They may not wear soft sole slippers.
5. Hats, caps and/or gloves are to be removed and placed in lockers upon entering the building. Jackets, coats and vests are not to be worn during class time.
6. Students are to wear clothes in the way they were designed to be worn. Pants must be worn fastened at the waist (No Sagging).
7. Pants that lace or dresses/skirts that lace above the knee may not be worn.
8. Pajama pants/lounge pants/flannel pants are not to be worn.
9. Writing on clothing and/or skin that distracts from the learning environment of others will not be allowed.

THIS DRESS CODE WILL BE ENFORCED AT ALL SCHOOL FUNCTIONS, UNLESS OTHERWISE STATED OR APPROVED: Students not conforming to this dress code will be asked to obtain appropriate clothing. In the event that appropriate clothing cannot be obtained, the student may be sent home.

DRIVING TO THE NEWAYGO COUNTY CAREER TECH CENTER PROCEDURES:

1. You must complete and return the Parent Request for Student Permission to Drive to the Career Tech Center registration form. This form is available in the office.
2. Passengers must complete and return the Parent Request for Student Permission to Drive to the Career Tech Center registration form. This form is available in the office.
3. Final approval by the principal.

* Failure to follow this policy will result in disciplinary actions up to and including loss of driving privileges.

GYM & LOCKER ROOMS: Students are NOT to be in the gyms unless scheduled for a class in the gym.

HEARING AND VISION SCREENING: The local health department is required by law to provide hearing and vision screening to pre -school and school age children. Technicians are in the schools providing this service at certain grades throughout the students' school experience. If a parent/guardian does not wish to have their child screened for vision and hearing, please notify the school.

INQUIRY: School administrators may question students at any time throughout the course of the normal school day without the presence or notification of the student's parent or legal guardian. If law enforcement personnel wish to question students at school during school hours, the school will attempt to contact the student's parents or legal guardian by phone at the numbers listed by the parent/guardian as their regular and emergency phone numbers. In cases where parents do not have a phone, the school will make an attempt to contact the parent by calling emergency numbers on file in the office. This effort to contact parents shall be considered by the school system to constitute a reasonable attempt to notify. The parent has the responsibility to provide updated and accurate information whenever phone numbers, addresses, or emergency numbers are changed. If the school is unsuccessful at parent notification, a school principal or designee will be present when the student is interrogated at school by law enforcement officer(s).

LOCKER POLICY: To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodically, school authorities for any reason may conduct an inspection of lockers and desks at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (i.e., purse, book bag, athletic bag) may be searched whenever there is reason to believe a student is in possession of illegal or unauthorized materials. Such findings shall be turned over to proper legal authorities for ultimate disposition.

In an effort to keep the schools and district premises free of drugs, school authorities may use specially trained dogs to sniff out and alert staff to the presence of illegal controlled substances in school lockers and in student's vehicles parked on district premises.

Students are NOT to visit their lockers during class periods unless they have a pass. **THE PROTECTION OF PERSONAL PROPERTY IN YOUR LOCKER IS YOUR RESPONSIBILITY, NOT THE SCHOOLS.**

LOST AND FOUND: If a student loses an article, he/she should check immediately with the office to either report his/her loss or to retrieve the lost article. If a student finds an article that does not belong to him or her, it should be turned into the office immediately. All items will be kept 10 days. Unclaimed articles may be donated to charity.

LUNCH DEPOSITS: Lunch money must be deposited before school until 8:30 a.m. in order for credit that day. Those qualifying for the free or reduced lunch program may obtain application forms from the office.

MEDIA CENTER: The Media Center is not a place to gather for socializing, but a place to gather knowledge and to wisely use the materials provided. The school media center will be available to the students during lunch times, with teacher supervision during a class period, or during SSR. Students will be responsible for the timely return of borrowed materials. The Media Center will charge students for overdue materials, and lost or damaged materials.

MEDICATIONS: A student may possess and self-administer an inhaler for the prevention and/or relief of asthma symptoms if the following conditions are met:

1. There is written approval from the student's physician or other health care provider and the student's parent/guardian to possess the inhaler; and
2. The building administration has received a copy of the written approvals from the physician and the parent/guardian.

The school district or a school district employee is not liable for damages if an employee prohibits the use of an inhaler by a student if it is the employee's "reasonable belief" formed after a reasonable and ordinary inquiry that the above conditions have not been satisfied.

If your student needs to carry an inhaler at school, this policy must be followed as the law dictates. There will be no exceptions. Students with inhalers that have not met the criteria will have their inhalers confiscated and parents will be notified. Parents are encouraged to keep an extra inhaler at school in the office or health room in case of an emergency. If you have any questions, please contact the building principal.

Medication must be brought to school by a parent/guardian. Written parental permission forms provided by the district shall be required prior to administering such medications, and must be completed annually and/or for each new prescription. The medications must be retained in the original container from the pharmacy when delivered to the district. Over the counter medication must be in a new, sealed container (Tylenol, Motrin, Excedrin, etc.); The allotted amount in the directions will be enforced. If Medication is not properly labeled, it will not be given. Except as provided by school policy, students may not possess prescription or non-prescription medications including over-the-counter drugs, such as aspirin, analgesics, cold medications, etc.

PARKING: Students may park in the three lots on the West side of the High School. The lot directly in front of the main entrance, on the North side of the high school and junior high are reserved for staff and visitors.

PARTIES: There should be no parties in classrooms during the regular school day, unless approved by the principal in ADVANCE.

PESTICIDE APPLICATION: Parents/Guardians of children attending WCPS who wish to be informed prior to any application of pesticide should contact the office. Persons with concerns will be notified regarding application of the pesticides, the location of application and the date of the application. A pesticide is defined as a "substance or mixture of substances intended for preventing, destroying, repelling, or mitigating pests, or intended for use as a plant regulator, defoliant, or desiccant."

POSTERS IN HALLWAYS: Any posters displayed in the building must be initialed by the principal. Most school events can be advertised adequately via the intercom a few days prior to the day of the event. All posters displayed in the building must be put up by using masking tape. Please do not use scotch tape (it removes the paint). The people displaying a poster are responsible for removing the poster and tape from the wall.

SCHOOL CLOSINGS: Emergency School Closing Occasionally school may be closed due to an emergency (excessive snow, etc.). School closing will be announced on WOOD TV Grand Rapids, WZZM TV Grand Rapids, TV 9 & 10 - Cadillac, prior to the opening time of school. Please DO NOT call the school, the superintendent, or the principal.

SCHOOL HOURS: Student supervision begins in the building at 7:45 a.m. and continues until 3:30 p.m. unless the student is a participant in a school approved after school activity. For evening activities, students are requested not to report to the building prior to fifteen minutes preceding that

activity. Students are to be out of the building twenty (20) minutes after a game, practice, or activities end. All activities are to be under the direct supervision of the teacher/ sponsor.

STUDENT RECORDS: The Principal of White Cloud Public Schools is the Custodian of Records and is responsible for the supervision of student records at the school. His office is located at 555 Wilcox Avenue or he can be reached by calling 689 -1705/1707.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen) 18 years of age or older, and those authorized by Federal Law and District regulations.

A parent or adult student has the right to:

- inspect and review the student's education records within forty-five (45) days after receipt of the request. The school has a form which can be used to submit a request. The Custodian of Records will notify the parent or adult student of the time and place where the records can be inspected.
- request amendments if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the students' rights. The school has a form which may be used to identify which information in the record the parent or adult student believes is inaccurate or misleading and to specify why it is inaccurate or misleading.
- consent to disclosure of personally -identifiable information contained in the student's education records, except to those disclosures allowed by law. The school's administrative guidelines (JRB) describes those exceptions and is available upon request.
- challenge District compliance with a parent's request to amend the records through a hearing. If the Custodian of Records decides not to amend the record, the parent or adult student will be so notified and provided the opportunity for a hearing. Additional information concerning the hearing will be provided when notified of the opportunity for a hearing.
- file a complaint with the U.S. Department of Education, 600 Independence Avenue, Washington D.C. 20202.
- obtain a copy of the District's policy and administrative guidelines on student records (JRB). The District has established the following information about each student as "directory information."

SUBSTITUTE TEACHERS: Substitute teachers come to our school as our guests. They come to help us keep our scholastic progress in motion. Thoughtful, courteous behavior will be expected at all times.

TELEPHONE: The school telephone, except in EMERGENCY, is not for student use. Necessary messages will be taken at the office and staff will attempt to deliver at the end of the school day. Calls from parents and other necessary calls can be answered at the close of the class session. Unless a call is of a very serious nature, no student will be called from class to answer the telephone. No student is to be given a pass to use the phone during class time.

TRUST FUNDS: White Cloud Public Schools provides for the care and custody of class funds during the period of time in which said class is enrolled in W.C.P.S. Deposits and withdrawals to and from such accounts shall be the responsibility of the superintendent or his designee until such time as the account is turned over to the class. By June 1, of its senior year, a given class shall make a determination regarding disposition of said class funds in writing by:

1. Disposing of said funds according to the wishes of the class, or
2. Electing post graduate officers who will establish a bank account and deposit said funds in a bank of the class's choosing and who shall be authorized to control said account.

*Any funds not disposed of through the above procedure(s) shall be transferred from the class account upon graduation of said class to the High School Student Council account. The Board of Education shall not be responsible for the care and/or custody of any funds for any graduated class after graduation.

Money Making Projects: All clubs or class money making projects must be initiated through the administration by the end of the third week of school.

VISITATION POLICY: STUDENT VISITORS OR GUESTS ARE NOT ALLOWED DURING THE SCHOOL DAY! All persons (other than school district employees, regular bonafide pupils and persons present on school district business) shall immediately report to the building office, identify themselves, and state the nature of their business. Each building administrator is authorized to deny permission to visitors to remain in or on school property. Any person failing to comply with a request to leave the premises shall be subject to prosecution for trespassing.

WORK PERMITS: Regulations Governing the Employment of Minors in Michigan:

1. Minors under 18 may not be employed without work permits issued in the locality in which the minor resides.
2. Work permits may not be issued until...
 - a. There is an offer of employment, and
 - b. The occupation at which the minor is to be employed has been approved by the State Department of Labor and Industry.
3. The issuance of a work permit to an individual minor shall be within the discretion of the local issuing officer. He may revoke any work permit if it is apparent that employment is resulting in inability on the part of the minor to properly perform his/her schoolwork.
4. A work permit is not needed to deliver papers, for house work, for farm work, when a student is employed by his parents/guardians, or when he is employed by a nonprofit camp.
5. Minors under 14 are not eligible for permits.
6. A work permit is issued to a specific individual for a specific job. It is not transferable. Each time a student changes jobs, he/she must secure a new permit.
7. Applications for permits are available in the office.

STUDENT SERVICES AND ACTIVITIES

ACTIVITIES AND OPPORTUNITIES: Assemblies, class activities, clubs, plays, musical groups, publications and social activities all of these offer many opportunities for growth, recreation, hobby building, planning, executing leadership experience, and working with others.

These experiences are of great value to you. You should plan to take part in them. Your program of studies, athletics, and activities programs are all needed to make you a well-rounded person. Not only can you enjoy these activities, but also by taking part in them, you can be of service to your school.

ASSEMBLIES: From time to time throughout the school year, programs are provided for individual enjoyment. These programs provide the opportunity to learn how to be an appreciative and courteous audience. Career Tech students wanting to stay for activities in the home school must be in good

standings (C+ or better) at the CTC academically. These students must sign-up in the office three (3) days prior to the event.

Students who do not conduct themselves properly in pep meetings or assemblies will be asked to leave. Students who demonstrate a lack of maturity may be refused the privilege of attending assemblies.

HONORS PROGRAM: At the end of each year, an Honors Program is held to honor the top academic high school students in each department. These students are chosen by the teachers based on their academic abilities. Perfect attendance awards are also given. Students who have achieved College credit prior to their High School Graduation will be recognized. Each Spring, students will be responsible for turning in a copy of their college transcripts in order to be recognized at the Honors Program.

NATIONAL HONOR SOCIETY: The National Honor Society is an organization of students who have demonstrated both academic excellence and positive leadership at the school and in the community in which they live, grades 9 -12.

1. Constitution: All chapters are governed by the national NHS constitution. Local needs and conditions are addressed through the chapter bylaws.
2. Administration: At the national level, the National Council and NASSP Board of Directors are responsible for administering the affairs of the NHS. Locally, the principal reserves the right to approve all activities and decisions of the chapter, except in the case of a dismissal appeal through normal school district channels. The chapter advisor is responsible for the day to day supervision of the chapter. The faculty council establishes, implements, and reviews selections and dismissal procedures.
3. Membership Eligibility: The NHS constitution provides eligibility for sophomores, juniors and seniors (10th, 11th, 12th grades). However, local chapters may decide to limit eligibility to one or a combination of these grade levels, in its bylaws. Freshmen are not eligible for the NHS membership.
4. Membership: Active members must maintain the standards by which they are selected and meet other obligations as determined by the chapter. Members become graduate members upon graduation. Adults in the school and community whom the faculty council determines merit such recognition may become honorary members. Foreign and handicapped students who do not meet all requirements may also be eligible for honorary membership.
5. Activities: The chapter annually determines and describes which activity project the group will undertake. All members shall participate in the chapter project and other projects that reflect their own interests and talents.
6. Meetings: Meeting times are specified in the bylaws. The chapter advisor and the chapter officers make up the executive committee and meet regularly to discuss chapter business and plan meetings.
7. Insignia: All insignia are available to official NHS members through the national office. Insignia may not be copied or used in an unauthorized manner.
8. Discipline/Dismissal: The chapter advisor monitors members for compliance with obligations. Members receive a limited number of warnings (determined by the faculty council) for infractions. For flagrant violations of civil law or school rules, no warning is necessary. A variety of disciplinary measures can be taken by the faculty council and advisor, with dismissal reserved for flagrant or chronic offenders. Members who face dismissal must be given an opportunity to address the faculty council regarding their infraction before they are dismissed. Dismissal is never automatic. The dismissal procedure must be described in writing and must be available to those who request

it. Dismissal should be used sparingly by the faculty council. Other disciplinary measures (loss of privileges for specified amount of time, special counseling, etc.) are more appropriate for most situations. The emphasis in both selection and dismissal should be on developing and consistently using a clear, objective, fair and non-discriminatory process that is well understood by all concerned. Improving communication about these matters will help avoid many of the difficulties encountered with students and parents in the past.

NATIONAL HONOR SOCIETY GUIDELINES FOR SELECTION: The constitution provides clear guidelines for selecting members. Selection is based on four criteria: Scholarship, Leadership, Service and Character. To fulfill the scholarship requirement, students must have a 3.5 on a 4.0 scale, or the equivalent standard of excellence. Faculty counsels may also weight courses or require a certain number of prerequisite academic courses. Rules such as "no grades below a B" are not acceptable any longer. Qualified students are selected for NHS membership by a majority vote of the faculty council on the basis of scholarship, leadership, service and character. The faculty council develops working definitions of these criteria and provides some objective measure of a student's qualifications in each of these areas.

Although the faculty council should consider member recommendations in the establishing selection and dismissal procedures, it may not include students in the implementation of either process. Furthermore, students may not apply for membership. Membership is an honor bestowed upon a select group of students by the faculty council on behalf of the school faculty. Students who question the fact that they were not selected do not have the legal right to a hearing, but they and their parents/guardians should be given an opportunity to present their complaints to the principal or chapter advisor.

The principal may reconvene the faculty council if warranted by a procedural error (a name being inadvertently left off a list, a mistake in averaging, etc.). The selection procedure was determined by the faculty council and is as follows:

1. Sophomores, juniors and seniors with a minimum grade point average of 3.5 are eligible for consideration. Freshmen are not eligible.
2. Student's academic records will be reviewed to determine scholastic eligibility.
3. Students who are eligible scholastically will be notified and told that for further consideration for selection to the NHS chapter they must complete a Student Activity Information Form.
4. The Student Activity Information Form will be reviewed by a five-member faculty council, along with any other verifiable information about each candidate. Some faculty councils may interview candidates personally. Candidates receiving a majority vote of the faculty council will be inducted into the chapter.
5. The criteria the faculty council will use to base their selection are: Scholarship, Leadership, Service and Character.

STUDENT COUNCIL: The purpose of the student council is to enable the students of White Cloud High School to participate in the management of the school activities and to build a united school spirit so as to gain the cooperation of all school forces, for the best interest of the school. Student councils are considered first as an action group and second as an advisory group. The President, Vice President, Secretary and Treasurer, and all elected representatives, shall take the following oath: "I promise to fulfill the duties and obligations of my office to the best of my ability, to give my office a fair amount of time, to unselfishly act according to the best interests of the entire student body and faculty, and to uphold and defend the constitution of the White Cloud High School Student Council".

Students interested in being a member of the White Cloud Student Council must complete an application and an application verification sheet. Representatives will be elected by his/her own class. The requirements for application are:

- a. be passing all classes.
- b. be maintaining a 2.5 Grade Point Average.
- c. not have lost credit due to attendance the previous semester.
- d. currently be within the attendance policy.
- e. be a student in good standing.
- f. not owe WCPS any fines.
- g. be a student of good character.
- h. have no major discipline issues. (as determined by the advisor and principal)

In addition to the above requirements, all student council members will be expected to follow and adhere to the student council bylaws, which will be provided to each member at the first meeting of each school year.

DISCIPLINARY ACTIONS DEFINED

Parents/guardians are to be notified in writing or by phone of DISCIPLINARY action taken in regard to individual students. The administration of discipline by school is to be progressive in nature. In other words, the administration is to consider a student's prior offenses, overall school record, and the seriousness of each particular offense when taking disciplinary action. It is the goal of the school district that discipline should be a learning experience to the greatest extent possible. Certain behaviors may require that students be removed from the school environment for extended periods of time.

A student will be provided an opportunity for a hearing with the appropriate school administrator if the student or their parent /guardian indicate the desire for one. A hearing shall be held to allow the student and his/her parent/guardian to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his/her parent/guardian allege prejudice or unfairness.

ASSIGNED SEATS: During the lunch hour, students who break lunchroom rules may be assigned a temporary or permanent seat in the cafeteria/lunch area or In -School Suspension detention.

ATHLETIC SUSPENSION: The student is suspended from athletic practice and/or competition in accordance with the Athletic Code.

CLEAN UP DETAIL: Students, who litter, throw food, fail to take care of lunch trays or debris may be assigned to help the janitor clean up the cafeteria or hallways.

CONFERENCE/VERBAL WARNING: The administrator, teacher or other responsible school employee meets with the student to discuss behavior violations. In cases where the offense is minor, non-habitual, and the student is able to discuss the violation responsibly, the student may receive a verbal warning instead of other disciplinary action. Verbal warnings do not have to be issued in cases of severe rule violation or lack of student cooperation.

CORPORAL PUNISHMENT: The White Cloud Board of Education, in keeping with State Law, does not condone "corporal punishment" as a penalty or punishment for pupil misbehavior.

1. "Corporal Punishment" means the deliberate infliction of physical pain by any means upon the whole or any part of a pupil's body as a penalty or punishment for a pupil's offense.
2. A person employed by or engaged as a volunteer or contractor by a local or intermediate school board shall not threaten to inflict, or cause to be inflicted, corporal punishment upon any pupil. However, the person, within the scope of his or her responsibilities, may use such reasonable physical force as may be necessary to:
 - a. Protect himself, herself, the pupil, or others from immediate physical injury.
 - b. Obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
 - c. Protect property from physical damage.
3. Any allegations regarding the violation of this policy shall be reported, in writing, to the appropriate building principal. Any allegations regarding the violation of this policy by the building principals shall be reported, in writing, to the superintendent. Any allegations regarding the violation of this policy by the superintendent shall be reported, in writing, to the President of the Board of Education.

DUE PROCESS: School personnel have the responsibility to practice due process at all times. A student suspected or accused of failing to follow school rules has the right to fair treatment and to be made aware of the charges against him/her. He/she must be given an opportunity to respond to any charges.

EXPULSION: The law gives the community, through its school board, the right to exclude certain students from school. These students are recommended to the Board of Education by the administration. Every effort is made towards solving the student's problem. In those cases, when the school administration's efforts fail to produce positive results, or when a student's behavior is such that he/she presents a danger to others or is disruptive of the educational process, that student may be recommended for expulsion. Students who present a clear danger to others through breaking the laws of the state regarding the possession/sale of drugs, possession of dangerous weapons, and other offenses deemed serious by the administration may be immediately recommended for expulsion.

EXPULSION PROCEDURES: Recommendation for the expulsion of a student from school shall be made to the Board of Education by the superintendent. Such action is generally taken upon recommendation of the principal. The principal's recommendation shall be communicated to the superintendent in writing, signed by the principal and accompanied by the student's accumulative file; except in cases stemming from extreme overt behavior, it is expected that parental conferences would have been held at the building level prior to the expulsion recommendation.

The following procedures shall be followed:

- A. The student shall be under suspension pending the recommendation of the superintendent to the Board and pending the Board's decision.
- B. The superintendent's recommendation to the Board shall be in writing. It shall include the essential elements that form the basis of the charge. A copy of the recommendation shall be transmitted to the parents or guardian of the student being considered for expulsion. The recommendation from the superintendent shall not include a recommendation as to the length of expulsion. The Board of Education will determine the length of expulsion in its final opinion.
- C. The Board of Education shall set the date, time, and place of the hearing and shall transmit written notice to the parent/guardian at least five (5) school days before the date of the hearing.

- D. The Board of Education shall schedule a hearing within ten (10) school days and shall notify the parents/guardians that said hearing shall be conducted under the following rules and procedures:
1. Written notice shall be given of the time, date, and place of the hearing.
 2. The student or parent/guardians may be represented by an attorney or other advisor of their choosing.
 3. Witnesses may be presented at the hearing and the student or representative may question witnesses testifying against the student.
 4. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
 5. There may be present at the hearing the principal, the Board of Education's attorney and such resource persons as the President of the Board of Education deems essential to the proper adjudication of the case.
 6. The Board of Education shall render a written opinion of its determination within two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned. Efforts may be made by the school, but not guaranteed to provide alternate means by which a student under an extended suspension or expulsion may continue his education. Such opportunities may include evening classes, correspondence courses, special programs, or transfers to another class or school system.

IN-SCHOOL SUSPENSION: In order to create/provide a positive learning environment for all, students who continually disrupt class or refuse to follow classroom procedures will be sent to ISS. Students, who are sent to ISS two times within the course of the same day, will remain in ISS for the remainder of the day upon their second visit. Students will be required to complete a, "Time to Think" form upon each visit and prior to returning to class. Students who are removed from ISS for disciplinary reasons will be suspended or if the student is picked up early will be required to make up that time in ISS. Failure to complete these requirements will result in further suspension, parent meeting, and possible board hearing. Students will be assigned to in-school suspension (ISS) one of two ways. Teachers may snap suspend a student to the ISS room for minor behavior infractions which disrupt the learning of other students in the classroom. This suspension will be for the duration of the instructional period of that class. Teachers will follow up this suspension with a call home to the parent or guardian explaining the behavior which resulted in the student being sent to the ISS room. A behavioral referral will be completed by the teacher and sent to the office with a recommendation for any further action by administration. Administration may assign students to ISS in lieu of out-of-school suspension, for periods up to 10 days.

INTERVENTION MEETINGS: The intervention meeting will include an administrator, counselor, teachers the student has, parapro staff when needed, and special education director when required. Parents are invited to the meeting. The meeting takes place at the scheduled time even if the parents/guardians do not attend. The parents are notified of the intervention form/plan for the student if they are not in attendance.

The Intervention team process becomes an ongoing activity of planning, evaluating, and revising the support that is offered to students experiencing academic and behavior difficulties in school. There can be a learning intervention for students who are not achieving. Students who continuously do not do work and are failing can also be scheduled for an intervention. Setting goals for the student's both academic and behavioral are a major component of the process. Students might even be removed from a particular educational setting entirely as a strategy for improvement.

OUT OF SCHOOL SUSPENSION: The student is suspended from the entire school program and its environment. This is a serious penalty that does not permit the student to attend classes, be in the building or on the grounds, nor participate in any school sponsored function, both co-curricular and interscholastic on or off campus. Teachers will allow missed work to be made -up. Upon returning to school, it is the student's responsibility to contact individual teachers to arrange make up work. A parent meeting with an administrator, and possibly other staff member, may be required prior to student returning to school.

*Students are further advised that all out of school suspensions from the home school will be applied to those students attending the Career Tech Center and vice-versa.

Weekend Participation: If Suspended on Friday, and the student is allowed to return to school the following Monday, he/she will be allowed to participate in activities on the following Saturday/Sunday. If the student is suspended Friday and Monday, he/she may not participate in activities on that weekend.

SECURITY/VIDEO SURVEILLANCE: The Board shall attempt, through the entire staff, to ensure that staff members, students, patrons and all property owned by the District are protected at all times from possible damage or injury, outside intrusion or disturbances occurring on school grounds or in school buildings. Security devices and measures, such as, but not limited to, video cameras, audio surveillance devices, motion detectors, metal detectors (stationary or portable) and alarms, may be installed in any or all District buildings, or in District buses or other vehicles to protect District personnel, students and property.

SNAP SUSPENSION: Public Act 103 of 1999 permits a teacher to suspend a student from any "class, subject, or activity" for up to one day. The suspension must be for specific student conduct defined by the local district school policy as behavior justifying suspension from a class. The teacher must "immediately" report the suspension to the principal and send the student to the office for "appropriate action". "As soon as possible" after the suspension, the teacher shall contact the student's parent/guardian to attend a conference at which the administrator shall also be present if the teacher or parent/guardian requests.

SOCIAL SUSPENSION: Students placed on social suspension may not attend dances, plays, athletic events, concerts, awards assemblies or other school sponsored events, home or away, during the period of the social suspension.

TRANSPORTATION SUSPENSION: A student may be suspended by the administration for breaking school bus rules. During a bus suspension the student may not ride the school bus, but is expected to attend school. Students who persist in breaking school bus rules, or whose behavior endangers others on the bus may be suspended for an extended period of time, up to a semester at a time. At the beginning of each school year bus students are given a copy of bus rules. The bus driver reviews these rules with students during the first days of the school year.

BEHAVIORAL EXPECTATIONS AND SPECIFIC DISCIPLINARY ACTION

The following code is a guideline the White Cloud administration will follow in maintaining discipline in the school and at school sponsored activities. Students and parents are reminded, however, that the code is merely a guideline and that school personnel are responsible for preventing

gross disobedience, misconduct, or behavior that materially and substantially disrupts the educational process. Unusual situations may occur during the school year that may not be specifically listed in this handbook. These situations will be handled promptly by school officials with consequences that are warranted by the behavior.

Students are advised that all school rules and regulations apply to all school activities, including attendance at home/away contests, field trips, and during school hours either on or off school grounds. Parents are further advised from granting student permission that would be in violation of the rules within.

Students are reminded that all school related extracurricular activities, including the Graduation Ceremony, are privileges reserved for those individuals whose behavior throughout the school year demonstrates maturity and good judgment. Illegal behavior, either during school related activities or out of school, may lead to social or extracurricular activities suspension. When a student misbehaves, it can have devastating repercussions not only to themselves, but also our school and community. If students are found to be in serious violation of school rules or civil law, the Principal will address that student's future participation in extracurricular or social school events. The Principal will make a recommendation to the Superintendent who will render judgment in the student's case.

The following guidelines will be used by administrators when deciding student disciplinary action. Administrators may alter these guidelines to fit particular circumstances of student behavior. In cases where suspension is listed as a possible disciplinary action, the principal shall have the authority to determine the length of the suspension [from One to Ten days] based on the circumstances of the violation, and the student's citizenship record. Accumulation & Problematic behavior that interfere with the learning process could result in a change of schedule and/or placement or referral to the Board of Education for expulsion. Administration also reserves the right to contact law enforcement when deemed necessary.

BEHAVIOR CONCERN
DISCIPLINARY ACTION (First Offense/2nd Offense/3rd Offense)

ARSON OR BOMB THREAT: Report to Law Enforcement, Recommended for Expulsion.

ASSAULT AND/OR BATTERY: The term assault is defined as "a threat or attempt to inflict bodily injury where the victim has reason to believe the injury may be inflicted." The term battery is defined as "the wrongful physical touching of a person."

The Board shall permanently expel a student in grade 6 or above if the student commits a physical assault, as defined by MCL 380.1311a(12)(B), against a District employee or against a person engaged as a volunteer or contractor for the District on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event.

Threats of Assault Committed by Students: Any student in grade 6 or above who commits a verbal, written or electronically transmitted threat of assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a District employee or against a person engaged as a volunteer or contractor for the District shall be suspended or expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis.

For the purpose of this policy, “threat of assault” shall be defined as any willful verbal, written, or electronically transmitted threat to inflict injury upon another person, under such circumstances that create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

Physical Assaults Committed Against Other Students: The Board shall suspend or expel a student in grade 6 or above for up to 180 days if the student commits a physical assault, as defined by MCL 380.1310(3) (b), against another student on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event. The Board may modify the suspension or expulsion period on a case -by-case basis.

BANNED ITEMS: Students are not to bring or possess weapons, lighters, matches, ammunition, fireworks, and/or pepper spray on the bus or during school and at school related activities. Students are not to bring or possess squirt guns, water balloons, shaving creme, eggs, aerosol string, large magnets, laser lights or similar products. Teachers and aides are directed to confiscate such items. Confiscated items will be released to parents/guardians. Pictures, posters or other media in school lockers which display nudity, obscenities, promote the use of alcohol or drugs, depict scenes of violence, or ethnic/religious intimidation are expressly forbidden. Confiscated items will be kept in the office until a parent/guardian is able to pick it up. Items kept for more than thirty (30) days become property of the White Cloud Public School District.

BULLYING PROHIBITED: Bullying is a form of harassment and is prohibited. For the purposes of this policy, “bullying” is defined as “The repeated intimidation, or emotional abuse of others by the infliction of harm of any kind to the person or property of others whether real or threatened, as transmitted verbally, in writing, or electronically transmitted (“cyber bullying”) either in or outside of school. It may include, but not be limited to, actions such as verbal, written, or electronically transmitted taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and systematic exclusion from peer groups within school.” Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited. All students are protected under this policy and bullying is equally prohibited without regard to its subject matter or motivation. In addition, retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying is prohibited. Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while in route to or from school, or outside of school hours if the bullying is likely to carry some connection to, or have an effect upon the school environment are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

CAFETERIA/OUTDOOR EXPECTATIONS: All food and drinks other than water must be consumed in the lunchroom. Students are not allowed in the halls during lunch without a pass.

CELLULAR PHONES/I-PODS/MP3 Players/E-readers/Other Electronic Devices:

- A. Students are allowed to bring cell phones/I -PODS/MP3 players/E-readers onto school grounds during school hours.
- B. Students will be allowed to use cell phones/I -PODS/MP3 players/ E-readers in certain school locations during the following times:
 - a. Before school until 8:00 a.m. in the cafeteria only.
 - b. During lunch in the cafeteria/ media center only.

- c. After school starting at 3:08 p.m.
 - d. Audio must be played through ear-phones
 - e. Any actions deemed inappropriate/illegal will result in confiscation, suspension or expulsion, and police referral for prosecution.
 - f. Charging of electronic devices is not acceptable and will be confiscated for parental pick-up after first warning.
- C. All students' cell phones/ I-PODS/MP3 players/ E-readers must be turned off and concealed out-of-sight from 8:00-Lunch and end of Lunch-3:08.

NOTE: Other Electronic Devices must be approved by principal prior to bringing to school, such as: laptops, portable electronic games, iPads, etc.

- D. Students may only have their cell phones/ I -PODS/MP3 players/E-readers/Other Electronic Device on inside the school for three reasons:
- a. They have been authorized by the school to turn the cell phone/ I -PODS/MP3 players/E-readers/Other Electronic Device on for a specific purpose.
 - b. They have been commanded by the school to turn it on for a special reason (crisis situation, critical incident, etc.)
 - c. They have been instructed by a staff member for a specific classroom purpose.
- E. Unauthorized use of cell phones/ I -PODS/MP3 players/E-readers/Other Electronic Device.
- 1st Offense: Phone/ I-PODS/MP3 players/E-readers/Other Electronic Device will be confiscated, review of policies, returned to student at the end of the day, and parent/guardian notified.
 - 2nd Offense: Phone/ I-PODS/MP3 players/E-readers/Other Electronic Device will be confiscated; ONLY PARENT/GUARDIAN may pick -up.
 - 3rd Offense: Phone/ I -PODS/MP3 players/E-readers/Other Electronic Device will be confiscated, ONLY PARENT/GUARDIAN may pick -up, Insubordination- Lunch Detention 5 Days.
 - 4th Offense: Phone/ I -PODS/MP3 players/E-readers/Other Electronic Device will be confiscated, ONLY PARENT/GUARDIAN may pick -up, Insubordination-1 Day In-School Suspension (ISS).
 - 5th Offense and beyond: Phone/ I -PODS/MP3 players/E-readers/Other Electronic Device will be confiscated; ONLY PARENT/GUARDIAN may pick -up, Insubordination-1 Day Out of School Suspension (OSS).
- F. Remember: Cell Phones/ I -PODS/MP3 players/E-readers/Other Electronic Device, like all other personal items brought by a student into a school, may be subject to search. The outcome of that search may result in school sanction and/or a criminal investigation by the police. White Cloud Public Schools is not responsible for any lost or stolen personal items brought into the school.

CHEATING: All students involved in cheating on any assignment, exam, test or quiz will receive a failing grade for that assignment. The teacher will notify the parent/guardian and will file a written copy of that report in the student's disciplinary file. A second violation will result in the student not receiving any semester credit for that course. Some examples of cheating are:

1. Buying/hiring/allowing someone to write a paper or build a project, etc.
2. Sharing files such as an Excel worksheet in business class.
3. Copying homework.
4. Copying/building on someone else's ideas without proper citations.
5. Letting your science lab partner do all the work and just putting your name on the final report.
6. Looking at another's test.
7. Plagiarizing material from the Internet.
8. If you give your homework to another student, you are cheating too!

COATS OR BOOK BAGS ARE NOT ALLOWED IN THE CLASSROOM: Warning/Lunch Detention/
Suspension

DRESS CODE VIOLATION: Student will not be permitted in class. Warning and change of
clothing/Lunch Detention/Suspension

DRIVING/RIDING TO NCCTC WITHOUT PERMISSION: Driving privileges suspended
1week/1month/ revoked

DRUG AND ALCOHOL ABUSE POLICY: The Board recognizes the complexity of problems which
are associated with drug abuse. Its concern is for the well-being and best interests of young people
at all times. It also recognizes an obligation to parents and the community. As part of such an
obligation, it is necessary that suspension and/or expulsion be recommended in cases of student
drug abuse. The administration has developed procedures for dealing with cases of suspected and
admitted drug use, to include counseling and referral, as well as procedures for dealing with drug use
or traffic on school property.

Students are prohibited from possessing, using and selling any of the following mood altering
chemicals or other controlled substances, in school or any school related activity:

1. Alcoholic beverages.
2. Marijuana, hashish or any similar cannabis derivative.
3. Amphetamines (speed, white cross, cocaine).
4. Phencyclidines (PCP, angel dust).
5. All hallucinatory chemicals (LSD, mescaline & others).
6. Barbiturate.
7. Opiates.
8. Other mood altering chemicals, which can hinder the student's ability to learn or participate and
could cause damage to the student's health.
9. Non-alcoholic beer
10. Prescription drugs

Policy Adopted:

1. The use and/or possession of illegal drugs, look alike drugs, inhalants, performance
enhancing drugs, abuse of prescription drugs, non-alcohol or alcohol products on school
property at any time will result in a five to ten-day suspension. This may be shortened upon
parent/guardian conference and agreement to participate in a Substance Abuse Counseling
Program.

In addition to the five to ten-day suspension, the student will be considered on full social suspension
for one calendar year or until completion of a Substance Abuse Counseling Program. A second
offense will result in a recommendation to the Board of Education for Expulsion.

2. Selling or attempting to sell the above will result in suspension pending a hearing before the
Board of Education for Expulsion.

Students are also prohibited from delivering, attempting to deliver, or causing to be delivered, a non-controlled substance which the student: Represents to be of a nature, appearance or effect, which will allow the recipient to display, sell, distribute or use the substance as a controlled substance.

Where school officials have reasonable cause to believe that a student is "under the influence" of a controlled substance, narcotics, marijuana or alcohol:

1. The administration will inform the parents/guardians.
2. If the parents/guardians cannot be reached, or in emergency cases, the school reserves the right to seek professional medical aid unless specifically directed not to do so by the parents/guardians in advance.
3. After examining the circumstances of the situation, the administrator may suspend and/or place the student on suspension.

DRUG - POSSESSION/DISTRIBUTION OR UNDER THE INFLUENCE OF A DRUG. THIS INCLUDES LOOK ALIKE DRUGS, ABUSE OF PRESCRIPTION DRUGS, INHALANTS, PERFORMANCE ENHANCING DRUGS, DRUG PARAPHERNALIA ANYWHERE ON SCHOOL PROPERTY OR AT A SCHOOL FUNCTION.

Student will be subject to discipline up to and including expulsion and referral to the police for prosecution, in accordance with the District's "Student Code of Conduct." Students may also be required to complete an appropriate rehabilitation program successfully.

FAILURE TO RETURN LUNCH TRAYS AND DISHES: Warning, Cafeteria Clean-up/Lunch Detention

FAILURE TO WEAR REQUIRED SAFETY GLASSES OR EQUIPMENT:
Removal from the school activity and Warning/Lunch Detention/ Suspension

FALSE FIRE ALARM: Suspension/Expulsion. Mandatory Police Referral.

FIGHTING OR INITIATING A FIGHT: Suspension/Expulsion
*Every student has the responsibility of the "Duty to Retreat" prior to a physical altercation.

FIREWORKS: Suspension/Expulsion

FOOD/BEVERAGES IN HALLWAYS, LOCKERS OR CLASSROOM: Confiscation and Warning/Lunch Detention

GAMBLING WILL NOT BE PERMITTED: Warning/Lunch Detention/ Suspension

HARASSMENT PHYSICAL/MENTAL HARASSMENT OF OTHER STUDENTS:
Suspension/Expulsion

HAZING, WHICH INCLUDES UTTERING OR WEARING MATERIALS THAT HARASSES OR INTIMIDATES FELLOW STUDENTS. THESE MAY BE ABUSIVE OR HUMILIATING IN NATURE OR ETHNICALLY INSENSITIVE. Suspension/Expulsion

HOMEWORK- FAILURE TO COMPLETE/TURN -IN: Teacher or Principal Assign Lunch Detention Until Homework Is Finished/Parent/Guardian Conference

IN HALLWAY WITHOUT PASS: Warning/Lunch Detention / Suspension

INAPPROPRIATE CONTACT: Intervention/Lunch Detention/Suspension/Expulsion

INDECENT EXPOSURE: Suspension or Expulsion. Mandatory police referral.

IN-SCHOOL SUSPENSION- EXCESSIVE VISITS: In order to create/provide a positive learning environment for all, students who continually disrupt class or refuse to follow classroom procedures will be sent to ISS. Students, who are sent to ISS two times within the course of the same day, will remain in ISS for the remainder of the day upon their second visit. Students will be required to complete a, "Time to Think" form upon each visit and prior to returning to class. Students who are removed from ISS for disciplinary reasons will be suspended or if the student is picked up early will be required to make up that time in ISS. Failure to complete these requirements will result in further suspension, parent meeting, and possible board hearing. Lunch Detention/Suspension/Expulsion

INSUBORDINATION/DISOBEDIENCE/EXCESSIVE DISRESPECT/UNRULY BEHAVIOR:
Suspension /Expulsion

LEAVING SCHOOL/CLASS WITHOUT PERMISSION (SKIPPING): Lunch Detention/ Suspension

LIGHTERS OR MATCHES ARE PROHIBITED: Confiscate/ Warning/Lunch Detention/ Suspension

LITTERING: Clean-up Detail/Lunch Detention/Suspension

PROFANITY/OBSCENITIES: General. Warning and possible Lunch Detention or Suspension
Student Directed Warning and Possible Lunch Detention or Suspension; Staff
Directed Suspension for 3 -5 days/Possible Expulsion

PUBLIC DISPLAY OF AFFECTION ON SCHOOL GROUNDS:(Handholding is permissible in grade 9 -12, no touching is allowed in grades 6-7-8; any other display of affection is not authorized)
Warning/Lunch Detention/ Suspension

RECKLESS DRIVING. A STUDENT DRIVING IN SUCH A MANNER AS TO PUT PEOPLE IN DANGER, CAUSE DAMAGE TO PROPERTY OR DISTURB NORMAL SCHOOL OPERATIONS:
Driving Privilege Suspended and Possible Police Report/Driving Privilege Revoked and Police Report

SEXUAL HARASSMENT AND INTIMIDATION: It is the policy to maintain a learning and working environment that is free from sexual harassment. No board member, staff member or student of this district shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any board member, employee, or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy. Each administrator shall be responsible for promoting understanding and

acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual harassment within his/her building or office.

Definition: Sexual harassment means unwelcome sexual advance, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or advancement or of a student's participation in school programs or activities; or
- b. submission to or rejection of such conduct by a board member, employee, or student is used as the basis for decisions affecting the employee or student; or
- c. such conduct has the purpose or effect of unreasonably interfering with a board member's, employee's or student's performance or creating an intimidating, hostile, or offensive work or learning environment. Verbal harassment or abuse; pressure for sexual activity; repeated remarks with sexual or demeaning implications; unwelcome touching; sexual jokes, posters, cartoons, etc.; suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance of public duties.

Any person who alleges sexual harassment by a board member, staff member or student in this school district, may use the procedure detailed in the current board policy and may complain directly to his/her immediate supervisor, building principal, school counselor, district Title IX coordinator or grievance officer as assigned by the Superintendent.

Non-Discrimination Policy-It is the policy of the White Cloud Public Schools that no person shall, on the basis of religion, race, color, national origin, sex, age, or handicap, be excluded from participation in, denied benefits of, or be subjected to discrimination in educational programs, activities, services, nor be denied equal opportunity for employment. Equal opportunity is the right of employment for all persons on the basis of job related standards of education, training, experience, and personal qualifications.

This policy complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.

Questions, concerns, requests, or complaints, which relate to these federal laws are to be directed to the Superintendent.

TARDINESS: The student will be assigned a lunch detention by the teacher for every tardy after the first.

- Failure to report to a lunch detention and/or continued tardiness will result in further disciplinary action by building principal: *Lunch Detention/Suspension*
- Upon the 5th tardy, the student will be placed on a no-pass list, and upon the 10th tardy the student will be placed on social suspension for the remainder of the semester.

THEFT: Police Report, Restitution, Suspension or Possible Expulsion

TOBACCO PRODUCTS-POSSESSION OR USE: Referral to Police Liaison officer for ticketing, Suspension

TRANSPORTATION POLICY The bus driver has the authority to enforce all rules of safety and conduct which may be necessary while students are on the bus. The school buses may be equipped

with video cameras in order to monitor student behavior. The videotapes will be used to enforce the bus (transportation) rules. Suggestions from the students or parents/guardians that will improve our bus routine are always welcomed. The following rules are to insure the safety of all students who ride the White Cloud buses:

Extracurricular trips: All regulations stated for regular transportation will be followed. Violations of any of the bus regulations will be handled in the following manner:

1st Violation Written warning from the bus driver.

2nd Violation Suspension from riding the bus for any extracurricular trip for the remainder of the school year.

Field trips: Field trips will be offered at various times. The objective of field trips will be to extend students education beyond the classroom. The following guidelines will be followed:

1. Arrangements for approval, transportation, and notice to parents/guardians and students will be made at least two (2) weeks prior to the field trip.
2. Transportation will normally be by school bus. The use of private cars is discouraged and will be approved only under extenuating circumstances.
3. There will be a minimum of one (1) adult supervisor to each fifteen students (15) students. Some trips require a greater number of adult supervisors.
4. Students will abide by all school regulations while on the trip as if they were in school.
5. Overnight trips are discouraged, however, if there should be an overnight trip request, the request must be submitted to the Superintendent for approval.

Procedures for spectator buses:

1. All students will sign the bus list in the office by NOON the day of the trip.
2. Cheerleaders will be responsible for:
 - a. Checking all students on the bus.
 - b. Help the bus driver maintain control of students.
 - c. Report any misconduct of students to principal.
 - d. Check students on for the return trip.
3. There will be no stops at any party stores.
4. No food is allowed on the bus.
5. Radios, CD players and other electronic devices are not allowed on the bus.
6. Only students who attend White Cloud High School can ride the bus. No guests allowed.
7. Cheerleaders must sit together in front of the bus.
8. All students who ride spectator buses must ride to and from. Failing to do so will result in Extracurricular Suspension.

*NOTE: When more than one bus is taken, lists will be posted in the gym lobby of who rides which bus. Once the list is posted, no switches will be made. Cheerleaders will divide so there are equal members of cheerleaders on each bus.

Request for change bus policy: It is the responsibility of the district to provide safe transportation to school and to return the student at the conclusion of the school day. In the interest of student safety, the following policies are to be implemented:

1. **LONG TERM REQUESTS:** In cases where parents must arrange for the care of their child at other than their residence, parents/guardians will submit in writing, to the building principal, a request for transportation to an alternate bus stop at least one day preceding any proposed changes. The request will include the name of the person at the alternate residence, the exact

street address and the days of the week the student is to ride (every Monday and Friday, for example). These requests will be considered with the director of transportation and will be honored if there is space on the bus and if it does not cause a deviation from the regular routes.

2. **ONE DAY CHANGE REQUESTS:** The district will consider written requests for a change in destination when the student remains on his/her regularly assigned bus but gets off at a different stop. Only written requests by a parent/guardian will be considered, and must be submitted to the office the morning of the requested change.
3. **EMERGENCIES:** The district recognizes that situations may occur where a student cannot return home or to another destination on his/her bus run. In these cases, parents should arrange to pick the child up before school dismisses or to have a responsible person meet the child at their home or regular bus stop.

Bus safety rules: School bus drivers have a challenging job to assure the safety of each student every day. The help and cooperation of students is required so that a safe ride can be accomplished. Students may be expected to walk at least one-half mile to an established bus stop. The following rules are in effect. Parent's help in reviewing these rules with students, prior to the first day of school, is very important. Please keep in mind that these rules are general guidelines and expectations for student behavior.

Since rules cannot be written for every possible circumstance, students are expected to follow the direction of the driver and be cooperative in situations that may occur. The bus driver is granted the authority to enforce bus rules and to direct students for the safety of all who ride the bus. Suggestions from students and parents that will help improve our bus routine are always welcome.

Students are expected to:

1. Follow all driver's directions the first time given.
2. Be on time. The bus cannot wait for those that are late. Students should be at their stop five minutes before the normal pickup time.
3. Keep off the roadway when waiting for the bus.
4. Cross in front of the bus far enough that you can see the driver's face when loading and unloading.
5. Carefully enter and leave the bus. Watch their step and refrain from crowding or pushing others.
6. Occupy the seat assigned by the driver.
7. Remain in their seats while the bus is in motion.
8. Assist the driver in keeping the bus aisle clear at all times.
9. Keep arms and other parts of their body inside bus windows.
10. Do not touch any of the controls in the bus unless directed by the driver.
11. Help keep the bus clean and orderly. Food and beverages are not allowed on the bus.
12. Respect other students and the driver. Profane language, fighting and other types of misconduct will lead to Suspensions from the Bus, In-school Suspensions (ISS) or Suspensions from school (OSS).
13. Not shout; engage in horseplay or any other activity that could distract the driver.
14. Remain quiet at the railroad tracks.
15. Follow all established school rules regarding proper behavior.
16. Leave the bus only with the driver's consent or direction.
17. Get off the bus only at home unless a written notice from home is approved in advance by the building principal.

18. Leave radios, CD players, electronic devices that make noise and skateboards at home. These items are not allowed on the bus. Other sports related equipment must be in a bag that you can hold on your lap and not interfere with another student's ride to school.
19. Band instruments must be in a case that can be held on your lap and not interfere with another student's ride to school.
20. Basketballs and other sports related equipment are not allowed on the bus unless they are in a bag that can be held on the lap and not interfere with another student's ride to school.
21. Inform the driver when absences are planned.
22. Do not bring animals or other pets on the bus.
23. Report any damage of the bus to the driver immediately.
24. A district administrator may suspend a student from riding the bus. The State of Michigan general school laws relating to transportation state that any transported pupil may be suspended from the privilege of riding a school bus for any willful disobedience of rules as the school bus is considered school property.

These rules apply to all people riding school buses at all times, including field trips and transportation to athletic or other co-curricular events.

TRANSPORTATION DISCIPLINARY PROCEDURES Violations of bus rules may result in:

1st offense: Verbal warning by bus driver. Bus conduct form sent home with student to be signed by parent/guardian and returned to driver before student is allowed to again ride the bus.

2nd offense: Send bus conduct form to office for recommended progressive discipline.

- 1-day bus suspension
- 3-day bus suspension
- 5-day bus suspension
- 10-day bus suspension
- 30-day bus suspension
- 90-day bus suspension or out of school suspension

Other disciplinary measures may include but are not limited to: In -School Suspension, Out of School Suspension, Bus Clean-up, Restitution for Damage and reports made to the School Liaison Officer. All disciplinary measures are given at the best discretion of administration. Students have the right to appeal decisions made in the above-mentioned items, according to existing board policies on due process.

Transportation requests for students to attend organized regularly scheduled activities like Girl or Boy Scouts, 4 H, etc., will be honored if requests are received in **WRITING** and unsafe conditions are **NOT** created by over loading the bus. Requests for students to attend birthday parties, slumber parties, etc., will not be honored **UNLESS** the student would remain on his/her regular bus, but get off at a different house or bus stop. Any request would have to be in **WRITING**.

UNAUTHORIZED ASSOCIATION BETWEEN HIGH SCHOOL AND JUNIOR HIGH SCHOOL STUDENTS IS NOT PERMITTED (High School parking lot, hallways and any other areas deemed by the administration) Warning/Detention/Administrative Action

VANDALISM: Police Report, Restitution, Suspension or Expulsion

WEAPONS FREE SCHOOL ZONE The Board of Education of White Cloud public schools, as both an employer and a Public School District, is concerned with and interested in protecting the health, safety, and welfare of students, employees and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons.

Accordingly, the Board of Education of White Cloud Public Schools (or the superintendent, principal or other District official as may be designated by the Board) shall permanently expel a pupil from attending school in the School District, if the pupil possesses a weapon in a weapon free school zone. Such expulsion is mandatory, unless the pupil establishes, in a clear and convincing manner, at least one of the following:

- 1) That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for indirect delivery to another person for use as a weapon;
- 2) The weapon was not knowingly possessed by the pupil;
- 3) The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon; or
- 4) That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

Criteria for Reinstatement:

The designated committee and this Board of Education shall consider at least the following factors when a petition for reinstatement is submitted:

- 1) Whether the reinstatement would create a risk of harm to other pupils or school personnel;
- 2) Whether reinstatement would create a risk of School District or individual liability for the School Board or School District personnel;
- 3) The age and maturity of the individual;
- 4) The individual's school record before the incident that caused the expulsion;
- 5) The individual's attitude concerning the incident that caused the expulsion;
- 6) The individual's behavior since expulsion and the prospects for remediation of the individual;
- 7) The degree of cooperation and support from the individual's parent or guardian (if the petition was filed by a parent or guardian) as well as any support which may be expected from a parent or guardian, if the expelled student is reinstated.

Petitions for reinstatement from students expelled by another Board of Education shall not be processed if that student has not first submitted a petition for reinstatement to the expelling Board. This School District will only consider reinstatement, to the extent required by law, upon receiving written verification of the denial of the student's petition for reinstatement by the expelling Board.

Conditions of Reinstatement: The School Board may require an expelled student (and if the petition was filed by a parent or legal guardian) to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to:

- 1) Signing a behavior contract;
- 2) Participation in or completion of an Anger Management Program or other appropriate counseling (at the expelled student's expense);
- 3) Periodic progress reviews; and
- 4) Specific immediate consequences for failure to abide by any conditions of reinstatement.

Recordation and Referral: All expulsions pursuant to this policy shall be entered and preserved on the student's individual permanent record. This information shall be disseminated, as part of a

student's permanent record, to any other public or private (primary or secondary) school where the expelled student seeks to enroll and where this District is requested, or otherwise required, to forward or release records to that institution. The School District shall immediately report any incident involving the possession of a weapon or dangerous weapon on school property, in writing, to the pupil's parent or legal guardian (if the pupil is unemancipated) and to the local law enforcement agency.

The School District shall, within three days of expulsion, refer the expelled student to the appropriate County Department of Social Services or County Community Mental Health agency. The School District shall also notify the individual's parent or legal guardian or (if the individual is at least 18 years old or otherwise legally emancipated) notify the expelled student of the referral. The School District shall also refer for prosecution conduct by any individual that is believed to violate state or federal laws establishing weapon free or gun free school zones.

Petitions for Reinstatement: Pupils expelled pursuant to this policy (or their parent or legal guardian if the pupil is unemancipated) may petition the Board of this School District for reinstatement to school. An individual who was in grade 5 or below when expelled may petition for reinstatement at any time after the expiration of 60 school days subsequent to the date of expulsion. Individuals who were in grade 6 or above at the time of expulsion may petition for reinstatement at any time after the expiration of 150 school days subsequent to the date of expulsion. The School District will make available the proper forms to those who wish to petition for reinstatement. The petitioner shall provide an authorization and release for the Board of Education and its designated committee to request, receive and review all student records and student record information maintained by any public or private school, which the petitioning pupil has attended. If such records are already in the possession of this District, the parent/guardian or student (if emancipated) shall furnish written authorization for review of same by the committee and Board of Education members.

Upon receipt of a petition for reinstatement, the District shall do the following:

- 1) Not later than 10 school days after receiving a petition for reinstatement, the School Board shall appoint a committee to review the petition and any supporting information submitted by the parent or legal guardian (if the expelled student is unemancipated) or from the expelled pupil;
- 2) The committee shall consist of two School Board members, one school administrator, one teacher, and one parent of a pupil attending this School District;
- 3) The Superintendent of the School District may prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement;
- 4) Not later than 10 school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the School District, and shall submit a recommendation to the School Board on the issue of reinstatement;
- 5) The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement; and
- 6) The Superintendent shall be allowed to attend meetings of the committee appointed by this Board of Education when considering petitions for reinstatement.

Reinstatement: If the School District decides to reinstate the expelled pupil, those who were in grade 5 and below at the time of the expulsion shall be reinstated before the expiration of 90 school days subsequent to the date of expulsion, unless a longer period of expulsion is required pursuant to the Federal Gun Free Schools Act. For students in grade 5 and below who have violated the Federal

Gun Free Schools Act and who are accordingly subject to mandatory one-year expulsion, the superintendent may submit his or her own recommendation to the Board of Education, in conjunction with the designated committee's recommendation, to modify the one-year expulsion requirement (on a case by case basis) to a period of time not less than 90 school days. Individuals in grade 6 or above at the time of the expulsion shall not be reinstated before the expiration of 180 school days (one legal school year) after the date of expulsion. Application to Handicapped Pupils:

This policy shall be applied in a manner consistent with the rights secured under federal law to pupils who are determined to be eligible for special education programs and services.

WEAPON: POSSESSION ON PERSON, IN CAR OR LOCKER OF GUN, KNIFE OR OTHER WEAPON (WHICH MEETS OR EXCEEDS THE WEAPONS FREE SCHOOL ZONE CRITERIA) OR OTHER HAZARDOUS ITEM:

All cases will be reported to Law Enforcement authorities and be recommended for Expulsion.

WEAPON: POSSESSION ON PERSON OR IN LOCKER OF ANY KNIFE THAT DOES NOT MEET THE WEAPON FREE SCHOOL ZONE REQUIREMENTS (LESS THAN 3 INCHES): Suspension and/or Expulsion.

*Students should not bring any item that can be construed as a weapon to school. The following examples are intended to be a guide and are not exhaustive. Items such as Leatherman tools, Swiss army knives, razors, nail clippers with blades or any similar item with a blade are forbidden.

"Weapon" or "dangerous weapon" includes: a firearm; gun; revolver; pistol; dagger; dirk; stiletto; knife with a blade over 3 inches in length; pocket knife opened by a mechanical device; iron bar; or brass knuckles.

"Weapon Free School Zone" means school property and/or a vehicle used by the school to transport students to or from school property.

"School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, and includes the area up to 1000 feet surrounding school property.

"Firearm" means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of any explosive or other propellant. For purposes of application and enforcement of this policy, a BB gun and a Paint-Ball gun is considered to be a "firearm".

ZERO TOLERANCE FOR GANG ACTIVITY: The White Cloud Board of Education has adopted a zero tolerance for gang related activity. Students associated with these activities are subject to face suspension or expulsion. Activity will be defined as any dress, symbolism or graffiti, known to be associated with gang activity under the advisement of the Newaygo County Pride Law Enforcement Organization.

The above categories have been identified as type of conduct, which interfere with the good order of the school system and proper functioning of the education process. The list is not all -inclusive and does not limit the authority of school personnel to deal appropriately with other types of conduct. Additional rules and regulations may be needed from time to time to insure the safety and rights of individuals and the good order of the school system. Adequate notification of such additional rules shall be made by the administration to the faculty, staff and student body. This code shall be reviewed and revised, if needed, each year by a committee composed of School Board Members, the Principal, and Faculty.

GRADUATION PATHS & REQUIREMENTS FOR HIGH SCHOOL

COURSE SELECTION/GRADUATION REQUIREMENTS: The District shall provide a program of study for secondary students that shall lead to the attainment of a diploma. The guidance counselor can provide recommendations based on the students' post-high school plans. All students completing the graduation requirements as outlined below will be awarded a diploma.

Core Graduation Requirements for the class of 2016 and beyond:

- 4 Credits of Math, including:
 - 1 Credit Algebra 1
 - 1 Credit Geometry
 - 1 Credit Algebra 2an additional 1 Credit math class Senior year (Trigonometry, Statistics, Pre-Calculus, Calculus, Applied Math, Accounting, Business Math, Financial Literacy)

- 4 Credits of English

- 3 Credits of Social Sciences, including:
 - 1 Credit World History
 - 1 Credit US History
 - .5 Credit Government
 - .5 Credit Economics

- 3 Credits of Science, including:
 - 1 Credit Biology
 - 1 Credit Chemistry, Physics, Anatomy, or Agricultural Science
 - 1 Credit Elective Science
- .5 Credit Health
- .5 Credit Physical Education
- 1 Credit Visual, Performing, or Applied Arts

2 Credits of Foreign Language, both in the SAME language other than English, are required for the Class of 2016 and beyond

- Credits may be earned any time K – 12 with grade appropriate language instruction.
- Class of 2015 – 2020 only, may substitute a CTE course or additional visual or performing arts course for one of the two required credits.
- American Sign Language counts as a world language

Online Learning Requirement

- A separate online course or learning experience OR integrated online experience throughout each MMC course.

In order to graduate, students must meet all subject requirements and the total credit requirement.

Total Credits needed for Graduation for the classes of 2016 and beyond:

Class of 2016 – 26 total credits (18 State mandated credits included)

Class of 2017 and beyond – 27 credits (18 State mandated credits included)

DEFINITION OF CREDITS: Each semester of class completed successfully will count as one half (.5) credit, unless otherwise specified.

Courses that Earn Credit:

1. All academic and vocational subjects.
2. All activity courses (physical ed., band, art, etc.)
3. Independent Study will not be allowed except under counselor and principal approval, and only under the following conditions:
 - a. A defined syllabus is submitted for the course to be studied
 - b. The course is above and beyond what is currently offered at WCHS, or
 - c. The course is one that is offered at WCHS, but is not available due to a schedule conflict
 - d. The teacher must grant approval for the Independent Study.
 - e. The student(s) has already taken other available coursework.
5. Dual Enrollment
6. Night school/credit recovery credits when pre-approved by the counselor and principal.

Re-evaluation of student credits will take place at the end of each semester. Any student not on course for graduation will be notified by the school counselor and/or building principal.

ACADEMIC SUPPORT CLASS FOR STRUGGLING STUDENTS: Students who are struggling with core academic classes may be placed in an academic support class. (IEP language will be followed for special education students).

DROPPING AND ADDING OF CLASSES: Students are cautioned to exercise great care in their choice of classes. Teachers' schedules, book and supply orders, and staffing decisions are based on student schedules. Because of this, schedule changes will be limited to correction of errors (duplicate classes, incomplete schedules, etc.), issues affecting graduation requirements, and changes due to teacher recommendation. Students will not be allowed to request changes for teacher preference. Only one PE class will be taken in a semester.

In the case of a scheduling error, a student must:

1. Pick up the appropriate form in the office and complete the form listing class changes.
2. Bring the form to the counselor's office for final approval.
3. Pick up a new schedule (in the case of a granted request) or the schedule change form (in the case of a rejected request)

*NOTE: You will not be considered changed until all steps outlined above are completed, and a new schedule is given to you. Incomplete change forms will not be considered, and change forms will

only be accepted for three school days following the beginning of classes. Students will be responsible for all assignments in their scheduled class until they receive a new schedule.

CREDIT RECOVERY/SUMMER SCHOOL:

High School students may be allowed to pursue credit recovery from a night school or summer school at their own expense to earn the credits necessary to meet graduation requirements. Anyone taking summer school or night school will not be eligible for honors awards at graduation. Summer school is designed to help students who have failed in the regular classroom during the school year. It is not to help students “get ahead” or graduate early. Summer school is for grades 9-12; if there is available space, 7th & 8th grade students will be allowed remediation on a case by case basis.

1. Students must have all proposed credit recovery coursework approved in advance by the principal and counselor.
2. Students’ and/or their parents shall be responsible for all costs related to the enrollment in credit recovery classes.
3. Students may take a required course through credit recovery only if they have enrolled in and failed the course previously at White Cloud High School, unless otherwise approved by the principal.
4. Elective Courses may be pre-approved to meet the total credits necessary for graduation.
5. The final authority for granting permission to attain credit through credit recovery rests with the principal.
6. Students who do not follow these guidelines will not have their credit(s) transferred to White Cloud High School.

DUAL ENROLLMENT: Dual Enrollment/CTC Dual Enrollment/Early College: Students dually enrolled may receive the school districts assistance for tuition and fees for courses at Michigan Public or Private Colleges/Universities if all the qualifying conditions are met:

1. Students are in grades 8-12.
2. Students have passed the State mandated qualifying tests and met all state requirements.
3. Students have passed the qualifying tests to the satisfaction of the College or University.
4. Students meet the GPA requirement of the College or University.
5. Students follow necessary procedures to enroll before given deadline.
6. Grading of Dual Enrollment/CTC Dual Enrollment/Early College classes will receive credit (CR)/no credit (NC) and not be calculated in the GPA starting with the Class of 2017 and beyond.
7. Must agree to all other conditions as indicated by dual enrollment agreement form.
8. Any course that is not pre-approved by the White Cloud High School Guidance Counselor and Building Principal will not be recognized on the student high school transcript.
9. College courses that are pre-approved must be taken within the White Cloud High School calendar year.

School districts are required to pay the lesser of: (a) the actual charge for tuition, mandatory course fees, material fees, and registration fees; or (b) the state portion of the student’s foundation allowance, adjusted to the proportion of the school year they attend the post-secondary institution.

EARLY COLLEGE PROGRAM: Information on the ECNC program is provided to students in the Spring of their 10th grade year. There is an application/selection process. Details on Early College can be obtained online at www.whitecloud.net under the Counselor Corner or by contacting the High

School Counseling office. Students selected to participate begin the program in the Fall of their 11th grade year, and agree to participate in a 13th year through White Cloud Public Schools. All students who participate in ECNC will receive/participate in any/all Senior (12th Grade) activities or honors.

FINAL EXAMINATION POLICY:

1. Final exams will be given to all students in grades 9 through 12. Exceptions will be at the discretion of the teacher if the student maintains a "B" average and has no more than 2 absences for the semester. The ONLY allowable absences are school functions.
2. Examinations are to be comprehensive in nature. Material covered will be over that semester. The teachers will decide what materials to present and the nature of the questions.
3. Exams will be given the last week of each semester. Final exams will count not more than 25 percent of the student's final grade. Any student who skips a final exam and/or is unexcused will receive a failing grade for the course.

GRADE POINT AVERAGE, RANK IN CLASS: The Top Ten, valedictorians and salutatorians will be determined by the weighted G.P.A. through seven (7) semesters. Valedictorians and salutatorians will be responsible for delivering speeches at graduation ceremonies. All courses shall be included in determining a student's grade point average and rank in class. Exceptions include credit/no credit courses, home school grades, correspondence grades, or grades received before 9th grade.

Top Ten will be recognized for the classes of 2017 and 2018. Honors and High Honors will be recognized starting with the class of 2019 and beyond. The GPA that will be honored will be based off of the 5.0 weighted GPA.

Weighted 5.0 GPA: 3.5 to 3.7999 = Honors

Weighted 5.0 GPA: 3.8 or higher =High Honors

Only White Cloud Courses Offerings will qualify as a 5.0 class. Our current 5.0 classes are: Advanced Biology, Anatomy, Pre-Calculus, Chemistry, and College Writing.

Any senior receiving an "F" or not earning credit (NC or X) in a class for which s/he is enrolled the 12th semester, will not be eligible for an honor cord, regardless of his/her cumulative G.P.A.

Honor cords will be worn at graduation. The honor cords will be given to students at the graduation practice.

White Cloud High School reserves the right to change the way classes are weighted at any time.

GRADUATION & TRANSFER STUDENTS: Students who transfer to White Cloud High School must meet all White Cloud graduation requirements to be eligible to receive a diploma. If, in the belief of the administration, a student is transferring to White Cloud for the sole purpose of taking advantage of favorable graduation requirements, particularly in the last semester of school, the principal may deny that student a diploma.

Transfer students' grade point average will be computed only for those classes accepted by the principal. Transfer students may be issued, at the discretion of the administration, "credit" rather than an assigned grade for work completed at another school. The same procedure may be applied to home school grades and credit. Transfer students must have completed three complete semesters

at White Cloud High School in order to qualify for consideration for Valedictorian/Salutatorian or for recognition as one of the Top Ten students.

- Students transferring from schools awarding fewer than 6 ½ credits per year may be eligible to have their graduation credits prorated. Determination will be made by the counselor.
- Students transferring from trimester schools will have credits prorated into thirds.
- Transfer students who transfer to White Cloud once a semester has begun may or may not be granted credit. Each student's situation will be evaluated and a final determination made by the principal.

In the case of a White Cloud student who transfers to another district during the senior year, White Cloud will not award a diploma to that student if graduation requirements are completed in the other school. Students must be in attendance in this school to receive a diploma.

GRADUATION CEREMONY: Participation in the graduation ceremony is a privilege, not a right. In order to walk at graduation, Seniors must be in compliance with our attendance policy during their senior year for ALL scheduled classes. Please refer to the Attendance Policy. In the event that a graduating senior's behavior is deemed by the principal as blatantly destructive and/or objectionable, the student may be excluded from the graduation ceremony. A student who has fulfilled his/her graduation requirements will receive their diploma.

HOMEWORK: Homework is a key to successfully completing any course of study. Homework is important. Teachers will assign homework on a consistent basis. Students will frequently be given time in each class to complete some homework. Students are expected to turn in their homework on time and complete. Failure to turn complete/turn in homework teachers and/or principal will assign homework lunch detention(s) until homework is finished. (IEP language will be followed for special education students). Homework Requests, in case of extended illness or out of school suspensions, assignments may be requested through the office. **PLEASE ALLOW TWENTY-FOUR HOURS FOR THIS MATERIAL TO BE COLLECTED.**

HONOR ROLL: A list of names of students maintaining a "B" average in all subjects is published at the end of the marking period. Students should strive to better their grades and become a member of this select group. Any grades below a "C" will make you ineligible for the honor roll.

INCOMPLETES: All incompletes will have to be made up within 2 weeks after the close of the marking period in which it was received or the incomplete becomes an "F". Extensions of this time period can be made by the building principal if there are extenuating circumstances.

PARENT CONFERENCES: Parents/guardians may make appointments for conferences with teachers, the counselor, or the principal by telephoning the school office.

REMEDIATION: Students at White Cloud High School will only be allowed to re-take a class one time. If the student is unsuccessful on the second attempt to pass the class, they will need to find an alternate method to obtain this credit. Special Education students will still have their schedules dictated by the IEP process.

REPORT CARDS: Twice during each Semester, a report card is produced. Unsatisfactory report cards and progress forms should result in energetic steps being taken by you and your

parents/guardians to correct your progress. Teachers and administrative personnel will be happy to confer with parents/guardians about unsatisfactory work and study habit.

SKYWARD PARENT ACCESS: Skyward is the student administration system that we use to track student grades, attendance, and discipline. This information is available to parents/guardians via the web. If you would like access to your child's records you need to complete an application and submit it to one of our building secretaries. After completing the application return it to your child's school and your account will be created for. Forms are available in the office.

TESTING-OUT: The Board of Education of the White Cloud Public School District acknowledges that some pupils may have acquired knowledge or skills at levels that would allow them to demonstrate a reasonable degree of mastery, as defined by the State as 77% or better, without taking specified courses. Further, Sections 1279b and e of the School Code of Michigan have been amended to allow such students to request in writing an opportunity to demonstrate such mastery, either through a written examination, written papers, projects, portfolios, or other comparable forms. It is the intent of the board to extend to all pupils the opportunity to demonstrate mastery in the range of courses offered at White Cloud Public Schools, and to allow for the most efficient use of instructional time. Per Michigan Department of Education guidelines, any student may request to test out of a required core academic class(es). In order to do so, students are required to submit a written request to the high school office one (1) week prior to the start of each semester, stating the class(es) that they are requesting to test out of. All requests will be submitted to the counselor for review and approval. The student must complete the testing out exam within the first (1st) week of the semester. The testing out exam would be completed at a mutually agreed upon time and place with the instructor during the testing out week.

The following policy statements apply:

1. No grade may be earned by testing out of a course; the notation "CR" will apply.
2. Credits earned through this provision will be counted as credit toward graduation.

VARIABLE GRADES:

A variable grading system will be used. The purpose of variable grades is to encourage students to take more challenging courses. The two levels of grades are:

Weighted	Non-Weighted
A= 5.0	A= 4.0
B= 4.0	B= 3.0
C= 3.0	C= 2.0
D= 2.0	D= 1.0

WITHDRAWALS: Pupils leaving our school do so for a variety of reasons. In all cases in which the withdrawal has not been decided upon by a conference between home and school, pupils must bring a note from a parent/guardian giving the reason for withdrawal. Withdrawal is not complete until the pupil has returned textbooks, cleaned out lockers, received clearance from the library, paid all bills, and checked through the guidance office. **STUDENTS WHO DROP OUT OF WHITE CLOUD HIGH SCHOOL AND DO NOT ATTEND ANOTHER SCHOOL WILL NOT BE ALLOWED TO RE ENTER UNTIL THE BEGINNING OF THE NEXT SEMESTER, AND ONLY BY PERMISSION OF THE PRINCIPAL.**

ATTENDANCE PROCEDURES

Attendance is an integral component in a student's education. Learning takes place in a classroom, which cannot take place through textbooks alone. Regular attendance is always essential for junior and high school attendance records. Therefore, White Cloud Public Schools have established minimum standards of attendance.

ATTENDANCE REQUIRED BY LAW: Students who are under the age of sixteen are required to attend school under the State Compulsory Attendance Law. Failure to attend school by a student less than 16 years of age will result in a referral to the appropriate authorities for legal action in accordance with this law.

ATTENDANCE/TRUANCY POLICY: Truancy is when a student has missed 10 days of school during the school year, or has had a continuation of a school attendance problem from past years. Two or more periods of the day is considered to be a significant part of the school day and for student attendance purposes will be counted as an absence.

- A. 4 Days Absent: Attendance letter mailed home.
- B. 8 Days Absent: Truancy Letter mailed home and meeting with parent(s) or guardian(s) scheduled.
- C. 10 Days Absent: Referral to the Newaygo County Truancy Program and submit to NCRESA Truant Officer will be contacted and investigated.
- D. If absences continue: Case sent to Prosecutor for review: Court date scheduled for Truancy Diversion Program or Traditional Juvenile Justice Proceedings.

ATTENDANCE POLICY FOR CREDIT:

- 1. Students are required to attend all their scheduled classes. They must be in attendance the first thirty (30) minutes in order to be considered present for class.
- 2. Students will be allowed eight (8) absences in each class period during a semester. Parents will be notified by letter on the student's 4th and 8th absence.
- 3. On a student's ninth (9th) absence, the student will be required to achieve at least a 77% on the final exam to have his/her grade calculated for the term. If the student does not attain a 77% grade on the exam, the student will receive an "X" (no credit) for a final grade. Students earning an "F" in the class will receive that grade.
- 4. Absences resulting from long-term illness with medical documentation will be evaluated on an individual basis.

Unexcused/Unplanned Absences are calculated in the eight absences.

Excused/Planned Absences NOT calculated in the eight (8) are:

- A. School Related Absences
- B. In-School Suspensions
- C. Out of School Suspensions
- D. Absences due to a death in the immediate family
- E. Documented Court Appearances
- F. Documented Medical
- G. (3) Three Consecutive Pre-Arranged Absences (*Pre-planned absences*) with Pre-approved by Principal & Teacher (*procedure listed below under Pre-Arranged Absences*)

Parent(s) or guardian(s) are required to call the attendance hot-line (231) 689-3322 explaining the absence.

EXCUSED/PLANNED ABSENCES: Students are expected to be in school during all regularly scheduled classes. Examples of excused/planned absences include but not limited to:

- Doctor's Excuse/Note, Hospitalization, Medical Emergency;
- Court-ordered appearances;
- Pre-arranged medical/dental appointments;
- Pre-arranged and approved family vacations;
- Other as approved by school administrator.

UNEXCUSED/UNPLANNED ABSENCES: Students are expected to be in school during all regularly scheduled classes. Examples of unexcused/unplanned absences include but not limited to:

- Illness/Sick day; (A doctor's note will ensure that an absence is "excused")
- Failure to pre-arranged medical/dental appointments;
- Failure to pre-arranged and approved family vacations;
- Skipping.

CLOSED CAMPUS/LEAVING SCHOOL: Students are prohibited from leaving campus during the school day unless authorization is given by the principal. Students are not authorized to leave campus for lunch. Pre-arranged parental permission is needed for a student to sign themselves out of school.

A parent note or phone call is required if students plan to leave anytime during the day. A parent note or phone call covering a multitude of days will not be approved. Students MUST notify the office and SIGN OUT as they leave or the absence will be unexcused. If a student needs to leave due to an emergency or illness, they must call a parent or person on their emergency card to get approval.

Students who are ill should not be in school. If, however, illness should occur while at school, the student should report directly to the office. Arrangements will then be made through the student's parents or other responsible party for transportation home.

COLLEGE DAYS: Each junior or senior will be allowed two days each year to use as a college day with "College Day Absence" status and will not be counted absent for this day. The student must pre-arrange with the appropriate form through the office, at least one day before the absence. The student must also obtain a form from the office for an official at the college to sign to confirm the visit. This confirmation form should be turned in to the office as soon as the student returns to school. The principal maintains the right to deny permission for an excused college visit at any time.

MAKE-UP WORK: In all cases of make-up work, it is the obligation of the student to obtain the assignments and make the necessary arrangements to complete the work. All make-up work is to be completed and turned in within a length the time equal to the time you were absent, but not to exceed five school days, unless other satisfactory arrangements can be made with the teacher(s) for whom make-up work must be completed.

PARTICIPATION IN SCHOOL FUNCTIONS: Any student absent any portion of the day, without prior approval, will not be allowed to participate in or attend any school function on that day. Reminder, athlete's eligibility is addressed by the Athletic Handbook.

PERFECT ATTENDANCE: A student that is present at school every day for the entire school year. School related functions do not count against perfect attendance.

PRE-ARRANGED ABSENCES: Pre-arranged absences forms, which may be obtained in the office, are required for all absences up to three (3) school days a school year (including family vacations). Arrangements for an absence of this type should be completed ten (10) school days prior to the absence. Failure to properly submit an advance absence form will result in unexcused absences. These absences will be excused at the discretion of the school administrator and only if the student is in good academic standing.

SCHOOL SUSPENSIONS: Suspensions from school, either in or out of school, are not considered as absences. During out-of-school suspensions, schoolwork may be made-up for credit within the normal time limits for absences. During in-school suspensions, students are in school all day and all schoolwork is given credit. Suspensions from the Tech Center may be enforced at the high school and vice versa.

TARDY POLICY: Tardiness to class tends to become a habit. Punctuality is one of the traits most desired by future employers. Students are to be in their seats or at their assigned workstations when the tardy bell rings. There is sufficient time between classes to handle the necessities (use of lavatories, social conversations, etc.) and arrive at your next class on time. Excessive tardiness is unnecessary and is considered to be disobedience in the careless regard for school rules and regulations. The following procedure will be in effect regarding tardiness:

1. All students who are tardy to class are to be admitted to class. All tardiness, with the exception of those which a student has a properly completed pass from another staff member, will be recorded by the teacher in Skyward. Teachers will complete a disciplinary referral for the second tardy and each additional tardy.
2. Students who are more than ten (10) minutes tardy to class, with exception of those returning from an excused, pre-arranged absence (checked out for a doctor's appointment, etc.) would be marked absent. Such absences will be classified as unexcused and may lead to disciplinary action.

EMERGENCY PROCEDURES

FIRE, BOMB AND TORNADO DRILLS are of vital importance. They will be successful only if every student regards them as practice in saving his/her life. Directions for exits are posted in each room of the building. There will be periodic drills scheduled.

FIRE DRILL PROCEDURES:

1. The fire or fire drill will sound with the fire signals flashing in the hallways.
2. Students are to walk in an orderly fashion out of the classrooms and away from the building. Students should not stop to put coats or pick up materials.
3. Students are to exit via the nearest outside exit (see fire evacuation map).
4. Move to an area 100 feet away from the building. Teacher should take roll and then remain in a group awaiting the signal to return to class.
5. The “all-clear” signal will be given.
6. Procedures may vary depending on circumstances.

BOMB PROCEDURES:

1. Signal: an announcement will be made by the principal.
2. Students will be taken away from the premises.
3. Attendance will be taken.
4. Procedures may vary depending on circumstances.

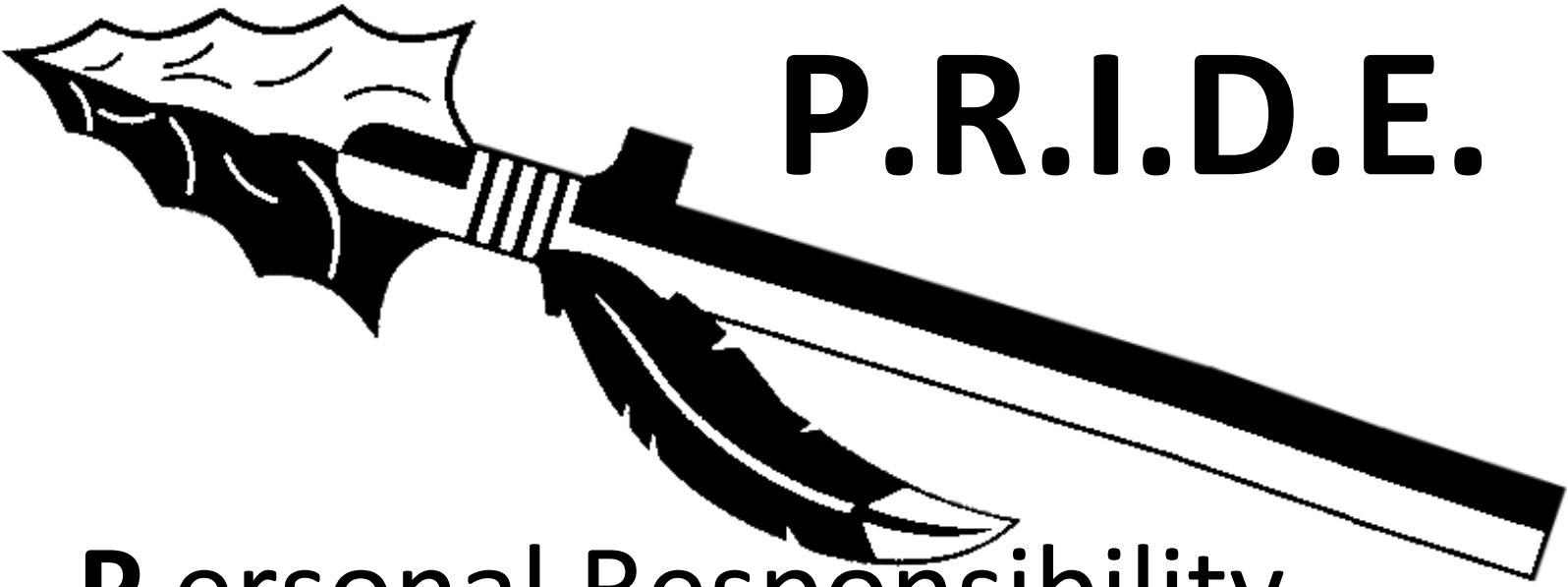
TORNADO PROCEDURES:

1. A warning signal will be given.
2. Move to a shelter area immediately (see tornado evacuation map)
3. Students in the hallways should sit on the floor facing the center of the hall. Please remain as still as possible, 2 or 3 deep, depending on the amount of room available. Leave an aisle open in the middle of the hall.
4. Assume the “protective position” - (crouch on knees and elbows with hands protecting neck and head).
5. Students must remain quiet and should be prepared to listen to additional instructions.
6. The “all-clear” signal will be given.
7. Procedures may vary depending on circumstances.

LOCKDOWN PROCEDURES: In the event of a situation that has been determined to be a dangerous to the staff and students of White Cloud Public Schools, the office will inform the staff to follow the lockdown procedures.

White Cloud has

P.R.I.D.E.



P ersonal Responsibility

R espect

I ntegrity

D iscipline

E mpathy

Show your P.R.I.D.E.