White Cloud Public Schools Newsletter • Back-to-School 2019

# We Can Do Great Things Together



By Ed Canning, Superintendent

It is with great PRIDE and enthusiasm that I am writing this to all of you.

I am honored and humbled to continue to be a part of the White Cloud Public Schools Community, where every student has every opportunity to succeed!

Our efforts throughout White Cloud Public Schools remain aggressive, while we continue to improve in all areas of service. The development of our strategic plan will provide this framework for years to come.

The strategic plan focuses on student growth and academic achievement, promotes student, staff, and community PRIDE and collaboration, and pays note to facility improvements while being fiscally responsible.

We cherish the relationships that we have with our students, their immediate and extended families, and our residents and community. We encourage all stakeholders within our community to take full advantage of the opportunities that White Cloud Public Schools has to offer.

Academics, arts, athletics, extra-curriculars, attitude, and accountability are most important and are the key to long term success for students.

We are working hard to improve student outcomes at every level – socially, emotionally, and academically. To support this, we offer mental health support within our school community

"The mission of the
White Cloud Public School Community
is to provide a
quality learning environment
promoting continuous improvement
and lifelong learning for all."

and from connections with outside resources and agencies. We continue to strengthen our MTSS (Multi-Tiered System of Supports) within our Positive Behavioral Interventions and Supports initiatives.

Let's continue to embrace and celebrate that White Cloud and White Cloud Public Schools District meets the needs of the entire family. Through teaching, coaching, mentoring, and guiding students throughout the district each day, we invite you to be a part of our continued efforts and success.

By working as an effective professional learning community, we can be certain our students understand the importance of an education and are provided opportunities and exposure that increase their individual expectations to help them reach their goals and dreams.

WE WILL DO GREAT THINGS TOGETHER!!!

WC PRIDE!!! ■

Don't Miss:

Free meal application, pp. 5-6 Fall sports schedule, p. 7

# WHITE CLOUD PUBLIC SCHOOLS

# INSIDE

White Cloud Public Schools Newsletter

Providing you with important information about your schools.

Address comments and suggestions to:

Ed Canning, Superintendent P.O. Box 1000 555 Wilcox Avenue White Cloud, MI 49349 Phone 689-6591

#### **Board of Education**

President - James Jones Vice President - Harry Stevens Secretary - Elaine Engel Treasurer - Mindy Mench

#### **Trustees**

Holly Bowman Megan Cruzan Keith Derks

#### Administration:

#### Superintendent

Ed Canning

## 6-12 Assistant Principal, Athletic Director

Brent Foondle

#### **Elementary Principal**

Lorie Watson

The Board of Education meets the third Monday of each month in the HS Collaboration Room 306. Meetings are open to the public, and begin at 7:30 pm.

Community education offers continuous enrollment in high school completion and GED preparation.

Day and evening classes are available.

Childcare is available. For more details call 652-4000.



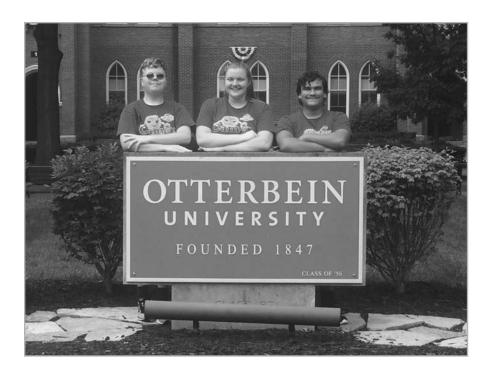
# WANTED: Substitute Bus Drivers

White Cloud Public Schools are currently seeking individuals interested in becoming substitute bus drivers. Commercial driver's license, DOT physical, and Bus Driver Continuing Education are required. If you do not already hold all of these credentials, training will be provided. If you are interested in applying for this important safety-cautious position, please pick up an application at the administrative office or send a letter of interest to:

Lisa Mathews, Transportation Supervisor 555 Wilcox Ave. • P.O. Box 1000 White Cloud, MI 49349



# White Cloud Excels at ACE Quiz Bowl Camp



While many high school students were basking in the sun or enjoying indoor

and outdoor recreational activities, three White Cloud state and national finalist quiz bowl members and two coaches attended "academic boot camp" at the prestigious ACE Quiz Bowl Camp in July at Otterbein University in Westerville, Ohio.

It is the 18th consecutive summer that White Cloud has been represented at the camp.

Attendees tend to be players on state and national finalist squads around the nation. Teams participating from Michigan this summer included Class B Detroit Country Day and Class C White Cloud, both 2019 state and national finalists.

Juniors Janessa Shepard and Parker Karnes, and sophomore Anthony Solis-Victoria, each of whom

were 2018-2019 conference champions and state and national finalists, attended with coaches Melinda Shepard and Stephanie Karnes.

All three White Cloud polyhistors turned in pulsating performances, sweeping the top three places

in their division in the final individual camp championship.

Janessa and Parker tied for first place for the individual camp championship, but Shepard won the tie-breaker to finish as the over-all camp champion in her division.

Karnes was runner-up.

They are the only White Cloud quiz bowl players to have earned first team all-conference honors as freshmen and sophomores.

Anthony placed third overall in the same division in the final individual camp standings.

Each day all campers engaged in classroom lectures coupled with individual and team competitions.

White Cloud's campers took in-depth mini classes in American poetry, American social reform, American wars, architecture, Asian dynasties, Baroque composers, British monarchs, Broadway musicals, chemists, diseases, European artists, film, French art, French Revolution, Greek mythology, human organs, Latin literature, modern Chinese history, Newtonian mechanics, nineteenth-century Presidents, pre-Civil War U.S. history, religious texts, Renaissance art, Shakespeare, social science, South American geography, twentieth-century Presidents, and world novels.

Champions are made in the off season, and White Cloud is preparing diligently throughout the summer for continued

success during the 2019-2020 campaign.

The Indians official competition begins Saturday, October 12, in defense of their two 2018 championships in the 12th and

9th-grade divisions at the Jan Rademacher Memorial Invitational, hosted by White Cloud Public Schools.

Two days later, on October 14, White Cloud will begin defense of its 2017 and 2018 division titles on WCMU's Quiz Central TV show against Coleman High School at 10 a.m.

The victor will take on the winner of the Traverse City St. Francis vs. Onaway match at 1 p.m. later that day.

In recent years, White Cloud has won nine television championships on WCMU's Quiz Central in Mount Pleasant and on WKAR's QuizBusters in East Lansing combined.

# Foondle Steps into New Role at White Cloud



Brent Foondle has been chosen as White Cloud's 6-12 assistant principal and athletic director.

"Although I will miss the students in my classroom every day, I will still be able to be a part of their lives in this new role," Mr. Foondle said.

A science teacher and coach – he coaches football, basketball, baseball, and track – Mr. Foondle is well acquainted with all things White Cloud.

He grew up in White Cloud, and graduated from WCHS in 1993. He has worked in education since 2001.

His son and daughter are in the junior high and will be the fourth straight generation of his family to graduate from White Cloud High School. His wife currently teaches fifth grade at White Cloud Elementary.

"I am excited to be back home and to have my family involved with White Cloud Public Schools," he said.

"Thank you, White Cloud community, for your continued support of White Cloud Public Schools, and I hope to see you at an event this fall!" he added.





# All Students Qualify for Free School Meals

By John Rosenberg, Director of Nutrition Services

White Cloud Public Schools is proud to announce that all students will again qualify for free school meals.

This is because the school district participates in the federal Community Eligible Provision (CEP) program.

This great news means that every student enrolled in our schools can receive a healthy breakfast and lunch at school at no cost each day of the 2019-2020 school year.

The program has been deemed successful in its first two years. We assess each program year based on the food service program's continued financial stability, which includes having families fill out and return the Household Information Survey.

#### Household Survey Must Be Filled Out

For this program to succeed and continue, we are asking that each household fill out and sign the Household Information Survey. This is needed for administrative purposes, not to determine eligibility.

The survey allows our school to benefit from various state and federal supplemental programs, such as Title I A, At Risk (31a), Title II A, and E- Rate, and is critical in determining the amount of money the school receives from these supplemental programs.

Please complete and submit the survey as soon as possible. All information on the survey submitted is confidential.

The survey is provided on the next page of this newsletter and is available in all schools.

#### Meals, continued

(Children and Adults)

Street Address (if available)

Printed Name of Adult Signing Form

#### **Money in Lunch Accounts**

Students with money left in their accounts may use the funds to purchase ala-carte items or extras. Charging of extra items will not be allowed.

The free meal program only allows for students to receive one full meal each for breakfast and lunch. The free meals program does not provide for a student who just wants a milk to go with a meal brought from home.

Students who want to purchase milk to go with a home lunch will still need to have money in their account.

Breakfast is served daily. Elementary breakfast is served in the classroom from 7:45 to 8:10 a.m. HS/JR high breakfast is served from 7:30 to 8:10 a.m.

Breakfast also is available in all buildings for any student who arrives late. The students should check in at the office first.

If you have questions, please call John Rosenberg at 231-689-3231.

#### Jobs Available

Nutrition service is always looking for qualified candidates to work with us. If you are interested in a position or possibly becoming a substitute, please stop at the administration office and fill out a job application, or contact John Rosenberg at 231-689-3231.

Daytime Phone and Email (Optional)

Today's Date

#### Application for Free/Reduced-Price School Meals 2019-2020 Household Application for Free and Reduced-Price School Meals Apply online: www.lunchapp.com One application per household. Please use a pen (not a pencil) STEP 1: List ALL Household Members who are infants, children, and students up to and including 12 (if more spaces are required for additional names, attach another sheet of paper). Definition of Household Member. "Anyone who is living with you and shares income and expenses, even if not related". Children in Foster care and children who meet definition of Homeless, Migrant or Runaway are eligible for free meals. Read How to Apply for Free and Reduced-Price School Meals for more information. PLEASE PRINT **Child's First Name Child's Last Name** Student? Foster Homeless Child Migrant, Runaway Yes STEP 2: Do any Household Members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR If YES > Write a case number here, then go to STEP 4 (Do not complete STEP 3). (Write only one case number in this space) STEP 3: Report income for ALL Household Members (Skip this step if you answered "YES" to STEP 2) Unsure what income to include here? Flip the page and review the charts titled, "Sources of Income", for more information. The "Sources of Income for Children" chart will help you with the Child Income section. The "Sources of Income for Adults" chart will help you with the All Adult Household Members Section. A. Child Income Child Income How Often? Please put an X Sometimes children in the household earn or receive income. Please include the TOTAL income received by Weekly Bi-Weekly 2x Month Monthly All Household Members listed in STEP 1 here. B. All Adult Household Members (including yourself) List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write "0" or leave any fields blank, you are certifying (promising) that there is no income to report. PLEASE PRINT Public Assistance/ Pensions/Retirement/ How Often? How Often? How Often? Weekly Bi-Weekly 2x Month Monthly Annually Alimony/Child Support Weekly Bi-Weekly 2x Month Monthly Annually All Other Income Weekly Bi-Weekly 2x Month Monthly Annually Total Household Members Last Four Digits of Social Security Number (SSN) of

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal Funds, and that school officials may

verify (check) the information. I am aware that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws"

Signature of Adult

Primary Wage Earner or Other Adult Household Member STEP 4: Contact information and adult signature. Mail Completed Form to: jrosenberg@fremont.net

City

Apt#

# Student Health & Center Open Year Round

The White Cloud Child and Adolescent Health Center (located in the middle school) is open all year long, including summers and breaks.

Health center hours are 7:30-4 Monday-Friday.

Stephen DeHaan, PA-C, will be at the health center Monday-Thursday, while Mary Snell, NP, will be available Fridays for those who prefer a female provider.

Same-day appointments are available. To schedule an appointment, please call **231-689-3268**.

Don't forget to schedule your child's sports physical early; spots fill up fast towards late summer!

### Application for Free/Reduced-Price School Meals

INSTRUCTIONS: Sources of Income				
Sources of Income for Children				
Sources of Child Income		Examples		
Earnings from work		A child has a regular full or part-time job where they earn a salary or wages		
Social Security		A child is blind or disabled and receives Social Security Benefits.		
- Disability Payments		A parent is disabled, retired, or deceased, and their child receives Social Security benefits.		
- Survivor's Benefits				
Income from person outside the household		A friend or extended family member regularly gives a child spending money.		
Income from any other source		A child receives regular income from a private pension fund, annuity, or trust.		
Sources of Income for Adults				
Sources of Adult Income		Example(s)		
Earnings from work	Salary, wages, cash bon	uses / Net income from self-employment (farm or business) / If you are in the U.S. Military /		
Larmingo wom wom	-Basic pay and cash bon	uses (do NOT include combat pay, FSSA or privatized housing allowances)		
	-Allowances for off-base housing, food and clothing			
Public Assistance / Alimony / Child Support		-Workers compensation -Supplemental Security Income (SSI)		
		State or local government -Alimony payments-Child support payments -Veteran's benefits -Strike benefits		
Pensions / Retirement / All Other Income		curity (including railroad retirement and black lung benefits) -Private pensions or disability benefits -Annuities		
	-Regular income from the	usis of estates -filvestifient income -Earned interest -Regular cash payments from outside nouseriold		
Optional: Children's Racial and Ethnic Identities				
meals. You must include the last four digits of the social securit on behalf of a foster child or you list a Supplemental Nutrition A (FDPIR) case number or other FDPIR identifier for your child or determine if your child is eligible for free or reduced-price meals nutrition programs to help them evaluate, fund, or determine be In accordance with Federal civil rights law and U.S. Department administering USDA programs are prohibited from discriminating or funded by USDA.  Persons with disabilities who require alternative means of common where they applied for benefits. Individuals who are deaf, hard a may be made available in languages other than English.  To file a program complaint of discrimination, complete the	Not Hispanic or L  Alaskan Native Assinformation on this application number of the adult house esistance Program (SNAP), when you indicate that the and for administration and nefits for their programs, au of Agriculture (USDA) civil g based on race, color, national number of hearing or have speech dustance.			
Mail: U.S. Department of Agricultu Office of the Assistant Secre 1400 Independence Avenue, Washington, D.C. 20250-941	ary for Civil Rights SW	Fax: (202) 690-7442 Email: program.intake@usda.gov This institution is an equal opportunity provider		
DO NOT FILL OUT: For School Use Only				
Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26,	I wice a Month x 24, Month	ly x 12		
Total Income: \$ \$ \$ \$ \$ \$ \$	y \$ Househo	old Size: Categorical Eligibility: Free Reduced Denied		
Determining Official's Signature Date	Confirming Official	's Signature Date Verifying Official's Signature Date		

# Fall Sports Schedule

08/20/19	CC	Kent City - Long Lake Invitational	Away	4:30
08/23/19	FB & JVFB	Kent City Scrimmage	Away	10:00am
08/23/19	VVB	Fremont Invitational	Away	8:30am
08/24/19	JVVB	White Cloud JV Invitational	Home	9:00am
08/28/19	VB	Kent City	Away	5:30
08/28/19	JVFB	Lee	Home	6:30
08/29/19	FB	Lee	Away	7:00
09/03/19	CC	CSAA Jamboree	Home	4:30
09/04/19	VB	Hesperia	Home	5:30
09/05/19	VB	Chippewa Hills/Farwell	Away	5:30
09/05/19	JVFB	Montabella	Home	6:30
09/06/19	FB	Montabella	Away	7:00
09/07/19	CC	Fremont Hill & Bale	Away	9:00am
09/07/19	JHCC	Fremont Hill & Bale	Away	9:00am
09/07/19	VVB	Zion Tournament	Away	TBA
09/10/19	JHCC	Hesperia Jamboree (Gold & Silver)	Away	4:30
09/11/10	VB	Holton	Away	5:30
09/12/19	JVFB	Kent City	Away	6:30
09/13/19	FB	Kent City	Home	7:00
09/14/19	CC	Sparta Invitational	Away	8:00am
09/14/19	JHCC	Sparta Invitational	Away	1:00
09/17/19	CC	Lakeview Jamboree	Away	4:30
09/17/19	JHCC	Lakeview Jamboree (Silver)	Away	5:30
09/18/19	VB	Morley Stanwood	Away	5:30
09/19/19	JVFB	Hesperia	Home	6:30
09/20/19	FB	Hesperia	Away	7:00
09/21/19	VB	Morley Stanwood Invitational	Away	9:00am
09/21/19	JHVB	Newaygo/Big Rapids	Home	9:00am
09/24/19	JHCC	Tri-County Jamboree (Gold & Silver)	Away	4:30
09/25/19	VB	Lakeview	Away	5:30
09/26/19	VB	Hart	Away	5:30
09/26/19	JVFB	Holton	Away	6:30
09/27/19	FB	Holton - HOMECOMING	Home	7:00
09/28/19	CC	Allendale Invitational	Away	8:30am
09/28/19	JHVB	Chippewa Hills/Kent City	Away	9:00am
10/01/19	CC	Kent City Jamboree	Away	4:30
10/01/19	JHCC	Kent City Jamboree (Silver)	Away	5:30
10/02/19	VB	Kent City	Home	5:30
10/03/19	JVFB	Morley Stanwood	Home	6:30
10/04/19	FB	Morley Stanwood	Away	7:00
10/05/19	JHVB	Tri-County/Morley Stanwood	Away	9:00am
10/08/19	VB	Hesperia	Away	5:30
10/08/19	JHVB	Hesperia	Away	4:00

10/10/19	JVFB	Lakeview	Away	6:30
10/10/19	JHVB	Holton	Home	4:00
10/11/19	CC	Montabella "Mustang Invitational	Away	4:00
10/11/19	FB	Lakeview	Home	7:00
10/12/19	JHVB	Grant/Lakeview	Away	9:00am
11/15/19	CC	Holton Jamboree - Final CSAA	Away	4:30
10/16/19	VB	Holton	Home	5:30
10/17/19	VB	Newaygo	Home	5:30
10/18/19	FB	Three Oaks River Valley	Away	7:00
10/19/19	CC	Chippewa Hills Invitational	Away	TBA
10/19/19	JHVB	Reed City/Central Montcalm	Away	9:00am
10/22/19	CC	Around the Cloud Run	Home	4:30
10/23/19	VB	Morley Stanwood	Home	5:30
10/24/19	VVB	Reed City Quad	Away	5:30
10/24/19	JVFB	Hart	Away	6:30
10/25/19	FB	Hart	Home	7:00
10/26/19	CC	Regional Meet	Away	TBA
10/26/19	VVB	Hesperia "Volley Against Violence"	Away	9:00am
10/30/19	VB	Lakeview	Home	5:30
11/02/19	CC	State Meet	Away	TBA
11/04/19	VB	District Tournament	TBA	TBA
11/06/19	VB	District Tournament	TBA	TBA
11/07/19	VB	District Tournament	TBA	TBA
11/08/19	VB	District Tournament	TBA	TBA
11/12/19	VB	Regional	TBA	TBA
11/14/19	VB	Regional	TBA	TBA

\*B: Varsity Football
IVFB: Junior Varsity
\*ootball
CC: Cross Country
IHCC: Junior High Cross Country
/B: Volleyball
/VB: Varsity Volleyball
IVVB: Junior Varsity Volleyball
IHVB: Junior High



fimes & dates may be subject to change.



# **Annual Notices**

# Directory Information, Safe and Drug-free Schools, Other Vital Topics

#### Seventh Grade Students Must be Immunized

When school starts in the fall, all seventh graders must have documentation showing that they have had the following immunizations:

- Two (2) doses of MMR
- Three (3) doses of Hepatitis B
- Complete series of DTaP/Td with one dose in the last 10 years
- Three (3) doses of polio
- Two doses of varicella (or history of chicken pox diseases)

This requirement by the state helps assure that school-aged children are up-to-date and protected against vaccine-preventable diseases.

#### **Immunization Rules**

Now required for all children ages 11 to 18 who are changing school districts or who are enrolled in 7th grade:

- One dose of meningococcal (MCV4 or MPSV4) vaccine
- One dose of tetanus/diphtheria/acellular (Tdap) vaccine (if 5 years have passed since last dose of tetanus/diphtheria vaccine – Dtap, Td or DT)

The Teen Health Center, located near the junior high offices, is available to give all needed school immunizations.

#### **Immunization Waiver**

In December 2014 the Joint Committee on Administrative Rules approved a new educational requirement for Michigan parents who waive vaccinations for their child (student) before entering school.

This rule changes the role of the school in regards to distribution and acceptance of the Nonmedical Waiver Form.

This administrative rule change, effective January 1, 2015, directs parents/guardians to their local health department to obtain a Nonmedical Waiver Form dated January 2015 that will be needed to meet school entrance requirements for their child. School staff shall no longer distribute a Nonmedical Waiver Form.

#### Family Educational Rights and Privacy Act

A parent or guardian shall be permitted to inspect all instructional materials used by the District in the instructional program. Instructional materials shall include teacher's manuals, films, tapes, or other supplementary materials. Any questions or inquiries regarding the Family Educational Rights and Privacy Act of 1974 (FERPA), should be directed to: Ed Canning,

Superintendent, 553 Wilcox Street, White Cloud, MI, 49349, 231-689-3211.

#### **Complaint/Problem-Solving Process**

The following process is suggested for problem solving and communication within the district:

- 1. Talk to the Teacher/Coach first.
- 2. If the problem is not resolved, talk to the Principal.
- 3. If the Principal cannot help, talk to the Superintendent.
- 4. If the Superintendent cannot help, the Board of Education may be contacted.

#### **Equal Educational Opportunity**

The White Cloud Board of Education declares it to be the policy of this district to provide an equal opportunity for all students regardless of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, to learn through the curriculum offered in this district.

#### Section 504/ADA Compliance Officer

Mr. Ed Canning is White Cloud's Section 504/ADA Compliance officer. Mr. Canning may be reached at 689-3201.

#### **Private Records**

Under the "No Child Left Behind" legislation, military recruiters have access to student addresses from all high school records. If you do not wish to be contacted by a military recruiter please contact the guidance office and your name and address will not be released.

#### **Bloodborne Pathogens**

The district is subject to regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of Hepatitis B Virus (HBV) and Human Immune Deficiency Virus (HIV) in the workplace.

These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the federally mandated procedures includes a requirement that the district request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper

## Annual Notices, continued

medical treatment.

The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request that consent. Although we expect the incidents of exposure will be few, we want to notify parents of these requirements ahead of time.

This way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

#### **Student Directory Information**

The following information about each student is considered "directory information" and will be made available upon a legitimate request unless a parent, guardian or adult student notifies the school office in writing within 10 days from the date of this notification that she/he will not permit distribution of any or all of such information:

Name, address and telephone number; e-mail address, photograph, date and place of birth; major field of study; dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the district considers would not be harmful or an invasion of privacy, if disclosed.

White Cloud Public Schools will take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing or solicitation.

Before disclosing directory information, the person requesting information may be required to execute an affidavit that the information shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

If you have questions regarding school records or directory information, please contact the building principal.

#### Student Directory/Media Release

White Cloud Public Schools, in accordance with the Family Rights and Privacy Act, has the practice of releasing student directory information along with pictures of your child or work created by your child to organizations or groups that request such information. The information may be included in district publications, such as, but not limited, to the district's Inside newsletter, district web site, individual school building communications, educational grants, educational workshops, educational videos, etc.

The information will be released to appropriate parties, funders, or media publications unless the parents/guardians of a

student request in writing that such information be withheld. Please forward that request to withhold directory/media information from being released to the attention of the building principal. This request must be made each school year. Directory/media information may include the student's name, photograph, videotape, film, or other likeness or image, address, telephone number, date of birth, place of birth, major field of study, participation in school activities, dates of school attendance, honors, awards and other similar information.

#### **Student Records**

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

A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with district officials or file a complaint with the U.S. Office of Education if not satisfied with the records or with the district's compliance with the Federal Rights and Privacy Act.

A parent, guardian, or adult student has the following rights:

- 1. Inspect and review the student's education records;
- 2. Request an amendment if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- 3. Consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by law;
- 4. Challenge district noncompliance with a parent's request to amend the records through a hearing;
- 5. File a complaint with the Department of Education through the Family Policy Compliance Office;
- 6. Obtain a copy of the district's policy and administrative guidelines on student records.

#### Policies for Self-Administration/ Self-Possession of Medications

# Policy and Guidelines Set for Administering Medications to Pupils at School

The following definition of self-administration/self-possession is adopted for use in this district/school: Self-administration means that the pupil is able to consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction. Self-possession means that the pupil may carry medication on his/her person to allow for immediate and self-determined administration.

• A pupil whose parent/quardian and physician provide written

### Annual Notices, continued

permission will be able to self-administer and self-possess his/her own medications.

- A medication that a pupil possesses must be labeled and prepared by a pharmacy or pharmaceutical company and include the dosage and frequency of administration.
- A pupil's use cannot be denied if the conditions of written permission and physician direction are met. A building administrator may discontinue a pupil's right to self-administer and self-possession if there is misuse by the pupil. The denial shall follow a consultation with the parent/guardian.
- For example, a pupil who requires the use of an inhaler for relief or prevention of asthma symptoms will be allowed to carry and use the inhaler if there is written approval from the pupil's physician and parent/guardian on record at the school (as described in the Michigan Revised School Code, Section 380.1179). A pupil who is in possession of an inhaler under the above conditions shall have each of his/her teachers notified of this by the building administrator.

## Policies for Storage and Access to Medications in School

- All medication shall be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company with the pupil's name, the name of the medication, dosage, and the frequency of administration.
- Medications shall be stored in a school location that is kept locked.
- All controlled-substance medications will be counted and recorded upon receipt from the parent/guardian. The medication shall be recounted on a regular basis (monthly or biweekly), and this count reconciled with the medication administration log/record.

## Procedures for Storage and Access to Medication in School

- It is recommended that medications be brought to the school by the pupil's parent or guardian.
- No changes to medication dosage or time of administration will be made except by instruction from a physician.
- Parental or guardian request/permission and a physician's instructions for administration of medications shall be renewed every school year.
- Expiration dates on prescription medication, epi-pens, and inhalers shall be checked at least twice each school year.
- Medication left over at the end of the school year, or after a pupil has left the district, shall be picked up by the parent/guardian. If this is not done, the individual who administers the medication will dispose of the medication

<sup>1</sup>Controlled-substance is defined as a drug regulated by the Federal controlled Substances Acts, including opiates, depressants, stimulants, and hallucinogens.

and record this disposal on the medication log. This procedure shall be witnessed and initialed by a second adult.

New forms will be required for prescription medication. These will be distributed the first day of school or will be available in school offices.

#### **Health and Reproductive Education**

The Board of Education has adopted a comprehensive health education program that includes education on human sexuality and venereal disease and other non-casual contact communication diseases such as AIDS. It is designed to provide an appropriate means for students to acquire the knowledge, skills and attitudes necessary to maintain good health.

In compliance with state law and with its desire to maintain effective communication with parents and the community, the board has made arrangements for the programs and instructional materials to be available for review by any parent or interested member of this community.

Students are required to participate in these courses, but the law allows parents the right to have a child excused from participating in classes that include instruction in sex education, reproductive health and AIDS education. The board's policy is to honor parents' written requests that their child be excused from certain classes in any course.

Please contact the building principal if you have any questions or concerns regarding this matter.

#### **Notification of Pesticide Applications**

As part of White Cloud Public Schools' pest management program, pesticides are occasionally applied. Under the new regulations you have the right to be informed prior to any pesticide application made to school grounds and buildings.

During the summer months when school is not in session pesticide treatment could occur as necessary. This article is intended to serve as prior notification of pesticide applications to White Cloud Public Schools' buildings and grounds.

In certain emergencies pesticides may be applied without prior notice, but you will be provided notice following such applications. If you have any questions, please contact Mr. Ed Canning, Superintendent.

#### **Asbestos Information**

Several years ago, White Cloud Public Schools contracted to remove nearly all asbestos materials in our buildings. Asbestos in public areas was removed. Some asbestos in non-public areas was treated and secured rather than being removed in accordance with the Asbestos Hazard Emergency Act (AHERA).

#### Parents' Right to Know

White Cloud Public Schools, as an educational institution that receives funds under Title I Part A, hereby notifies all par-

### Annual Notices, continued

ents that you may request information regarding the professional qualifications of your child's classroom teacher including:

- 1. Whether the teacher has met State qualification and licensing criteria for the grade level(s) and subject areas in which the teacher provides instruction;
- 2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- 3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- 4. Whether your child is provided services by Title I teachers, if so, their qualifications

Those requesting this information may do so by contacting: Ed Canning, Superintendent, 553 Wilcox Street, White Cloud, MI, 49349, 231-689-3211.

#### Grievance Procedures for Title VI, IX, Section 504

Any person believing that the White Cloud Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title IX of the Education Amendment Act of 1972, (2) Section 504 of the Rehabilitation Act of 1973, (3) the Age Discrimination Act of 1975 and (4) Title II of the Americans with Disability Act of 1990 may bring forward a complaint, which shall be referred to as a grievance, to Ed Canning, Superintendent, 553 Wilcox Street, White Cloud, MI, 49349, 231-689-3211.

The person who believes they have a valid basis for the complaint shall discuss the matter informally and verbally with the Superintendent, who shall investigate the complaint and answer the complaint within two business days. If this reply is not acceptable to the complainant, the complainant may initiate formal procedures according to the following steps:

Step I: A written statement of the complaint signed by the complainant shall be submitted to the Superintendent within five business days of receipt of answers to the informal complaint. The Superintendent shall further investigate the complaint and reply in writing to the complainant within ten school days.

Step II: If the complainant wishes to appeal the decision of the Superintendent, that person may submit a signed appeal to the President of the Board of Education within five business days after receipt of the Superintendent's response. The President shall meet with all parties involved, attempt to arrive at a solution, and respond in writing to the complainant within five school days.

Step III: If the complainant remains unsatisfied, the complainant may appeal in a signed, written statement to the full Board within five business days of receipt of the President's response in Step II. The full Board shall meet with the con-

cerned parties and their representatives within 15 business days of receipt of the appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten business days of the meeting.

Step IV: Upon completion of, or at any point in, the grievance process, complainants have the right to file a complaint with the Office for Civil Rights, US Department of Education, Washington, D.C. 20201. The complainant should first be directed to the following address: Office for Civil Rights, 600 Superior Avenue, Suite 750, Cleveland, Ohio 44114,

The Superintendent, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the acts and the regulations on which this notice is based may be found in the Superintendent's office.

#### **Student Survey Participation**

No student shall be required, as part of the school program or the district's curriculum, without prior written consent of his/her parents, to submit to or participate in any survey, analysis or evaluation that reveals information concerning:

- 1. Political affiliations or beliefs of the student's or his/her parents
- 2. Mental or psychological problems of the student or his/her family
- 3. Sexual behavior or attitudes
- 4. Illegal, anti-social or self-incriminating behavior
- 5. Critical appraisals of other individuals with whom respondents have close, family relationships
- 6. Legally recognized relationships such as those of lawyers, physicians, and ministers
- 7. Religious practices, affiliations or beliefs of the students or his/her parents
- 8. Income

Parents have the right to inspect, upon request, a survey or evaluation created by a third party before it is administered by the school to the student.

#### Right to Know – Material Safety Data Sheets

White Cloud Public Schools is dedicated to the safety of its students, employees and community. Each school building is provided with information on products used in their facility that may be of concern to these classifications. The identified products include, but are not limited to, cleaning products, science experiment materials, school supplies (glue, liquid paper, etc.) and other products present in our buildings.

Each Material Safety Data Sheet on file presents the ingredients of the product, the potential hazards and recommendations if exposure occurs. The Material Safety Data Sheets under Right to Know regulations are available for inspection during normal business hours by contacting Ed Canning, Superintendent, 553 Wilcox Street, White Cloud, MI, 49349, 231-689-3211.





RURAL ROUTE BOX HOLDER POST OFFICE BOX OCCUPANT

PRESORTED STANDARD

US POSTAGE

PAID

GREENVILLE, MI
48838

PERMIT # 338

NON-PROFIT ORGANIZATION

White Cloud Public Schools P.O. Box 1000 White Cloud, MI 49349

## Important School Phone Numbers

Superintendent's Office

(231) 689-6591

High School (231) 689-1705

Junior High (231) 689-2181

White Cloud Elementary (231) 689-2300