



At White Cloud  
Elementary School  
Your Character Counts!

Trustworthiness

Respect

Responsibility

Fairness

Caring

Citizenship

2022 - 2023

Elementary

Student Handbook

## Equal "Opportunity Employer

NONDISCRIMINATION: In compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of White Cloud School District that no person shall on the basis of race, color, religion, national origin or ancestry, sex (including sexual orientation or transgender identity), age, disability, height, weight, genetic discrimination, marital status, military status, or any other legally protected category be legally excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or service or in employment. In accordance with Federal regulations, White Cloud School District has appointed a Title VII, Title IX, Section 504/ADA, and Age Discrimination Coordinator (CO). Any questions, suggestions or complaints should be direct to Ed Canning, White Cloud Public Schools, 555 Wilcox Ave., PO Box 1000, White Cloud, MI 49349

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## White Cloud Public Schools

White Cloud Elementary  
585 E. Pine Hill Avenue  
P. O. Box 1002  
White Cloud, MI 49349  
231-689-2300  
231-689-2323 (fax)

Dear Parents and Students,

Welcome to White Cloud Elementary School! Our staff is looking forward to working with each of you this year in an effort to provide the most positive educational experience possible. In order to achieve our goal of helping each student grow both intellectually and as a person, our entire staff will do our very best to meet the needs of each individual student.

In order for each child to reach their maximum potential, we need help from the most valuable resource in every child's life, you - the parents and guardians. Children whose parents are actively involved in their educational life have been proven to be more successful in school. All parents are encouraged to visit or volunteer in any capacity.

We are looking forward to a great year! Thank you for helping make our building an exciting place to be.

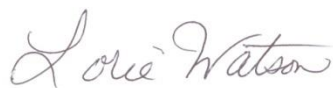


Ed Canning  
Superintendent

Dear Elementary Parents and Students,

Welcome to another wonderful year at White Cloud Elementary! We have an amazing staff dedicated to helping your child learn and succeed. Our elementary teachers use their years of teaching experience and constant training to provide a positive learning environment with high expectations. They are able to accommodate various learning needs to take students from where they are and help them continue successfully down their educational journey. We also strive to be sure your child knows he or she matters very much, and all their goals are attainable. Our elementary school provides a solid foundation for your child and is a great place to begin that journey!

Parents are a major factor in student success, and we welcome continued communication with your child's teacher and the school. This connection is key to your child's current and future school success and achievements. I look forward to working with you this year and being a part of this process!



Lorie Watson  
Principal  
White Cloud Elementary

## **Points of Pride**

- \*Free Breakfast and Lunch for every student
- \*All Day, Every Day Kindergarten
- \*K+ Program
- \*Response to Intervention Process
- \*Character Counts! Education
- \*Safety Patrol
- \*Responsible Thinking Process
- \*Building School Improvement Team
- \*Family Math Night
- \*Knowledgeable, Positive Staff
- \*Good Character Awards
- \*Project Focus Program
- \* Parent Advisory/Title I Parent Committee
- \*CATCH Program – healthy eating and exercising
- \*Differentiation of Instruction to Meet the Needs of All Learners
- \*5<sup>th</sup> Grade Science Fair
- \*Handwriting Without Tears Program
- \*Child Study Team
- \*Family Literacy Night
- \*Title I Services
- \*Volunteer Program
- \*Principal’s & Character Count Awards
- \*Junior Achievement Program

## **School Directory**

Elementary School Office -----  
Lorie Watson, Principal  
Laura Arnold, Secretary 689-2300  
Terri Willson, Secretary 689-2300

Superintendent’s Office----- 689-6591

Bus Garage ----- 689-3392

## **Board of Education**

Mr. Jim Jones, President                      Mr. Harry Stevens, Vice President

Mrs. Mindy Mench, Treasurer                Mrs. Holly Bowman, Trustee

Mrs. Elaine Engel, Secretary                Mrs. Megan Cruzan, Trustee

Mr. Keith Derks, Trustee

## WHITE CLOUD ELEMENTARY STAFF LIST

Teacher	Room #	Class	Ext.	Outside Phone	Email address
Arnold, Laura	Office	Secretary	3234	689-2300	<a href="mailto:arnoldl@whitecloud.net">arnoldl@whitecloud.net</a>
BAC	207	BAC	2335	689-2335	<a href="mailto:chilesl@whitecloud.net">chilesl@whitecloud.net</a>
Beukema, Amy	107	Speech Therapist	3100	689-3100	<a href="mailto:abeukema@ncresa.org">abeukema@ncresa.org</a>
Bird, Nikki	211	1 <sup>st</sup> Grade	3244	689-3244	<a href="mailto:birdn@whitecloud.net">birdn@whitecloud.net</a>
Bonk, Alyssa	409	2 <sup>nd</sup> Grade	2330	689-2330	<a href="mailto:bonka@whitecloud.net">bonka@whitecloud.net</a>
Brown, Kurt	408	4th Grade	2333	689-2333	<a href="mailto:brownk@whitecloud.net">brownk@whitecloud.net</a>
Wilson, Kaylee	212	1 <sup>st</sup> Grade	3240	689-3240	<a href="mailto:wilsonkl@whitecloud.net">wilsonkl@whitecloud.net</a>
Coronado, Irma	112	Kindergarten +	3263	689-3263	<a href="mailto:coronadoi@whitecloud.net">coronadoi@whitecloud.net</a>
Cruzan, Stephanie	404	5 <sup>th</sup> Grade	2331	689-2331	<a href="mailto:cruzans@whitecloud.net">cruzans@whitecloud.net</a>
Dakin, Jana	203	SSC	2344	689-2344	<a href="mailto:dakinj@whitecloud.net">dakinj@whitecloud.net</a>
Dawson, Carlee	211	Title 1	3244	689-3244	<a href="mailto:dawsonc@whitecloud.net">dawsonc@whitecloud.net</a>
DeBlake, Brianna	209	R.R.	2311	689-2311	<a href="mailto:deblakeb@whitecloud.net">deblakeb@whitecloud.net</a>
D'Lamater, Karen	410	R.R.	3204	689-3204	<a href="mailto:dlamaterk@whitecloud.net">dlamaterk@whitecloud.net</a>
Dowling, Dallas	306	Special	2326	689-2326	<a href="mailto:dowlingd@whitecloud.net">dowlingd@whitecloud.net</a>
Fitzmaurice, Adam	403	5 <sup>th</sup> Grade	2341	689-2341	<a href="mailto:fitzmauricea@whitecloud.net">fitzmauricea@whitecloud.net</a>
Fritz, Kathy	305	4 <sup>TH</sup> Grade	2337	689-2337	<a href="mailto:fritzk@whitecloud.net">fritzk@whitecloud.net</a>
Gillespie, Maureen	210	1 <sup>st</sup> Grade	3247	689-3247	<a href="mailto:gillespiem@whitecloud.net">gillespiem@whitecloud.net</a>
Granger, Kayla	405	3 <sup>rd</sup> Grade	2332	689-2332	<a href="mailto:grangerk@whitecloud.net">grangerk@whitecloud.net</a>
Hazewinkel, Alane	209	Resource Room	2311	689-2311	<a href="mailto:hazewinkela@whitecloud.net">hazewinkela@whitecloud.net</a>
Indo, Hilary	401	3 <sup>rd</sup> Grade	2317	689-2317	<a href="mailto:princeh@whitecloud.net">princeh@whitecloud.net</a>
Jacobs, Dan	103	Phys Ed	2305	689-2305	<a href="mailto:jacobsd@whitecloud.net">jacobsd@whitecloud.net</a>
Kitchen	101	Breakfast/Lunch	2303	689-2303	<a href="mailto:rosenbergj@whitecloud.net">rosenbergj@whitecloud.net</a>
Karnes, Stephanie	113	Kindergarten	3215	689-3215	<a href="mailto:karness@whitecloud.net">karness@whitecloud.net</a>
Miller, Dody	411	2 <sup>nd</sup> Grade	2318	689-2318	<a href="mailto:millerd@whitecloud.net">millerd@whitecloud.net</a>
Pals, Stephanie	412	2nd Grade	3225	689-3225	<a href="mailto:palss@whitecloud.net">palss@whitecloud.net</a>
Peabody, April	406	4 <sup>th</sup> Grade	2320	689-2320	<a href="mailto:peabodya@whitecloud.net">peabodya@whitecloud.net</a>
Pfeiffer, Kendra	407	3rd Grade	2338	689-2338	<a href="mailto:pfeifferk@whitecloud.net">pfeifferk@whitecloud.net</a>
REACH	105	REACH	2306	689-2306	<a href="mailto:dunbark@whitecloud.net">dunbark@whitecloud.net</a>

Teacher	Room #	Class	Ext.	Outside Phone	Email address
Riddering, Therese	213	Title I	3204	689-3204	<a href="mailto:ridderingt@whitecloud.net">ridderingt@whitecloud.net</a>
Robinson, Mark	201C	Dean of Students	3259	689-3259	<a href="mailto:robinsonm@whitecloud.net">robinsonm@whitecloud.net</a>
Stormer, Scott	208	Kindergarten	2340	689-2340	<a href="mailto:stormers@whitecloud.net">stormers@whitecloud.net</a>
Strait, Desiree	112	Kindergarten	3263	689-3263	<a href="mailto:straitd@whitecloud.net">straitd@whitecloud.net</a>
Watson, Lorie	201B	Principal	2301	689-2300	<a href="mailto:watsonl@whitecloud.net">watsonl@whitecloud.net</a>
Wildfong, Patti	211	1 <sup>st</sup> /2 <sup>nd</sup> split	3244	689-3244	<a href="mailto:wildfongp@whitecloud.net">wildfongp@whitecloud.net</a>
Wilson, Kaylee	212	1 <sup>st</sup> Grade	3240	689-3240	<a href="mailto:wilsonk@whitecloud.net">wilsonk@whitecloud.net</a>
Willson, Terri	Office	Secretary	2346	689-2300	<a href="mailto:willsont@whitecloud.net">willsont@whitecloud.net</a>

### WHITE CLOUD ELEMENTARY SCHEDULE

#### School Hours

Class time 7:45 a.m. - 3:00 p.m. ----- **Doors open at 7:40 a.m.** ----- **Elementary**

10:50 a.m. - 11:40 a.m. ----- Kindergarten /1<sup>st</sup> Grade Lunch/Recess

11:40 a.m. - 12:30 p.m. ----- 2<sup>nd</sup>/3<sup>rd</sup> & 4<sup>th</sup>/5<sup>th</sup> Grade Lunch/Recess

\* In order to meet the State of Michigan's mandated student clock hour, the school reserves the right to adjust the schedule accordingly.

#### Student Attendance

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 attendance records. Therefore, White Cloud Public Schools have established minimum standards of attendance.

**Attendance Required by Law** - Students who are under the age of 6-16 are required to attend school under the State Compulsory Attendance Law. Failure to attend school 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.

- A. 2 Days Absent: Phone call home
- B. 4 Days Absent: Attendance letter mailed home
- C. 8 Days Absent: Truancy Letter mailed home and meeting with parent(s) or guardian(s) scheduled.
- D. 10 Days Absent: Referral to the Newaygo County Truancy Program and submit to NCRESA Truant Office will be contacted and investigated.
- E. If absences continue: Case sent to Prosecutor for review: Court date scheduled for Truancy Diversion Program or Traditional Juvenile Justice Proceedings.

Parent(s) or guardian(s) are required to call the attendance hotline (231) 689-3322 when a child is absent

**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/ approved family vacations, and 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-arrange and approved family vacations, and Skipping.

**Pre-Arranged Absences** - Pre-arranged absences forms, which may be obtained in the office, are required for all absences up to five (5) school days per 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.

### **Tardiness**

It is very important that all students be in school and in class on time every day. All tardies will be recorded and noted on report cards. If your child arrives at school later than 8:10 a.m., she/he will be considered absent for the first half (1/2) of the day, or if your child leaves school before 2:30 p.m., she/he will be considered absent the second half (1/2) of the day.

### **Perfect Attendance**

Perfect Attendance will be earned if a student has no excused or unexcused absences and no tardies all school year.

### **Transfer of Student Records**

Student records transfer automatically to each school in the district. When a student transfers from our district, the new district will make a request for the student's records. At that time, we will send the records to the new district. In addition, if a student is coming to our school as a transfer student, we need to have papers signed by a parent or guardian for the previous school to release the records.

### **Textbooks**

Textbooks are issued to students at the beginning of the year. We do not collect a book fee or deposit for textbook use.

Students are expected to treat all textual material with care. Unnecessary wear, damage, or loss of school issued textbooks will result in a charge to parents. The principal will notify the parent in writing of the damage and the charge being assessed.

## **SCHOOL HEALTH INFORMATION**

### **Special Medical Needs**

Please send updated information on any new or existing medical conditions (allergies, etc.) that your child may be experiencing. Health plans will be developed as necessary and a doctor's note may be required. Information will be shared with appropriate personnel such as your child's classroom teacher(s), physical education teacher, office and playground aides, or bus driver. This information will help them work with your child to minimize unnecessary restrictions and possible absenteeism.

### **Physical Education Restrictions**

At times during the school year, physical education students may participate in strenuous fitness and endurance tests. Activities could include the mile run/walk, five-minute run/walk, 600-yard run/walk, sit-ups, curl-ups, push-ups, and pull-ups. If your son or daughter has a medical problem that should exempt them from all or part of this activity, please contact the office. A note from your child's physician will be required explaining any/all limitations for the specific medical problem. A program can be developed to meet your child's needs.

### **Emergency Information**

Please keep the school posted of all current phone numbers (home and work). If you do not have a phone it is **very important** that you give us the phone number of someone who could reach you in case of an accident, or if

your child becomes ill at school. **Please provide more than one phone number. This is very important in case of an emergency.** If a telephone number is changed or disconnected, please update your information at school.

### **Medications**

**Asthma medication** - If your child needs to carry an inhaler at school, the 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 your building principal or the school nurse.

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 met.

**Other medications** - If possible, parents are advised to give medications at home and on a schedule rather than during school hours. If it is necessary that a medication be given during school hours, the following regulations must be followed. School policy states that any medication that needs to be taken at school must be brought to school by a parent/guardian, in its original container with the appropriate label intact and the parent's signature on a medication consent form. The physician must also sign the medication consent form if the medication requires a prescription. **The school will not have Tylenol or aspirin to dispense for any reason.** Medication permission slips are available in the office.

### **Health Screenings**

The Newaygo County Health Department assists White Cloud students by conducting vision and hearing screenings at school. The purpose for the screening program is to aid in the early detection and resolution of any problems that could affect growth or the learning process. Screenings are not meant to diagnose. The health department will contact parents if there is a need for follow up at a free clinic or doctor's office. Vision involves grades K, 1, and 3; Hearing involves grades K, 1, and 2. Referrals for additional screenings at any grade level by parents, students, or staff can be made to the school nurse.

### **Head Lice**

Head lice infestation is a continuing problem among school age children in Michigan. Head lice do not carry disease nor does their presence mean your child is dirty. However, they are an annoyance and are spread easily. Please periodically check your child's head carefully and, if any head lice are found, treat your child and any other infested family members before your child returns to school. Remember, too, that anything near the child's head (bedding, clothes, hair items, stuffed animals, furniture, etc.) must also be treated immediately. It is critical that you not only kill the lice with a lice-killing shampoo but also remove all the eggs (nits). Although treatment shampoos provide a nit comb, they are not always 100% effective. Nits are literally glued to the hair and can be difficult to remove.

If eggs remain in the hair, re-infestation may occur. White Cloud Public Schools policy states that children are not allowed to return to school until checked by the school personnel or designee and deemed to be lice and nit-free. Parents must accompany their child back to school after treatment. Please continue to check heads every day for 2-3 weeks to make sure the lice are gone. Regular checking, washing bedding, clothes, etc. are the best

prevention. If you discover your child or a family member has head lice, please notify us as soon as possible at 689-2300.

### **Immunizations**

Any student new to the school system, according to state law, must show proof of immunizations and be current by today's standards to remain in school. Records are reviewed on admission and parents are notified of updates needed. Any questions can be directed to the office.

### **When to Keep Children Home**

State regulations indicate that the superintendents, principals, school nurse, and teachers shall exclude from school any child suspected of having a communicable disease.

Cooperate with your school and local health department. Prevent exposure that may occur in the school, on the bus, or on the school grounds by keeping your child at home if he/she shows signs of illness.

Headaches, runny nose, difficulty breathing, sore throat, coughing, a rise in body temperature, (**temperature should be normal for 24 hours before returning to school**) vomiting, a skin eruption or an unusual flush or paleness should lead you to suspect illness in your child.

Check with your doctor for diagnosis, treatment, and the proper time for returning to school. Please send a doctor's note when your child returns explaining the reason for the absence.

Your child needs to be kept home when ill to avoid the spread of communicable diseases. (Refer to the Attendance/Truancy Policy on page 6 for complete details.)

### **Homework Due to Illness**

To request schoolwork on days when your child is absent, please call early in the day so the teacher has time to prepare your child's assignments. Requests received late in the morning or during the afternoon may have to wait until the following day to be picked up.

Please indicate how long you anticipate your child will be absent. This is helpful in the teacher's planning, rather than calling each day for new assignments.

Kindly support the teacher's efforts by picking up the requested assignments and having the work completed and returned.

Family vacations during the school year are discouraged. If you plan to take a vacation, please notify the school in advance. They will not have received the teacher's instruction to go with the homework, but some work may be able to be given prior and can be given after the vacation.

### **After School Dismissal Information**

If a child is getting picked up from school, he/she will meet at curbside service. Please send a written note to the child's teacher with any schedule change. If picking your child up from the cafeteria, please check your student out with the paraprofessional in the cafeteria before you leave.

Please park in the visitor spaces provided.

Children walking or riding a bike will be dismissed from the school after the busses have departed.

### **Bicycles/Skateboards/Roller Skates/Roller Blades**

Children are permitted to ride bicycles to school. We encourage parents to discuss bicycle safety with their children on a regular basis. Bicycles are to be parked in the bicycle racks as soon as children arrive at school

and are not to be ridden around the playground or building. For security reasons, we recommend the use of bicycle locks.

Bikes are to be walked at all times while on the Elementary campus due to safety concerns.

If a child abuses either safety rules or school rules pertaining to bicycle riding, he/she may lose the privilege of riding a bike to school.

Skateboards, roller skates, roller blades, and scooters **may not** be used to get to and from school or used during school hours.

### **School Visits/Conferences**

We encourage parents to visit our school. When you are planning a classroom visit or need a conference, please notify us at least 24 hours in advance and contact your child's teacher to schedule a visit to avoid scheduling conflicts. When visiting during the school day, please register in the office and pick up a visitor's badge before going to the classroom. Students from other schools are not allowed to visit during the school day.

### **Emergency School Closings**

On days when school may be closed or dismissed early as a result of severe weather, please watch one of the following television stations: WZZM-TV (Channel 13), WOTV-TV (Channel 8) or (Channel 9).

You may call our school closing information hot line at 689-3333. This information is updated by 6:00 a.m.

### **Recess**

If a child is well enough to be in school, we will expect the child to go outside for recess unless weather prohibits. Requests to keep a child inside will only be allowed with a written doctor's statement.

During the winter months, students are still expected to go outside for recess, weather and temperature permitting. **Please dress children appropriately for weather conditions.** The following outside temperature (the wind chill factor taken into account) will determine whether children will be outside or inside:

\*11 degrees and above with wind chill factor - Outside the entire recess

\*10 degrees and below with wind chill factor - Inside the entire recess

### **Morning School Entry**

Children will be admitted into the building at 7:40 a.m. Children who normally walk, ride bikes, or are driven to school may not arrive prior to 7:40 a.m. because supervision is not available.

Students should go directly to class after entering the school since breakfast is served in the classroom.

## **STUDENT BEHAVIOR/DISCIPLINE**

### **Student Behavior Expectations**

Students attending White Cloud Elementary are expected to behave in an appropriate manner on the way to school, while at school and on the way home from school. Good citizenship is treating all people courteously and with respect - recognizing not only the rights and privileges of others, but respect for the personal property of the school and others as well.

As a school, we strive to create and reinforce self-discipline within our students by focusing on and developing the important human skills of self-control, a healthy self-concept, and positive choice-making skills. Students are taught to solve problems appropriately.

Students assume responsibility for their behavior through the choices they make. The motive behind discipline is to teach positive behavior with the ultimate goal being better decision making by the child and, thereby, improved behavior in the future.

We expect that students come to school with a positive attitude, dressed appropriately, meet standards of health and cleanliness, be honest, courteous, and moral, use only acceptable language, and refrain from the use of profanity through either gestures or words.

Our goal is to work cooperatively in creating a consistent, orderly, and safe environment that provides the opportunity for all children to learn while at school.

**Obviously, no handbook can list all misbehaviors that may be dangerous or detrimental to students or the learning environment. Therefore, offenses not listed but deemed inappropriate for the school environment are subject to discipline at the discretion of the Administrative Staff and the approval of the Board of Education.**

Our discipline program utilizes the Responsible Thinking Process, making students responsible for their own behavior and creating a plan for success.

### **Our Discipline Philosophy**

We believe that all students are responsible for their own actions and must be taught to respect the rights of others. Teachers have a right to teach and students have a right to learn in safety. Students **do not** have the right to disrupt at school, regardless of where they are, especially if they are preventing other students from learning or are threatening the safety and rights of others.

### **Classroom Rules RTC)**

**No student is allowed to disrupt in class or anywhere else in school. This includes the school bus.** When a student chooses to disrupt, he/she is given the choice of remaining where they are and following the rules or going to the responsible thinking classroom (RTC), where they stay until they indicate to the teacher that they are willing to follow the rules. When a student makes a choice to leave and go to the RTC because of continued disruptions, the RTC supervisor teaches him/her how to work out a plan. He/she will use this plan to negotiate his/her return with the person who was in charge of wherever he/she was disrupting. Students are still permitted to their lunch if they have been in RTC.

**If a student disrupts in the BAC, a parent will be called and the student may be sent home for the remainder of the day and possibly the following school day.** In order for the student to return to school, he/she must return with a parent and meet with the Dean of Students or Principal. The student then must negotiate for admittance to the BAC with the BAC teacher to create a "Back to School" plan. This plan gains re-admittance to the area from which he/she was removed.

### **Behavior Referrals to the Administration**

- Parent referrals will be directed to the classroom teacher first. After meeting with the teacher, if the parent still has a concern, the parent, teacher, and principal will meet together.
- Incidents of sexual harassment will be directed to the Principal, Dean of Students, and/or the School Social Worker. These incidents may result in immediate suspension.
- Incidents deemed severe or sensitive will be directed to the Dean of Students and/or Principal.
- Possession/use or transfers of alcohol, tobacco, drugs or look-alike drugs.  
1<sup>st</sup> Offense and Following Offenses - A **minimum** of three (3) days out-of-school suspension and parent contacted.
- Stealing - Will result in a parent contact to arrange for the return and/or remuneration of the stolen property and possible suspension.

The following prohibited behaviors are among those that may be grounds for immediate suspension from school:

- Physical violence such as fights or assaults
- Public Display of Affection
- Abusive, obscene or threatening language or notes
- Extortion or intimidation
- Possession, sale and/or use of weapons or look-alike weapons
- Stealing
- Vandalism, arson
- False alarm
- Sexual harassment
- Criminal Sexual Conduct
- Refusal to follow rules in the Be Accountable Classroom
- Insubordination
- **Repeated violations will result in suspensions of greater lengths.**

Any offense or series of offenses deemed **very serious** by the administration may lead to immediate referral for expulsion.

### **Cafeteria Behavior**

Students are expected to remain seated until dismissed, talk in a low voice, dispose of food not eaten in a proper manner, and clean any unnecessary mess on the table or floor for which they were responsible. Violations of these expectations will lead to discipline, including alternate seating away from the cafeteria.

### **School Dress and Appearance**

The school has the responsibility of establishing and maintaining an atmosphere that enhances the opportunity of individuals to learn. Recognizing that students and parents have a need and right to know what is considered appropriate by the school, the following guidelines will be used by the building administrator:

- Students **MAY NOT** wear spaghetti straps, short shirts or tops, hot pants, pajama/lounge pants, exposed underwear, halter tops, see-through or midriff blouses, bandanas, clothing with cuts or slits, clothing with questionable language, chains, or wallet chains. Clothing which promotes or advertises alcoholic beverages, tobacco or tobacco products, marijuana/drugs, or contains obscenities is forbidden. Attire should be appropriate and not cause a disruption to the educational process. Students wearing inappropriate clothing will have parents called and appropriate clothing will need to be brought to school for the student to wear to be re-admitted to class.
- All shorts, skirts and dresses must be fingertip length or below.
- Students must wear shoes when they are at school.
- Hats, caps, jackets, coats, vests and sunglasses are **NOT** to be worn in school unless approved by the principal.
- Students are to wear clothes in the way that they were designed to be worn (i.e. students who wear "bib" overalls shall wear them with both straps over the shoulder and buttoned).

### **Playground Behavior**

Specific rules and procedures have been established to assure safety at play, a respect for school property, and the proper use of equipment. These rules and procedures are stressed to students and reviewed periodically.

When a student chooses to break playground rules, the student may go to the BAC or office to make a plan regarding the specific behavior.

### Playground Rules

A few rules are listed below. We do not feel this is all-inclusive and reserve the right to discipline students who create a hazard to himself/herself or other students.

- Students must walk on the porch or cement areas.
- Tire swings must be rider-powered. Pushing or pulling is not allowed.
- When using swings, students must stay seated and only swing back and forth.
- Climbing trees is not allowed.
- Toy guns and knives may not be brought to school.
- Sticks, stones and snow must be left on the ground.
- Go down the slide by climbing up the ladder and sliding down in a sitting position only.
- Games that include chasing, tackling and kicking other people are not allowed.
- Ask a paraprofessional or supervising adult before leaving the playground.
- Use all equipment with care and respect.
- Always use appropriate language.

### Early Dismissal From School

Students are not released to anyone other than a parent or guardian without a **request in writing** from a parent or guardian. Parents or guardians are asked to report to the school office to release their child prior to the normal dismissal time.

### Money at School

Please do not send large sums of money to school. If it is necessary to send a child to school with money, we recommend placing it in a sealed envelope with the child's name, teacher's name, and the purpose of money.

### Food Service Department

Child Breakfast-----	Free to all students
Child Lunch-----	Free to all students
Child Reduced Lunch Price-----	Free to all students
Milk-----	.35
Adult-----	\$3.00

A computer system is used to keep track of any lunch money deposited in student accounts by parents for seconds on food.

### Free/Reduced Lunch Application Procedure

Parents are asked to complete the Household Information Survey to help support our free breakfast and lunch program.

### Personal Property

Please keep your children's personal belongings at home. Too often, we find personal articles being lost, broken, or traded. It is the child's responsibility to leave personal items at home. We will not assume responsibility for lost or damaged items. Items such as cap or play guns, baseballs, matches, knives or other potentially dangerous objects are also prohibited. It is recommended that students do not bring their own toys to school.

*We strongly discourage students from bringing any electronic devices to school. This includes, but is not limited to: cell phones and other communication devices, i-pods, mp3 /cd players, video games, radios and cameras. Any such item may be confiscated from students.*

**Cell phones:** The use of cell phones is prohibited during the school day and on school busses. If brought to school, cell phones must be turned off and stored in locker. Any phone seen or heard by staff will be confiscated.

### Searches and Lockers

Lockers are a part of the school building and are assigned to students for proper use only. The school administration reserves the right to remove overdue books, restricted item (weapons, etc.) and illegal items (drugs, alcohol, stolen goods, etc.) from the locker.

Students have a right to be secure in their person, papers, and effects. However, all school property is held in public trust by the Board of Education. Use of such property, specifically including but not limited to, school lockers and school desks, is provided for student convenience. The Board makes notice of its intent to retain joint control over such property provided for student use. Further, the Board expressly maintains its right of access to that property.

Administrators are authorized to conduct a search of a student's person, locker, or desk if there is a reasonable cause to believe that the student has in his/her possession an item that constitutes a criminal offense under the laws of the state. They may also search for an item that may endanger the safety of the student, other persons or property, or the orderly conduct of school business. Any search by law officers must be made in the presence of a school administrator.

### Parent-Teacher Conferences and Progress Reports

It is very important that parents attend the fall and spring parent-teacher conferences. Students perform better when their parents are involved and know their strengths and areas where they need help. Educational and behavioral concerns can be improved when the school and parents work together and communicate. Parent-teacher conferences are extremely important and we strongly encourage your attendance.

The school also uses progress reports to inform parents of their child's educational achievement.

### Homework Policy

We believe that in order to succeed and develop lifelong study skills, each student needs to do homework regularly. Our homework policy is 10 minutes of homework per grade, Monday through Thursday. This means that first graders should do 10 minutes of homework per night, second graders should do 20 minutes of homework each night, third graders should do 30 minutes of homework each night, fourth graders should do 40 minutes of homework each night, and fifth graders should do 50 minutes of homework each night.

If a teacher does not assign any homework, students should read, write letters, keep a journal, review math, or work on any other area where they could use a little boost. The earlier good study habits develop, the longer they last. By providing a place for your child to do homework and making sure that it is completed every night, you are helping your children do well in school. **Please sign your child's homework each evening after it is completed.**

### Bus Transportation

Transportation to and from school is a privilege to be enjoyed only as long as the child accepts responsibility for his/her conduct, carefully follows all rules and regulations, displays respect at all times for the bus driver, and responds to the directions and requests of the bus driver.

### Bus Safety Rules

School bus drivers have a challenging job ensuring the safety of each student every day. We expect the assistance and cooperation of students to ensure a safe and pleasant ride for all.. Students may be expected to walk at least one-half mile to an established bus stop. The following rules are in effect. Please review these rules with students and 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.

Students are expected to:

- Be on time. The bus cannot wait for those who are late. Students should be at their stop five minutes before the normal pickup time.
- Keep off the road when waiting for the bus.
- Cross in front of the bus so that he/she can see the driver's face when loading and unloading.
- Carefully get on and off the bus; watch his/her step and refrain from crowding or pushing others.
- Occupy the seat assigned by the driver.
- Remain in his/her seat while the bus is in motion.
- Assist the driver in keeping the bus aisle clear at all times.
- Keep arms and other parts of his/her body inside bus windows.
- Not touch any of the controls in the bus unless directed by driver.
- Help keep the bus clean and orderly. Eating and drinking are not allowed on the bus.
- Respect other students and the driver. Profane language, fighting and other types of misconduct will lead to a loss of the privilege to ride the bus.
- Not shout or engage in horseplay or any other activity that could distract the driver.
- Follow all established school rules regarding proper behavior.
- Leave the bus only with the driver's consent or direction.
- Get off the bus only at home unless the building approves a written notice from home in advance principal.
- Leave electronic toys 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 can be held on your lap and not interfere with another student's ride to school.
- Inform the driver when absence is planned.
- Do not bring animals or other pets on the bus.
- Report any damage of the bus to the driver immediately.
- An Administrator may suspend students 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 school property.

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

### **Corrective Bus Disciplinary Procedures**

Depending upon frequency and severity of violations(s), students may receive verbal warnings, conduct reports, lunch detention, suspensions from school and bus suspensions from one (1) to ninety (90) days, or more. Proper behavior on the bus is very important for the safety of all students.

### **Permission to Ride a Different Bus**

White Cloud Public Schools shall be responsible for transportation to & from one assigned bus stop. This shall apply to all students K-12. In the event two parents share custody of a student White Cloud Public Schools will allow the K-12 student to split a week on/week off between two different bus routes. Students are NOT permitted to ride a different bus or use a different bus stop.

In the event a student is temporarily displaced from their home a written request may be submitted to the Transportation Director & Building Principal asking for a temporary bus route change. **The request shall be for a specified period of time and subject to the following conditions and limitations.**

1. The requested change must not result in the overcrowding of any bus, change any regular bus route, bus stop or time schedule, or interfere with the regular operation of the transportation system.

2. The purpose for which special permission is requested shall be:
  - a. To relieve a temporary situation which would create a severe hardship on a pupil in getting to and from school.
  - b. For such other emergency or unusual reason as shall be approved by the Building Principal & Transportation Director.

**Permission will not be granted for activities such as school/sports events, overnight slumber parties, birthday parties, overnight gatherings, etc.**

**A request for a child to ride a different bus or use a different stop is to be submitted through a written request by a parent or guardian to the school office. The request shall be for a specified period of time and subject to the following conditions and limitations.**

2. The requested change must not result in the overcrowding of any bus, change any regular bus route, bus stop or time schedule, or interfere with the regular operation of the transportation system.
3. The purpose for which special permission is requested shall be:
  - c. To relieve a temporary situation which would create a severe hardship on a pupil in getting to and from school.
  - d. For such other emergency or unusual reason as shall be approved by the Building Principal.
  - e. In an emergency, requests should be made to the child's principal who will in turn notify the transportation supervisor so as to eliminate any confusion.

**Permission will not be granted for activities such as overnight slumber parties, birthday parties, overnight gatherings, etc.**

#### **Elementary Policy on Retention**

- An emphasis in the elementary school is in the “passing” of each student with his/her chronological age group. There are certain factors, however, which would dictate that it would be to the student’s benefit to retain him/her in the same grade for a second year. This must be the primary consideration. The child’s best educational interest is always considered. A student shall not be retained as a punishment.
- In general, most retention should take place in kindergarten, first, and second grades. There are, however, times when retention in upper grades is to the student’s advantage. All laws will be followed by White Cloud Elementary, including the 3<sup>rd</sup> grade Reading Law.

#### **Retention Procedures – K – 5 Grades**

1. The classroom teacher will document through report cards that the child is struggling.
2. The classroom teacher will request a conference with the parent(s) on the semester report card. The parent will be requested to call to set up a conference.
3. At the conference, the teacher will talk about possible placement options for next year.
4. If there is no response or the parent does not attend the conference:
  - a. In a letter, the teacher will state specific academic, behavior, and developmental concerns and will request the parent to contact the teacher for a conference.
  - b. The letter will state that if there is no contact by the parent the teacher will assume the parent is in agreement of a possible retention.
5. If a conference is held and the parent is in agreement with retention, the parent will be asked to sign and date an agreement.
6. If a conference is held and the parent is not in favor of retention:
  - a. The parent will be asked to call the principal to arrange a parent/teacher/principal conference no later than May 1<sup>st</sup>.
  - b. If the parent is in agreement with retention, they will be asked to sign and date an agreement.

### Teacher Requests

White Cloud Public Schools appreciates the support and cooperation of parents. This positive relationship between the school and home is an important factor in a child's successful school experience. An aspect of this positive relationship has been the opportunity for parents to submit a request for their child's classroom teacher. Although we believe your child can attain a quality education in any of our classrooms, we do realize that there are circumstances whereby a certain placement might be in the best interest of your child.

The following procedure will be followed if you desire to make a specific request:

1. Teachers can be requested by filling out a "Parent/Teacher Request" form. These are made available in April. Availability and deadline dates are published in the White Cloud Elementary Friday Newsletter to parents.
2. **Request deadline is noted on the form. A first and second choice must be listed.** Teacher concerns, special needs students, balanced classes, teacher recommendations, and other factors take priority over parent requests.
3. **It must be understood that a request is not a guarantee.**

### Friday Folders

At the beginning of each school year a calendar of events is published in the White Cloud Public Schools Newsletter. **Each Friday, a folder will come home with your child's weekly work. The folder should be returned with the child on Monday. An elementary school newsletter also comes home in the Friday folder.** Please read this for important information. The Friday folder is for grades K-5.

### School Telephone

Telephones are located in the school's office and are strictly business phones. Please explain to your children that after school arrangements must be made at home prior to coming to school.

### Lost and Found

Lost and found boxes are located in each hallway. Please have your child check these if he/she has lost something. Small items such as wallets, watches, etc. will be kept in the school's office by one of the secretaries. Unclaimed items will periodically be given to a charitable cause.

### Kindergarten Round-up

Each spring White Cloud Elementary School holds kindergarten round up for all children in the district that will be five (5) on or before September 1 of that year. Please watch for notices in the local newspaper and posters in area businesses for the date and time.

### Physical Education

Physical education is an important and necessary part of a child's intellectual, social, and physical development. The goal of the physical education curriculum is to develop each student's health and safety awareness, promote physical fitness, develop athletic and sports skills, sportsmanship, positive attitude, team spirit, and knowledge of lifetime sport activities in an enjoyable and controlled learning environment. All schools rules apply in gym class. Appropriate lightweight clothing is needed for full participation. **Rubber soled gym shoes** (not boots or street shoes) **are necessary for physical education class.**

### **Foster Grandparents**

We are proud to be involved in the National Foster Grandparent Program. This program has been at work in our local schools for many years. The state and federal government along with the Fremont Area Community Foundation fund this program. Grandparents help in some of our classrooms for about 20 hours a week.

### **Testing**

All students are regularly assessed during the school year. This information is given to parents in written form in your child's report cards. Please call the school office if you have any questions.

### **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 School (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 at least one of the following can be clearly established:

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.

### **Recording 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, 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 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) 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 and 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 the 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 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 Board on the issue of reinstatement;
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, and to 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 an expelled pupil who was in grade 5 or below at the time of the expulsion, he/she shall be reinstated before the expiration of 90 school days subsequent to the date of the 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 a 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.

**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 listed by the parent at the time the student was registered for school. 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 and 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 office(s).

**Pesticide Application:**

Parents/guardians of children attending WCPS who wish to be informed prior to any application of pesticide should contact the elementary school 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.

**Student Records:**

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.
- The parent has the right to request amendments if the parent or adult student believes the records are inaccurate, misleading, or otherwise in violation of the student's rights. The school has a form that may be used to identify which information the parent or adult student believes is inaccurate or misleading, and to specify why it is inaccurate or misleading.

- The parent has the right to 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) describe those exceptions and are available upon request.
- A parent may challenge district compliance with his/her 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. To obtain a copy of the District's policy and administrative guidelines on student records (JRB), contact the superintendent's secretary.
- The board designates as student "directory information" a student's name, address, telephone number, photograph, major field of study, participation in officially recognized activities and sports, height and weight (if a member of an athletic team), date of graduation, awards received, honor rolls, and scholarships.
- 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 she/he will not permit distribution of any or all such information.

### **Directory Information**

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 are specifically informed otherwise.*

**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.