White Cloud

Virtual School

Handbook

2026-2027

Welcome to White Cloud Virtual School, it is our goal that our students find a home, new ways to learn, and a loving and accepting environment tailored to their success!

~Mrs. Andersen

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This handbook was adopted by the White Cloud Board of Education on July 20, 2026

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

Personal	**R**espect	**I**ntegrity	**D**iscipline	**E**mpathy
Responsibility Accountability	Kind	Dependability	Patient	Accepting
Self-Control Goal-directed	Polite Respectful	Honesty Sincerity	Resilient Self-Disciplined	Understanding Forgiveness

How We Show P.R.I.D.E.	Through Responsibility	Through Integrity	Through Respect
At Home	➢ Spend time on classes ➢ Have all materials ready when beginning ➢ Stay focused on classwork ➢ Stay away from other sites (cell phone distractions)	➢ Stay actively involved ➢ ALWAYS do your own work ➢ Be fair ➢ Be patient ➢ Help others	➢ Use all materials as intended ➢ Take charge of your work
At the Lab	➢ Show up for tests and work ➢ Know your goals ➢ Be aware of your progress ➢ Ask for help when needed ➢ Stay focused on classwork ➢ Stay away from other sites	➢ ALWAYS do your own work ➢ Allow others to work and study ➢ Be honest ➢ Be fair ➢ Help others	➢ ALWAYS ➢ Be polite ➢ Be patient ➢ Remember the lab is a work area

TABLE OF CONTENTS

FOREWORD AND WELCOME	1
MISSION, VISION	1
EQUAL EDUCATION OPPORTUNITY	1
PARENT INVOLVEMENT	1-3
WHITE CLOUD FIGHT SONG	3
DEFINED ROLES, ADMIN, TEACHER	3-4
GENERAL EXPECTATIONS	4
SCHOOL INFORMATION	4
STUDENT RIGHTS AND RESPONSIBILITIES	4
INJURY AND ILLNESS	5
HOMEBOUND INSTRUCTION	5
GENERAL INFORMATION	5-17
18 Year Old Rights	5
Academic Team Clubs and Organizations	5
Armed Services	6
Bicycles	6
Calculator Policy	6
Class Dues	6
Computer Code	6
Control of Casual-Contact Communicable Diseases and Pests	7
Control of Non-Casual-Contact Communicable Diseases	7
Daily Announcements	7
Dance Regulations Homecoming/Snowcoming/Prom	7-9
Debts	9
Directory Information	9
Dress & Appearance	9-10
Driving to the Newaygo County Career Tech Center Procedures	10
Early Dismissal	10
Emergency Medical Authorization	10
Enrolling in School	10-11
Entering and Leaving the Building	11
Field Trips	12
Fundraisers	12
Gym & Locker Rooms	12
Hearing & Vision Screening	12
Immunizations	12
Individuals with Disabilities	12
Inquiry	12
Locker Policy	13
Lost and Found	13
Lunch Deposits	13
Media Center	13
Medications	13
Parking	14
Parties	14
Pesticide Application	14
Posters in Hallways	14
Preparedness for Toxic and Asbestos Hazards	14
Review of Instructional Materials and Activities	15
Scheduling and Assignment	14
School Closings or Delays	15
School Hours	15
Seclusion & Restraint	15
Student Records	16
Substitute Teachers	16
Telephone	16
Trust Fund	17
Visitation Policy	17
Work Permits	17
STUDENT SERVICES AND ACTIVITIES	17-20
Activities and Opportunities	17
Assemblies	18
Honors Program	18
National Honor Society	18
National Honor Society Guidelines for Selection	19
Student Council	20
DISCIPLINARY ACTIONS DEFINED	21-24
Assigned Seats	21
Athletic Suspension	21
Clean-up Detail	21
Conference/Verbal Warning	21
Corporal Punishment	21
Due Process	22
Expulsion	22
Expulsion Procedures	22
In-School Suspension ISS	23
Intervention Meetings	23
Out-of-School Suspension OSS (Weekend Participation)	23
Security/Video Surveillance	23
SNAP Suspension	24
Social Suspension	24
Transportation Suspension	24
BEHAVIORAL EXPECTATIONS AND SPECIFIC DISCIPLINARY ACTION	24-37
Arson or Bomb Threat	25
Assault and/or Battery	25
Banned Items	25

Bullying Prohibited	26
Cafeteria/Outdoor Expectations	26
Cheating	26
Coats & Bags	26
Dress Code Violation	26
Driving/Riding to the NCCTC Unauthorized	26
Drug & Alcohol Abuse Policy	27
Drug: Possession/Distribution or Under the Influence of a Drug	28
Failure to Return Lunch Tray/Dishes	28
Failure to Wear Required Safety Glasses or Equipment	28
False Fire Alarm	28
Fighting or Initiating Fight	28
Fireworks	28
Food/Beverages in Hallways, Lockers or Classroom	28
Gambling	28
Harassment: Physical/Mental Harassment of Other Students	28
Hazing	28
Headphones/Earbuds	28
Homework-Failure to Complete/Turn-in	28
In Hallways Without a Pass	28
Inappropriate Contact	28
Indecent Exposure	29
In-School Suspension (Excessive)	29
Insubordination/Disobedience/Disrespect	29
Leaving School Without Signing Out (Skipping)	29
Lighters/Matches	29
Littering	29
PCD's-Personal Communication Devices (BP 5136)	29-30
Profanity/Obscenities	30
Public Display of Affection	31
Reckless Driving	31
Sexual Harassment & Intimidation	31
Tardiness (Excessive)	32
Theft	32
Tobacco Products/Vaping: Possession or Use	32
Transportation Policy	32-34
Transportation Disciplinary Procedures	34
Unauthorized Association Between High School & Junior High Students	35
Vandalism	35
Weapons Free School Zone	35-37
Weapon: Possession on Person or in Locker of Gun, Knife, or other Hazardous Item	37
Weapon: Possession on Person or in Locker Knife that does NOT meet Weapons Free School Zone	37
Zero Tolerance for Gang Activity	37
GRADUATION PATHS & REQUIREMENTS	38-45
Course Selection/Graduation Requirements	38
Total Credits Needed for Graduation	39
Definition of Credits	39
Academic Support for Struggling Students	39
Dropping & Adding of Classes	39
Credit Recovery/Summer School	40
Dual Enrollment	40
Early College Program	40
Final Examination Policy	41
Grades	41
Variable Grades	41
Grade Point Average, Rank in Class	42
Graduation & Transfer Students	42
Graduation Ceremony	43
Homework	43
Honor Roll	43
Incompletes	43
Parent Conferences	43
Remediation	43
Report Cards	43
Skyward Parent Access	43
Student Assessment	44
Testing-Out	45
Withdrawals	45
ATTENDANCE PROCEDURES	45
Attendance Required by Law	45
Attendance/Truancy Policy	45
Attendance Policy for Credit	46
Attendance: Virtual	46
Excused/Planned Absences	46
Unexcused/Unplanned Absences	47
Closed Campus/Leaving Campus	47
College Days	47
Make-Up Work	47
Participation in School Functions	47
Perfect Attendance	47
EMERGENCY PROCEDURES	48
Drills	48
Secure Mode, Hold, Lockdown	49
Bomb Procedures	50

FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures.This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of **June 30, 2022**. If any of the policies or administrative guidelines referenced herein are revised after **June 30, 2022** the language in the most current policy or administrative guideline prevails.

WELCOME

Welcome to the White Cloud Virtual School! WCVS is a student centered, high quality, technology based educational opportunity outside the traditional brick and mortar building. Students, parents, and educators come together as a team to lay out personalized educational plans to ensure students are successful both now and into the future.

WHITE CLOUD VIRTUAL SCHOOL MISSION STATEMENT

"Our mission is to provide the ultimate teaching and learning opportunity where students meet their full potential utilizing new and emerging technologies and guide them to graduation and success beyond school."

WHITE CLOUD JUNIOR & SENIOR HIGH SCHOOL VISION STATEMENT

"We at White Cloud High School and Jr. High School believe that all students have the ability to realize their potential, overcome challenges, and become successful, responsible members of society through the educational standards we have set"

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer Ed Canning, Superintendent, 231-689-6591.

PARENT INVOLVEMENT

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development, and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

A. **Relationships with Families**
   1. cultivating school environments that are welcoming, supportive, and student-centered;
   2. providing professional development for school staff that helps build partnerships between families and schools;1,2
   3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;1,2
   4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.2

B. **Effective Communication**
   1. providing information to families to support the proper health, safety, and well-being of their children;
   2. providing information to families about school policies, procedures, programs, and activities;1,2
   3. promoting regular and open communication between school personnel and students' family members;
   4. communicating with families in a format and language that is understandable, to the extent practicable;1,2
   5. providing information and involving families in monitoring student progress;2
   6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;1,2
   7. preparing families to be involved in meaningful discussions and meetings with school staff.1,2

C. **Volunteer Opportunities**
   1. providing volunteer opportunities for families to support their children's school activities;2
   2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.2

D. **Learning at Home**
   1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;1,2
   2. working with families to establish learning goals and help their children accomplish these goals;
   3. helping families to provide a school and home environment that encourages learning and extends learning at home.1

E. **Engaging Families in Decision Making and Advocacy**
   1. engaging families as partners in the process of school review and continuous improvement planning;2

2. engaging families in the development of its District-wide parent and family engagement policy and plan, and distributing the policy and plan to families.1,2

F. **Collaborating with the Community**
   1. building constructive partnerships and connecting families with community-based programs and other community resources;1,2
   2. coordinating and integrating parent and family engagement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.1,2

Implementation

The Superintendent will provide for a comprehensive plan to engage parents, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The District's plan, as well as each school's plan, will be distributed to all parents and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's content, effectiveness and identification of barriers to participation by parents and families with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background; the needs of parents and family members to assist with the learning of their children (including engaging with school personnel and teachers); and the strategies to support successful school and family interaction. Each school plan will include the development of a written school-parent compact jointly with parents for all children participating in Title I, part A activities, services, and programs. The compact will outline how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the State's high standards. Evaluation findings will be used in the annual review of the Parent and Family Engagement policy and to improve the effectiveness of the District plan. This policy will be updated periodically to meet the changing needs of parents, families, and the schools.

1 Indicates IDEA 2004 Section 650 & 644 parent involvement requirements
2 Indicates Title I Section 1118 parental involvement requirements

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 Google Classroom in 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.

GENERAL EXPECTATIONS

The White Cloud Virtual School is designed to assist students reach their goals. The staff at WCVS is committed to providing the best educational opportunity possible. There are high expectations for academic responsibility including perseverance and integrity. The Virtual Lab is designed for students to have a safe, comfortable space to work and test. To maximize the educational opportunities, students are expected to:

1. Work on their classes 5 days a week for a minimum of 6 hours/day
2. Interact with the teacher/coach a minimum of 1 time each week
3. Take all post-tests in-person at the WCVS lab
4. Be enrolled in 7 classes
5. Be courteous, polite, and cooperative with staff members and other students
6. Accept responsibility for their own behavior and decisions
7. Ask for help when needed - if a student starts to fall behind in classwork, attend lab hours at the center

SCHOOL INFORMATION

- White Cloud Junior/Senior High School Office (231) 689-1705
- Attendance Hot-Line (231) 689-3322
- Bus Garage (231) 689-3392
- www.whitecloud.net

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the teacher or principal.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Superintendent. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

GENERAL INFORMATION

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 established 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. Edmentum (our virtual curriculum provider) provides calculators digitally in courses that require a calculator, in this case a student would be directed to use the provided Edmentum 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, Class banners, Prom, etc.

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 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 media/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 PCD and/or school owned computer privileges revoked for violations. 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 media brought from home containing data files (such as word processing, spreadsheets, etc. files) must be scanned for viruses using a designated workstation. The media must be designated virus free before the student may have the files transferred to a hard drive or network drive/directory. INTERNET policy form is available in the office.

****Technology handbook and agreement will be provided in addition to this computer code.**

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

DAILY ANNOUNCEMENTS

The daily announcements will be distributed electronically.

DANCE REGULATIONS

A. **Scheduling Dances**

1. Virtual students will be allowed, upon completion of the procedures listed below, to attend Jr/Sr High School dances.
2. The virtual students will not be allowed to be a part of any scheduling or planning of dances, nor a part of Jr/Sr High School organizations that schedule dances.

B. **Procedures for Operation of the Dance:**

1. Virtual students will need to apply for permission for attending Jr/Sr High School dances using the extra-curricular activity form
2. Virtual students will be required to pay their class dues as listed on page 6 of the Virtual Handbook.
3. The Virtual Director, or the Virtual Teacher will evaluate the students academic performance and sign off if the student is meeting performance expectations based on the individual's needs.
4. The Jr/Sr High School Principal will also sign the activity form allowing or not allowing permission
5. All administrative decisions for acceptance or not acceptance are final.

HOMECOMING/PROM (HIGH SCHOOL ONLY)

1. Virtual students are not eligible for consideration of Homecoming King or Queen.

PROM (HIGH SCHOOL ONLY)

1. Virtual students are not eligible for consideration of Prom King or Queen.

DEBTS (SCHOOL)

Students who are on the "fines list" 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 the administration. In addition, students may be put on social suspension, which may include loss of graduation participation.

DIRECTORY INFORMATION

White Cloud Public Schools Board Policy – Section 8000 – Students 8330-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. Students are to wear clothes in the way they were designed to be worn. Pants must be worn fastened at the waist (No Sagging). 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.

Students **MAY NOT** wear…

1. chains attached to clothing.

any attire showing/exposing midsection (no bare midriffs), and or low cut (exposing cleavage).
exposed underwear/bra straps.

2. halter tops.
3. see through clothing.
4. clothing with questionable/suggestive language or pictures.
5. clothing which promotes or advertises alcoholic beverages, tobacco or tobacco products, marijuana/drugs, contains obscenities, or racially divisive symbols/words are forbidden.
6. clothing with holes, cuts, or slits exposing underwear or excessive skin.
7. hats, caps, hoods may only be allowed in the virtual lab classroom, they are to be removed upon leaving the classroom.
8. Bandanas, gloves, chains, sunglasses, or any other accessory deemed inappropriate by the virtual teacher need to be removed.

9. costumes - which may include, but is not limited to masks, face paint, capes, and tails.
10. coats or jackets during class time.
11. pants that lace or dresses/skirts that lace above the knee.
12. pajama pants/lounge pants/flannel pants.
13. writing on clothing and/or skin that distracts from the learning environment of others.
14. soft soled slippers.
15. Any item of clothing or accessory, that is worn on any part of the body, that is deemed inappropriate by the virtual teacher

Students MAY wear:

1. shorts, but shorts must be no shorter than 5 inches above the top of the knee
2. skirts and dresses, but must be no shorter than 3 inches above the top of the knee.

Dress code checks can be conducted by WCPS staff to ensure that students are in compliance with the dress code policy. This dress code will be enforced at all school functions unless otherwise stated or approved. Administration reserves the right to determine the appropriateness of any student's clothing. Parents will be contacted if a student's clothing violates the school dress standard. An administrator may direct one of the following:

1. Tell the student not to wear it again
2. Direct the student to change the clothing immediately
3. Send the student home, the student may not return to the virtual lab till the following day.

DRIVING TO THE NEWAYGO COUNTY CAREER TECH CENTER PROCEDURES

You must complete and return the Parent Request for Student Permission to Drive to the Career Tech Center registration form with approval from the building principal. This form is available in the office. No passengers are allowed (an exception will be made for siblings). Due to safety, students are encouraged to use district provided transportation to and from the CTC. Students should only drive when absolutely necessary. Failure to follow this policy will result in disciplinary actions up to and including loss of driving privileges.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than someone on the emergency contact list without written permission signed by the custodial parent(s) or guardian. A phone call (231-689-1705) or an email for permission is acceptable. Text messages and/or social media messages will not be accepted.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to complete and submit the form will jeopardize a student's educational program.

ENROLLING IN SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

A. a birth certificate or similar document,
B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
C. proof of residency,
D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Jr/Sr High Secretaries will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

ENTERING AND LEAVING THE BUILDING

Students who attend lab hours at the center will enter and exit by way of the H16 entrance located at the east end of the Jr. High wing. Parking is available in the lot behind the building. Students will need to notify the instructor and the instructor will meet them at the door.

Students who are taking a class in the general building must come for the class and leave until the lab opens later-loitering between will not be allowed. Students MUST sign in and out in the main office.

WCVS students may only be in the lab and in the hallway to the restroom. The rest of the building is considered closed and is off limits.

Once a student leaves the lab there is no re-entry. Students will need to come in and complete the given objective (studying/working/testing) prior to leaving. If a student is walking, there will need to be some form of parental communication as to the time the student leaves. (Written note, phone call, text message) Jr High students will need to be signed out by an adult. This is to help ensure student safety

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips.

FUNDRAISERS

All clubs or class fundraisers must be initiated through the administration by the end of the third week of school.

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.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the main office at 231-689-1705.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Principal at 231-689-1705 to inquire about evaluation procedures and programs.

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).

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the lunch instructional or extracurricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the Superintendent at 231-689-6591 to inquire about evaluation procedures and programs offered by the District.

LOCKER POLICY

Virtual students will be provided with a chromebook and charger, which will have access to all of their curriculum and materials that are needed. All other materials will be provided in the virtual lab, during open lab hours. Students will not be provided with access to a locker, unless there is a specific exemption provided by the virtual director.

Virtual students may not be in any locker in the hallway during their time in the building. Any student who uses or goes into a locker may be subject to disciplinary action.

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. 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 staff supervision during a class period. 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

All virtual students must park in the parking lot behind the Junior High School building. Virtual students then may only enter through the H16 doors in the Junior High School which are adjacent to the Virtual Lab.

PARTIES

There should be no parties in classrooms during the regular school day, unless approved by the virtual director and Jr/Sr High School 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 approved and initialed by the Dean of Students, Assistant Principal, or the Principal. Most school events can be advertised adequately via announcements a few days prior to the event. All posters displayed in the building must be put up by using masking tape. The people displaying a poster are responsible for removing the poster and tape from the wall.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

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

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the school counselor. Students may be denied course enrollment due to a lack of available

space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

SCHOOL CLOSINGS

Occasionally school may be closed or delayed due to an emergency (excessive snow, etc.). School closing and/or delays will be announced on WOOD TV 8 Grand Rapids, WZZM TV 13 Grand Rapids, TV 9 & 10 - Cadillac, White Cloud Public School's FACEBOOK page, and email messages from Final Forms prior to the opening time of school.

SCHOOL HOURS

Virtual lab hours will be posted on the Virtual School website which can be found off the White Cloud Public Schools website, www. whitecloud.net. Lab hours are subject to change due to availability of the virtual lab or virtual teacher. Any closings of the virtual lab will be communicated to all stakeholders via email, Edmentum message, and school daily announcements in advance.

Virtual lab hours will also be shared during all Virtual orientations, and regularly through communication with Virtual teacher and virtual director.

SECLUSION AND RESTRAINT

In 2006, the Michigan Department of Education, State Board of Education adopted "Supporting Student Behavior: Standards for the Emergency Use of Seclusion and Restraint." In December 2016, the State of Michigan adopted new laws restricting the use of seclusion and restraint in schools. MCL 380.1307 now states: It is the intent of the legislature that sections 1307 to 1307h [MCL 380.1307 to 380.1307h] shall provide for a uniform policy regarding the use of seclusion and restraint in the public schools that accomplishes the following objectives:

- Promotes the care, safety, welfare, and security of the school community and the dignity of each pupil.
- Encourages the use of proactive, effective, evidence- and research-based strategies and best practices to reduce the occurrence of challenging behaviors, eliminate the use of seclusion and restraint, and increase meaningful instructional time for all pupils.
- Ensures that seclusion and physical restraint are used only as a last resort in an emergency and are subject to diligent assessment, monitoring, documentation, and reporting by trained personnel.
- Clearly defines the terms "seclusion," "restraint," "emergency seclusion," and "emergency physical restraint," and clearly states the procedures for the use of emergency seclusion and emergency physical restraint.

For more detailed information about Newaygo County RESA's board policy pertaining to seclusion: # referenced here

Seclusion and restraint guidance from the Michigan Department of Education can found by following this link: https://www.michigan.gov/documents/mde/PolicyForSeclusion-Restraint_564940_7.pdf

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. The Principal's office is located at 555 Wilcox Avenue or by calling 689 -1705. 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 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. Unless a call is of a very serious nature, no student will be called from class to use the school phone. No student is to be given a pass to use the phone during class time.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from White Cloud Jr/Sr High, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the office at 231-689-1705 for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

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 WCPS 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 their 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.

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. (BP 9150 and AG 9150)

WORK PERMITS

Regulations Governing the Employment of Minors in Michigan:

1. Minors under l8 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 l4 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

The virtual program will allow for virtual students to take part in their own activities and opportunities. Parents and students are encouraged to take part in these activities and support the program. While some activities may align with Jr/Sr High School activities, the virtual program also encourages students to participate in activities that are unique and beneficial to the virtual program. 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

Virtual students will not take part in Jr/Sr High School assemblies. The virtual teacher may organize and conduct activities inside the virtual lab to create positive experiences that provide a benefit to students. These activities will need to be approved by the virtual director in advance.

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

Students may be assigned seats in the virtual classroom due to the discretion of the virtual teacher, these may be for either academic or behavioral reasons. Students who refuse to comply may be sent home for the day, or suspension

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 as part of restorative justice.

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 cumulative 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.

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 students 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 members, may be required prior to the 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 virtual director 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. Our White Cloud P.R.I.D.E. matrix that is displayed on the cover of this handbook and throughout the schools enhances the environment of all our students and staff.

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 cream, 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, ethnic/religious intimidation, or racially diverse symbols 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 virtual students will eat all meals in the virtual lab. Virtual students will be walked from the virtual lab to the cafeteria by the virtual teacher. They will then receive their food on disposable trays. Students will then be expected to return to the virtual lab based upon the direction of the virtual teacher, eat their food respectfully, and dispose of all garbage appropriately in the virtual lab.

The virtual teacher may allow students to spend time outside to receive breaks, experience outdoor learning, or conduct learning activities outside of the virtual lab. The virtual teacher will notify the virtual director of any activities outside of the virtual lab in advance. Students are expected to adhere to all directions from the virtual teacher, and will remain on school property at all times. Any student who does not follow directives given by the virtual teacher may be sent home for the day, up to a suspension.

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. Using a WCD to photograph or share information about test/quiz/etc.
8. Plagiarizing material from the Internet, including use of AI to create, edit, or provide any information or materials without permission from Virtual Teacher or AI being a direct part of the assignment and usage that aligns with school mission and vision.
9. If you give your homework to another student, you are cheating too!

COATS/JACKETS OR BOOK BAGS ARE NOT ALLOWED IN THE CLASSROOM

Warning/ Suspension - Exceptions can be made by teacher or administrator depending on certain factors

DRESS CODE VIOLATION

Depending on the severity, a student may not be permitted in class. Warning and change of clothing Warning/Suspension

DRIVING or RIDING TO NCCTC WITHOUT PERMISSION

Driving privileges suspended 1week/1month/ revoked, Suspension

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.

DRUGS

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. Students 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/DISPOSE APPROPRIATELY LUNCH TRAYS AND DISHES
Warning, Cafeteria Clean-up, Virtual Lab clean up, Suspension

FAILURE TO WEAR REQUIRED SAFETY GLASSES OR PERSONAL PROTECTIVE EQUIPMENT
Removal from the school activity and Warning/ Suspension

FALSE FIRE ALARM
Suspension/Expulsion. Mandatory Police Referral.

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

FIREWORKS
Suspension/Expulsion

FOOD/BEVERAGES IN HALLWAYS
Warning**,** Confiscation, Suspension

GAMBLING WILL NOT BE PERMITTED
Warning/ Suspension

HARASSMENT PHYSICAL/MENTAL HARASSMENT OF OTHER STUDENTS
Suspension/Expulsion

HAZING
Which includes uttering or wearing materials that harass or intimidate fellow students. These may be abusive or humiliating in nature or ethnically insensitive. Suspension/Expulsion

HEADPHONES OR EARBUDS
Headphones or Earbuds are not to be worn at any time during the school day unless related to a specific classroom task or during lunch time in the cafeteria. Headphones or Earbuds will be confiscated and returned to a parent or guardian.

HOMEWORK- FAILURE TO COMPLETE/TURN -IN
Parent/Guardian Conference - Further Non-Compliance will result in At-Risk Letter sent home/ Removal from program and moved to Jr/Sr High School program

IN HALLWAY WITHOUT PASS
Warning/ Suspension

INAPPROPRIATE CONTACT
Intervention/Suspension/Expulsion

INDECENT EXPOSURE
Suspension or Expulsion. Mandatory police referral.

INSUBORDINATION/DISOBEDIENCE/EXCESSIVE DISRESPECT/UNRULY BEHAVIOR

Suspension /Expulsion

LEAVING SCHOOL/CLASS WITHOUT PERMISSION (SKIPPING)
Conference with Parent/Suspension

LIGHTERS OR MATCHES ARE PROHIBITED
Confiscate/ Warning / Suspension

LITTERING
Clean-up Detail (Restorative Practice)/Suspension

WCD's- Wireless Communication Devices (BP 5136)
For the purpose of Policy/Administrative Guideline 5136 - Wireless Communication Devices (WCDs), a WCD is an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending or receiving photos and videos, or producing email. A WCD does not include a basic telephone which is a device primarily used for voice calling that cannot support third party applications, except those preinstalled, and does not support access to internet platforms via applications or web browsers. **WCDs may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.** The Superintendent and building principals are authorized to determine other specific locations and situations where use of a WCD is absolutely prohibited.

Junior High School (6th-8th grade)-Students may have their WCD out prior to 8:00 a.m., lunch time, and after 3:08 p.m. in designated areas. WCDs are to be kept in lockers and off/silent at all times except lunch.

High School (9th-12th grade)-Students may have their WCD out prior to 8:00 a.m., between classes, lunch, and after 3:08 p.m. in designated areas. WCDs are to be kept in lockers and/or in a teacher designated area of the classroom off/silent during class time.

Virtual - Students will have access to the technology that is needed to complete any work done in the lab. There is a WCD station located behind the instructor workstation. When a student enters, the WCD will be put in the station and when the student leaves the WCD can be picked back up. This is to ensure that time in the lab is used appropriately, and students can concentrate on the task at hand. In case of emergency, parents or other caring adults may reach the instructor in the classroom at 231-689-3306.

Students shall have no expectation of confidentiality with respect to their use of WCDs on school premises/property.

Students may not use a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using WCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a WCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using WCDs to receive such information.

Possession of a WCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege. Students are not allowed to use WCDs in replacement of district provided technology for classroom use.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the WCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the WCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with WCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

If a student refuses the directive of a staff member for confiscation-Student will be suspended (ISS or OSS).

A person who discovers a student using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the care and security of their WCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, WCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

ARTIFICIAL INTELLIGENCE

The Board of Education recognizes the positive impact that artificial intelligence ("AI") technology may have in the District's educational program and operations. The Superintendent is authorized to support the use of artificial intelligence technology when its use is consistent with the District's mission, goals, and operational integrity. Any use of artificial intelligence technology in the District's educational program or operations must be in accordance with State and Federal law as well as Board policies. Violation of this policy may result in disciplinary consequences. Students may be disciplined for violations, up to and including suspension or expulsion. Staff may be disciplined for violations, up to and including suspension or termination of employment. The Administration will refer any illegal acts to law enforcement.

PROFANITY/OBSCENITIES

General: Warning and possible Suspension;
Student Directed: Warning, Suspension
Staff Directed: Suspension/Possible Expulsion

PUBLIC DISPLAY OF AFFECTION (PDA) ON SCHOOL GROUNDS

Hand holding is permitted at the high school level only. Warning/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 an d 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.

THEFT
Police Report, Restitution, Suspension or Possible Expulsion

TOBACCO PRODUCTS-POSSESSION/VAPING, INHALING AND/OR USE
Referral to Police Liaison officer for ticketing, Suspension, Expulsion

- 1st Offense: $50 Civil Infraction Ticket issued by Law Enforcement Officer, and certificate of completion from the online platform “My Life, My Quit” youth cessation program.
- 2nd Offense: $50 Civil Infraction Ticket issued by Law Enforcement Officer, and completion of on-site education offered by trained healthcare professionals and tobacco treatment specialists.
- 3rd Offense: $50 Misdemeanor Infraction Ticket issued by Law Enforcement Officer, and completion of on-site education offered by trained healthcare professionals and tobacco treatment specialists.

VIRTUAL USE OF TRANSPORTATION

The virtual program **does not** provide transportation or bussing to and from the home to the school, or vice versa. All transportation from home to the virtual lab must be provided by the parent and guardian of the student. This agreement, that the parent will provide transportation for the student is part of the acceptance into the virtual program. If the parent or student can no longer provide transportation, then the Virtual director has the right to drop the virtual student from the program and move them to the Jr/Sr High School in person program where transportation is provided.

Virtual students **may** use school transportation to travel from the school to the Career Tech Center and vice versa only. The virtual student will be expected to arrive at the school on time to board the bus, and to provide their own transportation from the home to school or vice versa and stated above.

While riding on the bus, all virtual students are expected to follow the transportation policy listed below. If the student breaks the transportation policy in any way, they may be subject to being removed from the bus and will have to provide their own transportation.

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:

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. Students are not to use PCD's (Personal Communication Devices) on the bus.
19. Skateboards/scooters are not allowed on the bus.
20. 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.
21. Band instruments must be in a case that can be held on your lap and not interfere with another student's ride to school.
22. 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.
23. Inform the driver when absences are planned.
24. Do not bring animals or other pets on the bus.
25. Report any damage of the bus to the driver immediately.
26. 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.

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 the 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 of 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 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. **EMERGENCIES**: The district recognizes that situations may occur where a student cannot return home or to another destination on his/her bus run. In th2ese 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.

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

<u>TRANSPORTATION DISCIPLINARY PROCEDURES</u>

Violations of bus rules may result in:

First 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.

Corrective Bus Disciplinary Procedures
Depending upon frequency and severity of violations(s), students may receive verbal warnings, conduct reports, 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.

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.

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 3 DAYS PRIOR.**

UNAUTHORIZED ASSOCIATION BETWEEN HIGH SCHOOL AND JUNIOR HIGH SCHOOL STUDENTS
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 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 (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.

WEAPONS or OTHER HAZARDOUS ITEMS - MEETS or EXCEEDS WEAPONS FREE SCHOOL ZONE
Possession of a gun, knife, or other weapon (which meets or exceeds the weapons free school zone criteria) on person, in car, or in locker. All cases will be reported to Law Enforcement authorities and be recommended for Expulsion.

WEAPONS - DOES NOT MEET or EXCEEDS WEAPONS FREE SCHOOL ZONE
Possession of a gun, knife, or other weapon (which does NOT meet or exceeds the weapons free school zone criteria, knife less than 3 inches) on person, in car, or in locker. 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 advice of the Newaygo County Pride Law Enforcement Organization.

The above categories have been identified as types 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 ensure 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

4 Credits of Math, including:

- 1 Credit Algebra 1
- 1 Credit Geometry
- 1 Credit Algebra 2
- 1 Credit math class Senior year
    - Trigonometry, Statistics Pre-Calculus, Calculus, Applied Math, Accounting, Business Math, Financial Literacy, CTC Math Waiver

4 Credits of English

3 Credits of Social Sciences, including:

- 1 Credit World History
- 1 Credit US History
- 0.5 Credit Government
- 0.5 Credit Economics

3 Credits of Science, including:

- 1 Credit Biology
- 1 Credit of Physical Science

- 1 Credit Earth Science

0.5 Credit Health

0.5 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 graduation.
- Credits may be earned anytime K–12 with grade appropriate language instruction.
- Students 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
25 credits for in-person instruction, 21 credits for virtual instruction

DEFINITION OF CREDITS
Each semester of class completed successfully will count as one half (0.5) 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 a given deadline.
6. Grading of Dual Enrollment/CTC Dual Enrollment/Early College classes will receive credit (CR)/no credit (NC).
7. Must agree to all other conditions as indicated by the 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 Early College 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 EXAMINATIONS

1. Final exams will be given to all students in grades 6 through 12.
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.

GRADES

White Cloud Jr/Sr High School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system:

A, A- = Excellent achievement

B+, B, B- = Good achievement

C+, C, C- = Satisfactory achievement

D+, D, D- = Minimum acceptable achievement

F = Failure

I = Incomplete

CR = Credit

NC = No Credit

X = No Credit because of Attendance

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

GRADE POINT AVERAGE, RANK IN CLASS

Honors and High Honors will be determined by the weighted G.P.A. through seven (7) semesters. 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.

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 the 5.0 weighted GPA. Valedictorian and Salutatorian will be recognized, but speeches will not be required. Any student with High Honors will be given the option to speak at graduation. They will have the opportunity to submit a copy of their speech to the building administrator (Principal) for review by a specified date, and if necessary, a selection process may be utilized to narrow down the speakers.

Weighted 5.0 GPA: 3.5 to 3.7999 = Honors
Weighted 5.0 GPA: 3.8 or higher =High Honors

Students receiving High Honors will receive a Gold cord, and students receiving Honors will receive a Silver cord. Honors cords will be worn at graduation. The Honors 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.

Only White Cloud Course Offerings will qualify as a 5.0 class.

Any senior receiving an "F" or not earning credit (NC or X) in a class for which they are enrolled during their 12th grade year (includes 1st semester and 2nd semester), will not be eligible for an honor cord, regardless of his/her cumulative G.P.A.

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 High Honors or Honors students.

- Students transferring from other schools may be eligible to have their graduation credits prorated. Determination will be made by the counselor.

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 in 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 check Google Classroom for assignments for each class. If work is not available in Google Classroom, please contact the teacher, then the office if needed. The teacher shall be given at least 24 hours to gather requested work.

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 retake 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 habits.

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.

STUDENT ASSESSMENT

The Michigan Merit Exam (MME), which will include the SAT for high school juniors, will replace the Michigan Educational Assessment Program assessments at the high school level.

This means that all 11th graders will take this state assessment test in March of each year. It will provide students with a SAT score report that they can use to apply to a college or a university. SAT scores are used during the college admission process to assess high school students' general educational development and their ability to complete college-level work.

The MME is made up of the national ACT and Work Keys tests in mathematics and reading, plus additional assessments in the areas of mathematics, science, and social studies.

MME testing is divided into three parts. The SAT will be administered in a full day session and the Work Keys and Michigan mathematics tests will be administered on a later day. The Michigan science and social studies tests will be given in one session at times scheduled by the District Testing Coordinator with make-up sessions for these tests scheduled for exactly two (2) weeks later.

Parents and students should watch announcements and email for announced testing dates and times.

Eighth, Ninth, and Tenth grade students will have the opportunity to take the PSAT.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Any high school student who wishes to test-out of a course in which s/he is not enrolled may do so by taking the final examination for the course and receiving a grade of at least C+ or by demonstrating mastery of the subject matter as determined by the assessment used in lieu of a final examination. Credit for a course earned by a student through this process may be used to fulfill a course or course-sequence requirement and be counted

toward the required number of credits needed for graduation but may not be used to determine the student's GPA.

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. White Cloud Public Schools will not violate the rights of consent and privacy of a student participating in any form of evaluation.

College entrance testing information can be obtained from the Guidance 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 teacher will provide a syllabus for the content being taught in the course. 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.

WITHDRAWALS

Students 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, students 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 4 th and 8 th 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.

ATTENDANCE/LAB TIME - VIRTUAL

While virtual school attendance is not quite the same as brick-and-mortar schools, there are still expectations surrounding the academics. Families may decide how virtual classes merge with family life. The lab will be open for 25+ hours a week and families may decide when to utilize that service. The standard expectation of work time is 6 hours 4 days a week. At this pace the average student should complete a class a month. The instructor will be monitoring and reporting the progress weekly. Should a student begin to fall short of completing work and reaching goals, lab hour attendance may become mandatory. Students are expected to sign in and sign out of the lab.

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 the 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 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:

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.

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 DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a buzzer and flashing lights on the buzzer system.

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.

TORNADO DRILLS

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a voice prompt over the public address system to head to a safe area because a tornado has been spotted in our area.

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.

SECURE MODE, HOLD, LOCKDOWN DRILLS

These drills are generally where the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a secure mode drill is different from the alarm system for fires and tornadoes and consists of an administrator telling the school over the public address system to go into lockdown mode.

PROCEDURES

All doors locked. Students and staff are practicing the Secure Mode, Hold, and Lockdown (run, hide, fight) principles. These drills typically focus on the hide portion of the run, hide, fight, however, staff will be explaining what to do in an event of a real threat. See the diagram below for information on each type.

WHAT'S THE DIFFERENCE

SECURE MODE

- A term used to describe when it is safer to remain inside the building under locked exterior doors
- Security measures used for external threats such as criminal activity in the area, an unauthorized person on the grounds, a threat investigation, etc.
- All exterior doors are LOCKED
- No building entrance/exit
- No OUTSIDE activities
- Routine business can continue as usual inside the school

Parents should not come to the school. Parents should not take any action unless directed to do so by school officials or public safety personnel. Parents should not expect mid-day student pick up or drop off while in Secure Mode.

HOLD

- A term used to describe when it is safer to remain inside the building under locked exterior doors and locked classroom doors.
- Security measures used for internal threats such as a medical emergency, fight, threat of violence, etc.
- All exterior doors are LOCKED
- All interior doors are LOCKED
- No building entrance/exit
- No OUTSIDE activities
- No HALLWAY movement
- Routine business can continue as usual inside the classroom

Parents should not come to the school. Parents should not take any action unless directed to do so by school officials or public safety personnel. Parents should not expect mid-day student pick up or drop off while in Hold Mode.

LOCKDOWN MODE

- For active threats requiring the maximum security and an immediate life-saving response
- Staff and students are actively Implementing Run, Hide, Fight
- All exterior doors are LOCKED
- All interior doors are LOCKED
- A FULL public safety response is initiated to address the threat
- Access to the school will be secured
- Emergency alerts with instructions will be sent via Nixle
- Utilization of the standardized family reunification process will occur to reunite students with their families

Parents should not come to the school. Specific reunification instructions will be sent utilizing Nixle and Skyward. These instructions will include a reminder not to go to the school, where the reunification site will be located, who is authorized to pick up students, and what identification needs to be brought with you.

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.

White Cloud has

P.R.I.D.E.

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

Personal Responsibility

Respect

Integrity

Discipline

Empathy