

## **STUDENT HANDBOOK 2011 • 2012**

WYOMING PARK HIGH SCHOOL  
2125 WRENWOOD SW  
WYOMING, MI 49519  
[www.wyoming.k12.mi.us/014/home.htm](http://www.wyoming.k12.mi.us/014/home.htm)

TELEPHONE 530-7560  
FAX 249-7649  
ATTENDANCE HOTLINE 249-7655  
ATTENDANCE OFFICE 530-7566  
ATHLETIC OFFICE 530-7568  
GUIDANCE OFFICE 249-7648

This handbook/agenda belongs to:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_

STATE \_\_\_\_\_

ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NUMBER \_\_\_\_\_

**DIRECTORY INFORMATION**

**ADMINISTRATION AND SECRETARIES**

Principal: Mr. Brad Perkins	Mrs. Jane Baker
Asst. Principal: Mr. T.J. Restau	Mrs. Holly Vandentoom
Athletic Director: Mr. Gary Zakem	Mrs. Lynette Paxson

**PRINCIPAL'S OFFICE**

530-7560

**ASSISTANT PRINCIPAL'S OFFICE**

530-7566

***\*TO REPORT AN ABSENCE\****

**ATTENDANCE HOTLINE**

249-7655

**PLEASE REPORT ALL ABSENCES BY 1:00 PM**

**ATHLETIC OFFICE**

530-7568

**COUNSELING OFFICE**

249-7648

**MEDIA CENTER**

530-7595

**CENTRAL ADMINISTRATION/ENROLLMENT**

530-7550

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## **WYOMING PARK HIGH SCHOOL MISSION STATEMENT**

The goal of the Wyoming Park High School staff is to challenge and guide all students to attain their highest level of academic performance, social responsibility, and emotional and physical well being so that they will be prepared to live in and contribute to a rapidly changing world.

### **BELIEF STATEMENTS**

We believe all students are unique and have abilities and talents that can be developed.

We believe that staff members serve as role models of behavior for students.

We believe that students need love, guidance, and discipline.

We believe that students need a secure environment where they can develop respect for themselves and others.

We believe that students must share in the responsibility for their education.

### **TITLE IX**

In keeping with the Title IX of the Federal Educational Amendments and other legislation affecting the treatment of students and employees, it is the policy of the Wyoming Public Schools not to discriminate with regard to employment, the educational program, and school activities on the basis of sex, race, religion, national origin, creed or color.

Inquiries regarding compliance with Title IX may be directed to:

Mr. Thomas G. Reeder, Superintendent  
Wyoming Public Schools  
3575 Gladiola SW  
Wyoming, MI 49509

### **To the Students and Parents of Wyoming Park High School:**

Welcome to Wyoming Park High School for the 2011-2012 school year.

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value is helping you adjust to Wyoming Park High School and to become an integral part of school life.

The ultimate purpose of education is to help each student become an effective citizen in our democracy, so that each student develops and accepts the responsibilities and obligations of good citizenship which help him/her to participate successfully in the world of tomorrow.

Sincerely,  
*WPHS ADMIN TEAM*

## LETTER TO THE PARENTS:

Dear Parents:

As your child's first and most influential teacher, you can play an important role in encouraging your son or daughter to take advantage of the educational opportunities that Wyoming Park High School provides. Therefore, we ask that you assume an active partnership with us in the education of your son or daughter. In proposing this partnership, we ask that you do several things on the "home front" that we know are likely to have a positive effect on your student's academic achievement. The specifics of our request are outlined below:

**1) SET HIGH EXPECTATIONS FOR YOUR STUDENT**

Make it clear that your student must not settle for minimum grades or the minimum number of credits.

**2) KNOW WHAT IS EXPECTED IN EACH OF YOUR STUDENT'S CLASSES**

Our teachers provide each student with course objectives. Ask your child to share this course syllabus with you to give you an idea of what is expected in each course.

**3) INSIST ON GOOD ATTENDANCE**

A recent study on student achievement concluded, "All types of students at all levels of schooling experience greater rates of growth in student achievement if they are attending daily and unexcused absences and lateness are minimized. Please refer to the section on "Attendance" in the handbook for the Wyoming Park High School attendance policy.

**4) PROVIDE A QUIET TIME AND PLACE IN YOUR HOME OR STUDY**

You can demonstrate the importance of study by designating a certain time each night when the television is to be turned off, and your student is to focus his or her attention on school work.

**5) ENCOURAGE YOUR STUDENT TO PARTICIPATE IN EXTRA-CURRICULAR ACTIVITIES**

Students who participate in extracurricular activities typically express more satisfaction with school and receive higher grades than those who do not participate.

**6) TAKE AN ACTIVE ROLE IN SELECTING YOUR STUDENT'S COURSES**

This winter the 9th, 10th and 11th graders will select their courses for the following school year. You should review the course descriptions in the booklet provided for your child, get to know your child's counselor, and become an active participant in the course selection process. We believe if we work together we can increase the likelihood that your student will receive the maximum benefit from the educational opportunities that this high school offers. We hope you will accept our invitation to join us in the pursuit of this goal.

Sincerely,

*WPHS ADMINISTRATION*

## FULL DAY SCHEDULE

### Monday – Friday

7:30 – 8:35	1 <sup>st</sup> hour
8:40 – 9:40	2 <sup>nd</sup> hour
9:45 – 10:45	3 <sup>rd</sup> hour
10:45 – 11:15	A lunch
(A) 11:20 – 12:20	4 <sup>th</sup> hour
(B) 10:50 – 11:50	4 <sup>th</sup> hour
11:50 – 12:20	B lunch
12:25 – 1:25	5 <sup>th</sup> hour
1:30 – 2:30	6 <sup>th</sup> hour

## HALF DAY HOURS

7:30am -11:00am

- Due to safety concerns, students who are not involved in a school-sponsored activity, or directly supervised by a Wyoming Public Schools employee or representative must not be on school grounds before 7:00 AM or after 2:45 PM. (half days 11:15am) We appreciate your help in creating a safe and orderly environment at Wyoming Park High School.

## **SEVERE WEATHER PROCEDURES**

REMINDER- if students are in school when a Tornado Watch or Thunderstorm Warning is issued, school will remain in session until the regular dismissal time. If students are in school when a Tornado Warning is issued students and staff will remain in school taking shelter in designated areas.

Parents, legal guardians or predetermined individuals may pick up students at school during any Severe Weather Warning. PLEASE DO NOT call the school during Severe Weather Warning unless you have a particularly serious problem. It is most important that school phone lines remain open during Tornado Watches, Severe Thunderstorm Warning, and Tornado Warning. Announcements will be made on local radio and television stations regarding school cancellations.

SPORTS PARTICIPANTS - When practicing or participating in sports and a Tornado Watch is issued, students will be sent home. If a Tornado Warning is issued students will immediately take shelter.

## **CRITICAL INCIDENTS RESPONSE PROCEDURE**

Wyoming Park High School is working hard to foster a safe environment for your child by working on preparation and prevention. We believe that safe schools do not happen automatically. Safe schools require collaboration and support from students, parents, faculty and community.

Wyoming Park High School has developed a response plan that outlines the responsibilities of all school employees during a crisis situation at Wyoming Park. The goal of this response plan is to protect students and staff from serious injury.

If a parent or student observes any person in or on school grounds that does not belong, they need to contact the office immediately. When Students hear the words “**lockdown**” they need to promptly and calmly go to the nearest classroom and seek instruction from the teacher. When in the room find the least observable wall and seek cover. At no time should a student attempt to confront or apprehend a suspect. When the school is in a lock down mode, students are not to leave the room until directed.

### Wyoming Park High School Calendar 2011-2012

First Day of School – Full Day for all Students	September 6, 2011
ACT Test	September 10, 2011
Open House	September 14, 2011
Homecoming Football Game	September 23, 2011
Homecoming Dance	September 24, 2011
SAT Test	October 1, 2011
PSAT/NSQT Test	October 12 or 15, 2011
ACT Test	October 22, 2011
<b>1<sup>st</sup> Quarter Exams – No students in PM</b>	November 3, 2011
<b>1<sup>st</sup> Quarter Exams – No students in PM</b>	November 4, 2011
Parent/Teacher Conferences 12:30-3:30 End Q1	November 4, 2011
SAT Test	November 5, 2011
Parent/Teacher Conferences 4:00 – 7:00pm	November 8, 2011
Parent/Teacher Conferences 4:00 – 7:00pm	November 10, 2011
<b>NO SCHOOL</b> – Professional Development (7hrs)	November 11, 2011
Thanksgiving Break – <b>NO SCHOOL</b>	November 23-25, 2011
SAT Test	December 3, 2011
ACT Test	December 10, 2011
Winter Break – <b>NO SCHOOL</b>	Dec. 19 – Jan. 2, 2011
<b>2<sup>nd</sup> Quarter Exams – No students in PM</b>	January 19, 2012
<b>2<sup>nd</sup> Quarter Exams – No students in PM</b>	January 20, 2012
End of Second Quarter	January 20, 2012
Second Semester starts	January 23, 2012
SAT Test	January 28, 2012
ACT Test	February 11, 2012
Mid-Winter Break – <b>NO SCHOOL</b>	February 20 - 21, 2012
Parent/Teacher Conferences 4:00 - 7:00pm	March 5, 2012
Parent/Teacher Conferences 4:00 – 7:00pm	March 8, 2012
SAT Test	March 10, 2012
<b>3<sup>rd</sup> Quarter Exams – No students in PM</b>	March 22, 2012
<b>3<sup>rd</sup> Quarter Exams – No students in PM</b>	March 23, 2012
End of Third Quarter	March 23, 2012
Spring Break - <b>NO SCHOOL</b>	March 30 – April 6, 2012
ACT Test	April 14, 2012
SAT Test	May 5, 2012
Prom	May 12, 2012
National Honor Society Induction – 8:00 pm	May 16, 2012
Memorial Day Recess– <b>NO SCHOOL</b>	May 25 - 28, 2012
Graduation – 7:00 pm	May 29, 2012
<b>4<sup>th</sup> Quarter Exams – No students PM</b>	May 30, 2012
<b>4<sup>th</sup> Quarter Exams – No students PM</b>	May 31, 2012
Students Last Day	May 31, 2012
Teacher Last Day – AM Only	June 1, 2012
SAT Test	June 2, 2012
ACT Test	June 9, 2012

\*Calendar is subject to change

## **GUIDANCE DEPARTMENT INFORMATION**

The guidance department of Wyoming Park High School exists to provide appropriate services to students. Services counselors provide for students include the following

1. To assist students in their orientation to high school career goals and career pathways
2. To monitor student academic performance and progress toward achievement and academic goals
3. To inform students and assist them in the appropriate college selection
4. To provide personal counseling and make individual referrals to students with special needs
5. To serve as an advocate in helping students to develop self-esteem and a positive self-image

## **GRADING AND CREDIT REWARDING**

Although credit will be awarded by quarters (1/4 credit), courses which are specifically named in the Michigan Merit Curriculum (MMC) cannot be awarded credit until the full course is completed, examples include Algebra (1 credit after 2 semesters), Biology (1 credit after two semesters), and Health (.5 credit after a semester). This full or nothing credit awarding process does NOT apply to MMC courses which are not specifically named, such as the 3rd science credit or any additional elective courses outside the MMC requirements.

Credit can be obtained each quarter by one of four ways (in order):

1. Traditional passing with a full grade (summative assessments and formative work in combination) noted on the transcript with the grade obtained
2. Passing of all common major assignments (paper and pencil tests, labs, major projects, and other common portions as determined by the teachers) for the quarter if at a 70% or greater percentage (if the quarter grade is non-passing), noted on the transcript with a D-
3. Recovering the course by retaking/redoing all major summative assessments to a 60% or greater level.
4. Testing out during the three specified windows (May, August, and December).

## **ACADEMIC FAILURES**

Will be noted on the report card as an F (failing grade) and will change to the and will change to the obtained letter grade if re-done/tested (no higher than 80% on the common major summative assessment) is addressed during the initial 2-week make-up window directly following the notification of the grade. After the make-up window or if a third attempt is required on major assessments (written or otherwise), the assessments will have to be addressed through recovery options and if passed will be noted on transcript as RCR (Recovery Credit) and given a grade point equivalent of a D- (60%). A student who receives a single I in a semester may continue with the course, but two I's in a single semester, without working to recover, will have to repeat the course for that semester to receive credit or attempt to test out. There may also be an option for a Personal Curriculum, following the rules set forth by the state and parent initiated.

## **MAKE-UP WINDOWS**

Upon completion (and return of) major unit/expectation summative assessments (written, labs, or other but not quizzes or final exams) any student will be given an immediate two-week window (one week after the end of the 4th marking

period) to improve their grade by re-taking/doing the assessment (and may be required to get help prior). The final grade on the second summative assessment will not exceed 80% in the grade tabulation. A second or third attempt will not occur without earning the assessment by completing an "improvement" form. If a third attempt or later assessment is necessary (or any assessment outside the two-week window that is not excused), the assessment score will not exceed 60%. A third attempt will be given by a test-proctor when possible.

Final Exams will be replaced by utilizing the two days as recovery and extended learning opportunities (to be determined by departments, such as with assessments). On the first half-day there will be three recovery/extended learning periods. It is suggested that teachers use the afternoon as time for secondary and elementary teams to sit down as department/grade level teams to review the marking period and make timely changes to the teaching maps, assessments, and other curriculum components. The second day will be another three recovery/extended learning periods in the morning and the afternoon would be a records day. Quarterly or Course Exams will need to still be developed/used for Testing out purposes. The state assessments will be used as they are developed.

Grading breakdown for each quarter grade would be defined as 70% summative common course assessments, projects, labs, etc. as determined by the district departments, and 30% for formative class work, homework, or other that is not common for each quarter (60% and 40% respectively for middle school courses that are NOT for high school credit). A zero for a grade can be given for an unexcused absence, cheating, or deliberate lack of effort on a common assessment. A retake option will be provided with a maximum score of 50%. See proposed change below to elimination of quarterly exams and grades at HS becoming 70% summative and 30% formative.

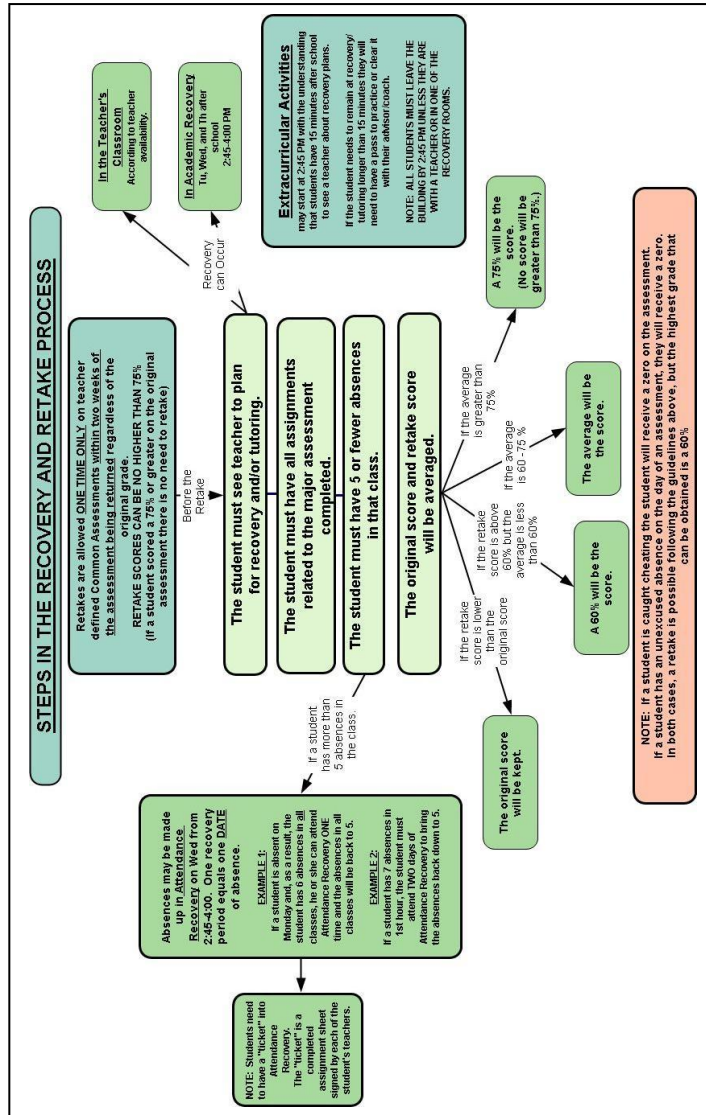
#### **ACADEMIC SUPPORT AND RECOVERY**

Every attempt will be made to offer support to students during the day and to maximize times during each day's class period to provide timely help. After school, student attendance and purpose (tutoring, work time, testing, etc.) will be tracked to establish data for evaluating success and monitoring use of this time. To make the most of this opportunity, several program changes have been enacted:

- Continue to focus on use of classroom time and the gradual release model to include an intervention/support time end the conclusion of each period, approximately 15 minutes.
- The half-hour immediately following the end of the school day will be made accessible for possible support from staff to any student needing additional academic support from their classroom teacher. Practices for school events will begin 15 minutes after the completion of the half-hour window. Students should schedule times with staff members.
- Teachers will establish a weekly calendar of after school office hours for students to make an appointment for teacher support time as a means for academic intervention. Teacher support time will be made available a minimum of 3 days a week and is to be used as an opportunity to access academic support, make-up common summative assessments, and/or have access to resources to complete work.
- The week following the end of the full school-year will be used as a recovery time. Students will have access to content teachers (provided schedule) during the early part of the morning and afternoon for help and the later part as assessment time. An example would be

8:00 -10:00 a.m. and 12:00 – 2:00 p.m. instructional support, 10:15-11:30 and 2:15 – 3:30 assessment time.

- Extended summer programming will be provided for 2-6 weeks and be highly recommended for summer skills instruction through the middle school Team 21 programs for all middle school students with multiple Incompletes in a single or multiple subject areas or who may need additional support/enrichments.
- Mandatory Summer Academy for all incoming freshmen who have shown several signs of at-risk behavior based on a strict set of criteria. This program will be required in order to attend high school at Wyoming Park or Rogers. Criteria will not be limited, but be based on a lack of academic performance. The areas of support will include Language Arts, Mathematics, and Study Skills. Note: The second week of the program they will be partnered with a senior for tutoring during the second week and for support for their entire freshmen year.



## ACADEMIC APPEAL

Parents wishing to appeal the placement of their child in a program or course must notify the building principal in writing prior to the beginning of the semester. The appeal should include the reason(s) why the parent desires the program or course be absent from the student's schedule. If necessary, a student study team meeting will be held to determine the outcome of the parent request.

## SCHEDULING INFORMATION

During the months of February and March of each year, students are taken through the scheduling process to select the courses they will be taking the following year. Students along with parents are involved with the counselors to arrange for the best possible course selections appropriate for each student. Curriculum Guides and course selection sheets as well as other pertinent information are given to students. In addition, college catalog and career information are shared with students to enable them to prepare themselves with the best possible program information appropriate for their career goals.

Schedule change procedures include the following:

1. A counselor must make changes; parent approval may also be required. In general circumstances once a student's schedule is set, changes should not occur.
2. Permission may be required by the teacher to drop or add a course.
3. No class changes after the first 2 weeks of new quarter.

Recommendation by counselors for courses include not only making sure that students take the sufficient numbers and the appropriate discrete courses required for graduation, but also the urging of students to take appropriate courses that are the most challenging yet commensurate with their goals and abilities.

### CLASSIFICATION OF STUDENTS

FRESHMEN	All students with less than five credits
SOPHOMORES	All students having at least five, but less than ten units of credit
JUNIORS	All students having at least ten, but less than fifteen units of credit
SENIORS	All students who will meet graduation requirements before July 31, following their senior year.

Students who plan to go to a four-year college or university should be encouraged to study the following beyond high school requirements:

- 1 additional year of mathematics, making a total three years--including biology, geometry, advanced algebra and trigonometry
- 1 additional year of science, making a total of three years--including biology, chemistry and physics
- At least 2 years of a foreign language

Definition of Credit: Credit is granted for successful completion of any course in grades nine (9) through twelve (12). One-quarter credit is earned for each class passed for one quarter (9 weeks).

### ACADEMIC AWARDS

Award programs are held for all grade levels in the spring of the year. Departments recognize outstanding students, as well as a variety of other achievement awards. Academic Awards are academic letters, chevron, certificates, or pins using the following criteria:

<u>High Academic</u>		<u>Academic</u>	
Seniors	3.5 or above	Seniors	3.0 – 3.499
Juniors	3.6 or above	Juniors	3.0 – 3.599
Sophomores	3.7 or above	Sophomores	3.0 – 3.699
Freshmen	4.0 or above	Freshman	3.0 – 3.999

### NATIONAL HONOR SOCIETY

The Wyoming Park Chapter of the National Honor Society is an extracurricular activity for students of high academic status. Membership in the National Honor Society is a privilege, not a right. Membership criteria are established by the Wyoming Park Faculty Council with the framework from the national organization.

Membership eligibility:

- Students must have a 3.5 GPA to be eligible for membership and to maintain membership
- Membership is only open to 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade students
- Eligibility for membership is by recommendation from all staff at Wyoming Park High School.

The National Honor Society is founded upon the principles of academic excellence, leadership, character and service. Induction into the National Honor Society occurs in the spring.

### TESTING OUT

Public Act 335, Section 1279b of the School State Code requires that a school district shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in a course, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than a C+ in a final exam, by exhibiting that mastery through the assessment used in the course which may consist of a portfolio, performance, paper, project or presentation.

For the purpose of earning credit under this section, any high school pupil may take the final exam in any course.

Credit earned under this section shall be based on a “pass” grade and shall not be included in a computation of grade point average for any purpose.

Credit earned under this section shall be counted toward fulfillment of a requirement for a subject area course and shall be counted toward fulfillment of a requirement as to course sequence. Clarifications include:

1. Government and Physical Education are exempt from testing out because they are required by statute for all high school students in Michigan.
2. Classes a student has already taken for grade and/or credit are exempt from testing out. Also, once credit is earned under this section, a pupil may not receive credit thereafter for a course lower in course sequence concerning the same subject area.

For complete information and application regarding "Testing Out", see your school counselor.

### **DIRECTORY INFORMATION**

Personally identifiable information about current students of the district will not be released without the consent of the student's parent(s) or if the student is 18 years or older, the student--unless the information is directory information or the law permits disclosure without consent.

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: name, address, telephone listing, date and place of birth, grade, participation in school activities and sports, weight, and height of members of athletic teams, dates of attendance, honors and awards received, student picture, and the most recent educational institution attended.

Directory information will be disclosed without further notice or consent, unless the parent or eligible student notifies the Assistant Superintendent at the Central Office within thirty (30) days of the date of this notice. A parent or eligible student has the right to refuse the designation of all or part of a student's personally identifiable information as directory information, except that directory information may be disclosed to governmental or other educational institutions as permitted by law.

### **NOTICE TO PARENTS/ELIGIBLE STUDENTS: RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHT TO PRIVACY ACT**

The Family Educational Right to Privacy Act (known as FERPA) is a federal law, which governs the maintenance and disclosure of student's educational records in public schools.

Under FERPA, each parent or eligible student (a student who is 18 years or older), has the following right:

- 1.) To inspect and review the student's educational records
- 2.) To request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights
- 3.) Consent to the disclosure of personally identifiable information in the student's educational records, except to the extent that disclosure is permitted by law without consent
- 4.) File with the U.S. Department of Education a complaint concerning alleged to comply with FERPA.
- 5.) Obtain a copy of the District's FERPA policy.

The FERPA Policy of the Wyoming Public Schools is maintained in the Superintendent's Office.

## **TRANSCRIPTS**

While enrolled at Wyoming Park High School, copies of high school transcripts are made available when requested by students and at no cost to them, for release to colleges and universities, scholarship programs, and branches of the armed services, etc. Former students are required to pay \$3.00 for each transcript. Transcript information includes all courses taken, grades received, and results of standardized tests (PSAT, SAT, P-ACT, ACT). In addition, cumulative grade point information and rank in class is provided.

## **DUAL ENROLLMENT**

Dual enrollment is a program that extends educational learning options for students who qualify to take classes at a post-secondary institution while attending high school.

A high school student may participate in dual enrollment if he/she has passed all areas of the High School Proficiency Test (Communication Arts: Reading and Writing, Science, and Mathematics) thereby qualifying for a state endorsed diploma.

All college courses are eligible except hobby craft, recreational, physical education, theology, divinity, or religious education courses. See your guidance counselor for further information and to make application to participate in dual enrollment.

Public Act 335, Section 1279b of the School State Code requires that a school district shall grant high school credit in any course to a pupil enrolled in high school, but who is not enrolled in a course, who has exhibited a reasonable level of mastery of the subject matter of the course by attaining a grade of not less than a C+ in a final exam, by exhibiting that mastery through the assessment used in the course which may consist of a portfolio, performance, paper, project,

## **HOMEWORK REQUESTS**

Students will generally not be able to complete the requirements of a course without daily attention to homework per academic course. We strongly encourage you to provide a quiet time and place in your home for quiet study.

If your student is going to be absent from school for three days or more, you may contact the Guidance Office for homework assignments. A counselor will collect the assignments for you to pick up.

## **WITHDRAWAL AND TRANSFER FROM SCHOOL**

The procedure for withdrawal or transferring is as follows:

1. Secure authorization withdrawal or transfer from your parent or guardian.
2. Complete appropriate forms from the Guidance and Attendance Office.
3. Have the forms filled out by teachers, return all schoolbooks and property, and make sure all fees are paid.
4. Return completed form to Guidance Office for final clearance.

# COLLEGE ENTRANCE TEST DATES

## 2011-2012 ACT Test Date Schedule

<u>Test Date</u>	<i>Regular Registration</i> <u>Postmark Deadline</u>
September 10	August 12
October 22	September 16
December 10	November 4
February 11	January 13
April 14	March 9
June 9	May 4

PSAT/NMSQT Test Date – October 12 or 15 2011

## 2011-2012 SAT and SAT II Test Dates

<u>Test Date</u>	<u>Registration Deadline</u>
October 1	TBD
November 5	TBD
December 3	TBD
January 28	TBD
March 10	TBD
May 5	TBD
June 2	TBD

## FAMILY HELP AND SUPPORT

### Referral Agencies

United Way		211
Cornerstone	Help Line	336-3535
	Teen Line	336-2450

### Drug and Alcohol Abuse

Network 180		1-800-749-7720 or 336-3909
Alanon & Alateen	North Alanon Club	456-5709
	South Alanon Club	247-1100
	Project Rehab	776-0891
	Longford Care Unit	242-6550
	Dakotah	776-0891 ext. 440

### Child Abuse/Neglect/Sexual Abuse

YWCA Counseling		459-4652
Kent County Dept. Protective Services		247-6300
YWCA/Rape/Sexual Assault		776-RAPE

### Counseling Services

Network 180		1-800-749-7720 or 336-3909
Arbor Circle/Child Guidance		458-7434
Life Guidance Services		954-1991 or 774-0633
Wyoming Student Assistance		
Domestic Crisis Center		451-2744

### Runaway Services

Bridge		451-3001
Juvenile Court-Crisis Intervention		336-3749

### Shelter

Homeless Assistance Program		454-5840
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## **MEDIA CENTER PROCEDURES**

Media Center Hours are:      Monday - Thursday: 7:00 a.m. to 3:00 p.m.  
Friday:      7:00 a.m. to 2:30 p.m.

The media center offers for student use: General circulation fiction and non-fiction books, reference books, periodicals, computers, CD's, and data bases.  
Passes: Students are welcome in the media center at any time during the school day. Students who are not in the media center with a class must have a pass issued by a teacher or media center personnel. Students must have permission to leave the media center during classroom hours.

### **FOOD AND BEVERAGES**

Food and beverages are not permitted in the media center.

### **MEDIA CENTER EXCLUSION**

Students who fail to abide by the rules, or whose behavior in the media center is disturbing to others, can be excluded from visiting the media center.

### **MATERIALS CIRCULATION**

#### *GENERAL COLLECTION*

Books in the general collection, both fiction and non-fiction, circulate for a three-week period. Books may be renewed.

#### *REFERENCE BOOKS*

Reference books are checked out overnight only.

#### *PERIODICALS*

Back issues of periodicals are kept for three years. Back issues may be checked out for three days.

#### *OVERDUES*

All overdue materials are fined at a rate of 10 cents per day. Students with overdue books are outstanding fines may not check out additional materials until the overdue items are returned or the fines are paid.

#### *LOST OR DAMAGED BOOKS*

Students will be charged for the replacement of lost or damaged materials

## Technology - Acceptable Use Policy

### Wyoming Public Schools Wyoming, MI

*Please read this document carefully and completely before signing.*

We are very pleased to bring Internet access to WPS and believe that the Internet offers vast resources to both students and staff. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

#### **INTERNET**

The Internet is an electronic highway connecting thousands of systems all over the world and millions of individual subscribers. Users are advised that some of these outside sources may publish inaccurate, profane, sexually oriented, threatening, racially offensive or illegal material. The district and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Parents of minors having access on the system should be aware of the existence of such materials and assist us by asking their students about the Internet sites they visit.

#### **PROCEDURES**

**Smooth and safe operation of the WPS network relies upon the proper conduct of ALL users who must adhere to strict guidelines. These guidelines are provided here so the user knows the responsibilities he/she is about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. The signatures on the agreement form are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance and agree to abide by them.**

#### **TERMS AND CONDITIONS**

##### **Students are responsible for:**

- Utilizing information technology for educational purposes, specifically the attainment of the learning specified in the WPS curriculum;
- Using hardware and software in a manner that enables its ongoing usage; vandalism in any form will not be tolerated;
- Avoiding intentional installation of computer viruses or enabling the spread of such viruses on school equipment;
- Keeping hardware and software from being relocated, removed from school premises, or modified without permission of an administrator;
- Maintaining the privacy of passwords. Any activity conducted on the user's account is the owner's responsibility;
- All material received from any source, including the Internet and e-mail under their user accounts. Students accept responsibility for keeping pornographic material, inappropriate text files, or files dangerous to the integrity of the school's network, equipment, or software from entering the school;
- Obeying the law and the district policy pertaining to copyright and privacy rights in the use of hardware and software and in the transmission of copying of text or files;
- Avoiding the use of technology for commercial business;
- Avoiding the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others, or to

infiltrate unauthorized computer systems; and obeying these rules, as well as those posted in classrooms or computer labs or otherwise specified by school employees, for the use of hardware, software, labs, and networks in the school.

**DISCIPLINARY ACTION**

- Any disciplinary action that is necessary due to non-compliance with this acceptable use policy will align with the applicable procedures and policies of the Wyoming Public Schools. Additionally there may be further action taken by the district if there are repeat offenses of non-compliance and/or the purposeful damage to technology equipment and network functionality. The disciplinary actions may include but are not limited to:
- **Criminal or civil charges may be filed, if applicable.**
- **Suspension of all Internet and email access and/or the use of all technology equipment**
- **Users will be required to make full financial restitution for any damages caused as a result of their unauthorized use.**

**WYOMING PUBLIC SCHOOLS TECHNOLOGY USE AGREEMENT**

I understand and will abide by the above Technology Use Agreement. I further understand that any violation of the regulations above is unethical and may be illegal. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken. I also understand that my account may be monitored at any time.

USER NAME (PRINT) \_\_\_\_\_ GRADE \_\_\_\_\_ DATE \_\_\_\_\_

USER SIGNATURE \_\_\_\_\_

PARENT/GUARDIAN NAME (PRINT) \_\_\_\_\_

PARENT OR GUARDIAN SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

We appreciate your cooperation in this matter. Working together we can provide our students an excellent resource to enhance their learning.

## **CELL PHONE AND OTHER ELECTRONIC DEVICE USAGE POLICY**

Both the central and building level administration consider the safety and education of all students to be our mission. We will limit the use of cell phones, pagers, and other electronic devices to outside the school building and school time (bus transportation to and from school is considered school time). During those certain times when parents need to talk to their child, please continue to use the school office. In an emergency or special situation, students will be allowed to use an office phone. The following process outlines the steps the building principal or assistant principal will take when a device is seen or being used inside the school building or during school time.

**1st Offense** - The device will immediately be taken from the child and returned after meeting with parents.

**2nd Offense** – The device will immediately be taken away and held in the office. It will not be returned until a meeting occurs with the parent and student. The child will receive a suspension.

All parties involved, parents or student may appeal a removal of the device to the principal, if necessary.

Central to this process is the need for cooperation and coordination among staff, students, and parents. We understand the importance and frequency of use cell phones and other electronic communication devices play in our world today. Many parents want and enjoy that immediate connection with their children. Unfortunately, the number of disruptions to the educational process during the day must be kept to a minimum. A child may still contact parents or others from school, after hours, and outside of the building using their electronic device or during the day by using the school office phones.

**\*\*Electronic Devices stolen or lost on school property are not the responsibility of the school/police personnel\*\***

### **ILLNESS AT SCHOOL**

Students who become ill at school are to report to the attendance office immediately where assistance is available and are to be released only after a parent or other responsible adult has been contacted.

### **HALL PASSES**

Students are not permitted in the halls during the class periods unless a teacher accompanies them or have their student agenda signed by an authorized staff member. If students wish to see teachers during their conference period, students must arrange for this in advance. All teachers and administrators are to enforce the rules.

### **TRANSPORTATION / BUS POLICY**

When riding the bus, students must follow the directions of the driver. The first concern of all those involved with the transportation of students to and from school are the safety of each and every bus passenger. Any student who refuses to abide by the bus regulations may lose bus privileges.

## **BUS RIDER RULES**

1. At the bus stop
  - A. Be at the designated stop at least 5 minutes early.
  - B. Stay back from the road and conduct yourself in a safe manner.
  - C. Respect other's property. Do not walk in or cut through yards and do not be around the house where the stop is located.
  - D. Do not approach the bus until it has come to a complete stop and the driver signals you to board the bus.
  - E. The bus stop is an extension of school property. The same rules apply to the bus stop as on school property.
  - F. Students must ride only on their designated bus and bus stops.
2. On the bus
  - A. The driver is responsible for your safety, be respectful, and follow directions at all times.
  - B. Board the bus single file, go to your seat, face forward, and remain seated. No changing seats while bus is moving.
  - C. Do not litter or damage bus. Those who cause damage will make restitution.
  - D. Refrain from loud noise, objectionable language and distracting behavior.
  - E. Keep aisle clear at all times. Books, bags, band instruments, etc., must be kept on your lap or stored under the seat.
  - F. Keep all parts of bodies inside the bus.
  - G. Do not throw/shoot objects out the window or inside the bus.
  - H. Be absolutely quiet when the bus stops at railroad crossings.
  - I. No Eating or drinking (may be waived on athletic or extended field trips).
  - J. In an emergency, remain seated and wait for the bus driver's instructions.
  - K. The bus is an extension of the school, observe all school rules, ie., no alcohol, fighting, tobacco, drugs, drug paraphernalia, weapons (real or simulated) or verbal assault allowed.
  - L. Skateboards, roller blades, scooters and other large items are not allowed on the bus, nor are they to be used on school property.
3. Exiting the bus
  - A. Exit the bus single file. If it is necessary to cross the road, go a least 10 steps ahead of the bus and wait for the driver to signal to cross. Check traffic in both directions. Be alert for any danger signal from the driver. Walk, do not run.
  - B. You must have proper authorization to exit the bus anywhere except your assigned stop.
  - C. Do not use emergency exits unless directed by driver.
4. Field Trips
  - A. Teacher/chaperones should ride the bus and be seated throughout the bus with students. They are responsible to assist the driver in maintaining order.

## **BUS DISCIPLINE PROCEDURE**

Discipline is necessary for the safety of all students riding the school bus. When bus riders behave in a disruptive manner, they distract the driver's attention from driving. It is imperative that the full attention of the driver be toward driving the bus.

### **Normal Procedure:**

- A. Verbal Warning: The bus driver will issue a verbal warning to the student prior to issuing a discipline notice.
- B. 1<sup>st</sup> Offense: Student will receive an In-School Suspension (ISS) or Detention and parents will be notified.
- C. 2<sup>nd</sup> Offense: Students will be taken off the bus for 3 days. A copy of the "write-up" will be sent home to remind and inform the student and

parent/guardian of further consequences including loss of bus privileges should there be a third offense.

D. 3<sup>rd</sup> Offense: Student will be off the bus for 3 to 5 days and a call will be made home and the "write up" will be sent home.

E. 4<sup>th</sup> Offense: The student will be off the bus indefinitely. A meeting is required with the bus driver, Transportation Supervisor, parent and the administrator in charge of discipline at the school to examine the situation.

Should the situation warrant, the normal discipline procedure may be waived for conditions such as but not limited to smoking, matches (lighters), fighting, weapons, using emergency exit, cutting/tearing seat covers (suspension and pay for repairs) and verbal assault.

### **SCHOOL PUBLICATIONS**

Students are encouraged to participate in the production of school publications. The yearbook, the school newspaper, and the writings of the English department are examples of important aspects of the academic life at Wyoming Park High School. Student publications should follow the school philosophy directed toward creating an environment of effective school operation and discipline. Any written material that may be questionable must be reviewed and approved by the teacher in charge of the publication or by the school administration before it is published.

### **BUILDING AND EQUIPMENT USE**

1. Permission must be secured from the principal's office to put up posters and advertisements; students are expected to remove them later. Posters and advertisements are not to be fastened anywhere on painted surfaces.
2. Faculty representatives are to be present at all student meetings or practices unless special permission has been obtained from the office.
3. Scheduling of all school activities is arranged through the principal's office.
4. No beverages are permitted in the gym.
5. The teacher's lounge, lavatories, and dining areas are not to be used by students.

### **STUDENT SPONSORED DANCES**

Student Government has adopted the following procedures for any group desiring to sponsor a school dance.

1. The faculty member sponsoring the dance must complete a building permit.
2. The building permit must be turned in to the principal.
3. A request form must be obtained from the student government advisor.
4. The completed request form must be turned in to the student government advisor at least one week before the dance.
5. There shall be an appointed faculty chaperone, at least four parent chaperones or designated representatives and a policeman present at all dances.
6. No one shall be allowed to leave the dance area and return.
7. Attire shall be in accord with the current school dress code.
8. No one with the smell of alcohol on his or her breath shall be admitted.
9. No junior high students shall be allowed at a senior high dance.
10. All after game dances must end by 11:00 p.m.
11. The sponsor should check with the principal or the student government.

12. Any group not following the above rules shall have the privilege of dances taken away for one year.
13. Guest Registration:
  - a.) Students must register guests at least a week before the dance in the attendance office.
  - b.) Guests must be under the age of 21.
  - c.) Administration reserves the right to determine if a guest is welcome to attend or not.

### **CAFETERIA**

The cafeteria is open to all students who eat lunch at school. Basic rules of etiquette apply. Those who cannot adhere to those rules will be referred to the office. First offense will result in a two-week suspension of cafeteria privileges. The second infraction will result in a four-week ban. Any other infraction will result in permanent dismissal. All food is to be eaten in the cafeteria. People are to clear their own section of the table after lunch. Many classes are in session during lunch periods. Students are to remain out of the halls during lunch hour. Food from outside vendors may not be brought into the cafeteria for consumption during the lunch periods.

### **STUDENT COUNCIL**

The membership of the student council is made up of representatives from each class in the senior high school. All classes are to have equal representation. The council promotes many school functions such as plays, dances, and school parties. Its chief function is to sponsor a good student government.

### **VISITORS**

Parents are always welcome to Wyoming Park High School. We ask that an appointment be made to see a teacher, observe a classroom or review curricular materials. Our school policy is to accept only those visitors who have legitimate business at school. Students may not bring guests to school and expect them to attend classes.

### **DRIVING AND PARKING REGULATIONS**

Motor vehicles, although a convenient form of transportation, are also deadly weapons if not used in a safe and conscientious manner. Thousands of people are killed or seriously injured each year by automobiles and it is the school's intention to help prevent accidents on and around campus and to provide a safe environment for all persons on and around campus and to provide a safe environment for all persons concerned. To insure the safety of both pedestrians and drivers, the following traffic and parking regulations have been enacted for campus safety and control of traffic. Please remember, driving an automobile, whether on campus or on a public road, is a privilege--not a right.

1. All students who drive vehicles to school must complete a "Student Vehicle Registration Card". Included on this card is information concerning your vehicle. In the event that the vehicle registered on the card is sold and another vehicle is obtained, a new card needs to be filled out. If more than one vehicle is intended to be used during the school year, each vehicle needs to be registered with the school.
2. Each student operating a vehicle must purchase a registration and parking permit at the rate of \$5.00 per year. Each permit is assigned a number, which will be your vehicle I.D. number. Permits must be prominently displayed on the windshield rear-view mirror where the number can be read from the outside.

3. Student parking is provided in the East and West parking lots adjacent to the high school. Students are also permitted to park along the fence directly behind school except during the winter months when snow must be plowed to keep the fire lane clear. **The remaining area behind school is reserved for faculty and staff.** Parking violation may be issued if vehicles are not parked according to posted signs and listed regulations.
4. Students who do not register their cars or display their permits will receive a parking violation. All fines must be paid before grades are issued at the end of each nine weeks.
5. All school traffic signs must be obeyed. Students refusing to follow traffic signs or driving in a careless or reckless manner will be reported directly to the Wyoming Police Department.

### **WORK PERMITS**

By Michigan law, all students under 18 years of age must obtain a work permit prior to beginning employment. Blank work permits may be picked up in the Attendance office. To complete the permit, the top portion of the form must first be completed by the employer. The student will fill in the middle section and the permit should be returned to the main office for authorization. The student is required to appear in person and present a birth certificate or driver's license with the permit. In some cases, School-to-Work experiences such as job shadowing, internships, co-op, and pre-apprenticeships may not require a work permit.

### **TELEPHONE MESSAGES**

Parents should not request to have students called to the telephone during school hours except for emergency reasons. **THE SCHOOL OFFICE IN EMERGENCY SITUATIONS WILL DELIVER MESSAGES ONLY.**

### **ADMINISTRATION OF MEDICATIONS**

If a student is required to take prescription medication during the school hours and a parent or guardian of this student cannot be at school to administer the medication, the school principal and the principal's designee(s) will administer the medication in compliance with the instructions of a physician (as indicated on the prescription label). The exact dosage and frequency of administration must be clearly set forth on the prescription label and request form or on written instructions signed by a physician. Only in an emergency situation that threatens the life or health of the pupil may the mandate that two adults be present when administering medication not apply.

Written instructions, on a form provided by the school, signed by a parent or guardian and physician, will be required.

When parents submit a request for the administration of medication, a copy of the Board of Education regulations pertaining to the school's role in administering medication will be given to parents.

NOTE: Those prescription medications given for less than a ten-day duration do not require a physician's signature on the permission form in addition to the prescription label. However, medications to be administered on an as needed basis throughout the school year will require a physician's signature.

**PERMISSION FORM FOR MEDICATION**

**TO BE COMPLETED BY PARENT/GUARDIAN** Wyoming Park High School

2125 Wrenwood S.W.

Student: \_\_\_\_\_

Wyoming, MI 49519

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Phone: (616) 530-7560

Fax: (616) 249-7649

Building: \_\_\_\_\_

Because it is impossible for me to administer medication to my child at the time it needs to be taken, I hereby request assistance from the staff of Wyoming Schools to dispense medication required during school hours to my child.

I hereby absolve the school district and its employees of liability in connection with the administration of the medication and all responsibility in the event of theft.

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

**TO BE COMPLETED BY PHYSICIAN OR AUTHORIZED PRESCRIBER**

Please note: In order to have two mandated adults present to dispense medication at school, we dispense medication during the last 5 minutes of each lunch period.

Name of Medication: \_\_\_\_\_

Reason for Medication (optional): \_\_\_\_\_

Form of Medication/Treatment:

Tablet \_\_\_\_\_ Liquid \_\_\_\_\_ Inhaler \_\_\_\_\_ Injection \_\_\_\_\_ Nebulizer \_\_\_\_\_ Other \_\_\_\_\_

Instructions (Schedule and dose to be given at school)

\_\_\_\_\_  
Anticipated Duration: \_\_\_\_\_

Restrictions and/or important side effects: \_\_\_None Anticipated \_\_\_Yes, Please describe:

Special storage requirements: None \_\_\_\_\_ Refrigerate \_\_\_\_\_ Other \_\_\_\_\_

Physician's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_  
Physician's/Prescriber Signature

\_\_\_\_\_  
Date

## HIGH SCHOOL CODE OF CONDUCT 2011/2012

*The vast majority of our students exhibit exemplary behavior and fine manners, but we must all seek to improve our relationships and treatment of each other to ensure a safe environment for all students, staff, and the community at all times.*

*Thomas G. Reeder  
Superintendent of Schools*

### Philosophy

Wyoming Public Schools are committed to providing an orderly and stimulating learning environment for all students. The right to learn and to teach in an educational setting that is safe, free from disruption, and conducive to learning is essential. The circumstance of an effective learning atmosphere is dependent upon a sustained and cooperative effort on the part of students, parents, and staff.

Disciplinary action when necessary will be firm, fair, and consistent in order to be the most effective in changing student behavior. **In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following: student's age; nature of the offense and circumstances which led to the offense; student's prior disciplinary record; effectiveness of other forms of discipline; information from parents, teachers and/or others; and other extenuating circumstances.** In addition, authorized school personnel have the responsibility to investigate, interview and document information from anyone with possible knowledge of Code of Conduct violations. Parents and staff should work together to use positive guidance techniques such as modeling, encouraging expected behavior, redirecting children to acceptable behavior, and setting clear limits.

All students are expected to know and to adhere to the District Code of Conduct. If a student with a special education designation demonstrates behavior warranting discipline, it will be administered consistent with the Code of Conduct, to the extent that this disciplinary action does not conflict with appropriate Federal and State regulations. On the other hand, we believe that students who demonstrate outstanding behavior should continue to be recognized by the District, and we will do so at every opportunity.

### **Superintendent's Responsibilities**

The superintendent may suspend a student for more than five (5) school days or issue a permanent suspension. ANY SUSPENSION BEYOND FIVE (5) DAYS REQUIRES A SUPERINTENDENT'S NOTIFICATION. A parent or guardian may appeal a disciplinary decision only in the event of a violation of due process, i.e., the right to present his/her side of the story.

### **Rights and Responsibilities**

#### **Rights**

##### **...of Students**

- a. To expect that standards of conduct will be applied consistently to all students
- b. To expect protection of personal and property rights
- c. To work in a safe atmosphere conducive to learning
- d. To experience an environment that builds positive self-esteem
- e. To experience an environment where diversity is respected
- f. To take part in all district activities on an equal basis regardless of race, color, creed, national origin, religion, gender or sexual orientation or disability

##### **...of Parents**

- a. To receive regular and timely communication from the school related to student behavior and learning
- b. To expect their child to learn in a safe, orderly environment
- c. To expect equal and fair treatment of their child by school staff

##### **...of Staff**

- a. To receive cooperation and support from parents/guardians
- b. To expect the best educational performance from all students
- c. To work in an environment that is safe, orderly and free from disruption
- d. To remove a student from instructional setting for "substantially disruptive behavior"
- e. To fully investigate, or refer for investigation, anyone with possible knowledge of Code of Conduct violations.

## **Responsibilities**

### **....of Students**

- a. To respect authority and obey school rules in order to be responsible citizens
- b. To show respect and consideration for the personal and property rights of others
- c. To demonstrate effective work/study habits by putting forth their best educational efforts
- d. To provide praise to others who earn it and acknowledge one's own positive characteristics and successes
- e. To respect the diversity of others
- f. To alert school authorities when aware of actual/potential security or safety concerns and/or code violations

### **...of Parents**

- a. To respond to communication from school and to initiate such communication, if needed
- b. To prepare the student to assume a positive attitude in the school environment, including respecting the rights of others and the authority of all staff
- c. To understand and support the Wyoming Public School District **CODE OF CONDUCT**
- d. To alert school authorities when aware of actual/potential security or safety concerns and/or code violations

### **...of Staff**

- a. To inform parents/guardians adequately in matters related to student conduct
- b. To consistently enforce standards for all students while providing a challenging curriculum
- c. To assume primary responsibility for enforcing the **CODE OF CONDUCT** through the use of various techniques at the classroom and building levels, such as student-staff conferences, contact with parents, and other disciplinary techniques
- d. To alert school authorities when aware of actual/potential security or safety concerns and/or code violations
- e. To immediately refer violent and repeatedly disruptive students for minimum suspension

## **INTRODUCTION**

Courteous, respectful and responsible fosters a positive climate for the learning community.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. When determining the appropriate action to apply as a consequence of student misconduct, school officials may use intervention strategies and/or discipline actions, depending upon the severity or repetition of misconduct; age and grade level of the student; circumstances surrounding the misconduct; impact of the student's misconduct on others in the school, and any other relevant factors.

### **WHEN AND WHERE THE CODE OF STUDENT CONDUCT APPLIES**

The Code of Student Conduct applies before, during, and after school:

When a student is at school.

"At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises;

When a student's conduct at any other time or place has a direct and immediate effect on maintaining and discipline, or on protecting the safety and welfare of students or school district staff; and

When a student is using school telecommunications networks, accounts, or other district services.

### **GUIDELINES REGARDING SUSPENSIONS**

1. Suspensions will be In-School (ISS) or Out-of-School (OSS) depending on the severity.
2. Office referrals exceeding 5 in a given year where ISS have been given may result in an Out-of-School Suspension (OSS).
3. Students who exhibit chronic behavior problems, where the pattern of behavior has not improved even after exhausting all disciplinary options will be placed on a progressive disciplinary plan (PDP). In this plan, a student's days of OSS will increase incrementally (1-3-5-7-10) for each behavior referral, not to exceed more than 10 days.
4. 15 days of accumulated suspension time may lead to disciplinary action up to expulsion.
5. Out-of-School Suspension (OSS) may require a parent conference before re-admittance.
6. Any student serving OSS cannot attend any after school activities.
7. School suspensions include all classes and school activities for 24hrs. School activities are all activities that occur outside the regular schedule of classes during the normal school day that are sponsored and/or sanctioned by an individual school and/or Wyoming Public Schools Board of Education. Such activities would include, but not be limited to athletics, music, club and social gatherings, dances, banquets, proms, and other activities.

### **Suspension Make-up Work Policy**

When a student is suspended for poor behavior and given consequences for his/her actions it is not the intent of the Board of Education to use the suspension as a means of punishing students academically. Therefore, upon request from the student, parent or guardian, students who miss school work due to a suspension shall be given the opportunity to complete all assignments and tests that can be realistically provided. As determined by the teacher, the assignments and tests shall be reasonably equivalent to, but not necessarily identical to, the assignments and tests missed as a result of the suspension. Students shall receive full credit for work satisfactorily completed within a designated period of time. For suspensions of three days or less, the student must approach each instructor, at an agreed upon time between student and instructor, the first day of their return from the suspension and obtain information on assignments missed. Parents wishing to access homework during the course of the suspension may do so by accessing Parent Connect. Students shall have the number of days suspended plus one additional day to make up any missed coursework. For suspensions of more than three days, on the fourth day of the suspension the parent/guardian is encouraged to call the office, request homework, and make arrangements to pick up the homework. The student shall have three days to complete and return assignments. Such work must be finished and returned before the parent/guardian can request any additional make-up work. The teacher, within the prescribed time frames noted above, shall arrange times to make-up tests and/or quizzes.

It should be noted that teachers have the option to reserve a portion of the grade to reflect a student's participation in class. Tardiness and/or failure to attend class due to a suspension may result in the loss of the participation portion of the student's grade and thus a lower course grade. For those classes based largely on participation, such as physical education, a time shall be designated outside of the normal school day (at the teachers' discretion) to allow make-up of the participation component if the absence due to a suspension would result in a significant reduction of the course grade. **In the case of truancy, homework and credit is given at the discretion of the Principal.**

### **Discipline for Activities Not Occurring on School Premises**

The Wyoming Board of Education has a strong sense of responsibility to assure students that they can go to and from school in an atmosphere of safety. Also, there are many off-campus activities in which students participate, such as sports events at other schools, field trips, volunteer work on behalf of school programs or club activities. Many times incidents that occur off school premises are a result of activities which have occurred on school premises. These incidents may have an impact on subsequent activities on school premises or on the safety of students within our schools. Therefore, it is the policy of the Wyoming Public Board of Education that students shall be disciplined for off-campus conduct detrimental to the interest of the school district and/or disruptive to the school community.

### **Consequences for Unacceptable Student Behavior**

Wyoming Public School District has adopted a uniform discipline code for all high school students. It is recognized that the primary responsibility for student discipline lies with each staff member. However, when a staff member feels a referral is necessary, the principal shall apply the code based on the prior disciplinary record. Follow-up with the referring staff member shall be the responsibility of the principal. Consequences of misbehavior include in-school suspension, out-of-school suspension, detention, community service, loss of privileges, and abbreviated day. Any student whose behavior continues to be

unacceptable shall be referred to the appropriate pupil personnel service and/or an Alternative Learning Center. Following is a listing of violations and the actions a principal or superintendent shall enforce for infraction of the **CODE OF CONDUCT** consistent with a student's right to due process. **Students who are suspended shall not participate in any school activities\* nor be allowed on any District property for the duration of the suspension as specified by the Board of Education.**

\*School suspensions include all classes and school activities for 24 hrs. School activities are all activities that occur outside the regular schedule of classes during the normal school day that are sponsored and/or sanctioned by an individual school and/or the Wyoming Public Schools Board of Education. Such activities would include, but not be limited to athletics, music, club and social gatherings, dances, banquets, proms, and other activities.

### **DETENTION HOURS**

From time to time, teachers and administrators may give students detention hours for disciplinary reasons, attendance, tardiness or academic problems, before or after school, at their discretion. The teacher will allow the student to contact their parent and inform them of their detention. It is the responsibility of the student to attend these detention hours when assigned with materials and books to study. (Detention hours will be changed only for medical reason, family deaths, etc., or for other reasons deemed necessary by the office.) Failure to report for a detention hour will result in: 1<sup>st</sup> offense - 1 day of ISS, 2nd offense – Detention assigned by Assistant Principal and 2 days of ISS.

### **IN-SCHOOL SUSPENSION (ISS)**

In-school suspension is used as an early intervention strategy for such violations as continued classroom disruptions, unexcused absences, and other discipline issues. Students assigned to In-House must complete all daily assignments (including tests and quizzes). The student is not counted absent from school nor are there academic penalties. Students assigned to In-House are to remain at school for the entire school day and may not participate in any extra-curricular activity, including sports, on the dates assigned to In-House. Failure to comply with the contract and expectations while in In-House will result in additional time in the In-House program or Out of School suspension.

### **SUSPENSION AND EXPULSION**

The State Board of Education has directed all school districts in the State of Michigan to establish policies regarding the suspension and expulsion of students. The Wyoming Board of Education has adopted such a policy. The following excerpt refers to the general categories under which suspension and expulsion can be exercised:

“Assuming the responsibility granted to it by the law, the Board of Education establishes the following categories of misconduct (while a student is under jurisdiction of the school and/or engaged in school activities as those which may result in temporary separation, suspension or expulsion from the Wyoming Public Schools. These categories are general in nature and are not deemed to be all inclusive.”

1. Matters relating to public and private property such as theft, misuse of books, materials and equipment, defacing property.
2. Matters pertaining to citizenship such as violation of state laws, local ordinances, approved safety and fire codes' laws pertaining to civil disobedience, use of profane and obscene language, and possession of weapons or explosives.
3. Matters pertaining to attendance such as violation of compulsory attendance laws, persistent tardiness, and failure to attend school regularly if above compulsory school age.
4. Matters pertaining to safety of others such as physical attacks or threats to students or school employees, fighting and extortion.
5. Persistent disobedience and/or breaking of school rules and regulations. *When a student reaches fifteen (15) days of total suspension time during an academic year, recommendation for alternative placement or expulsion of the student may be made.*
6. Gross misbehavior such as conduct detrimental to the normal function of the school or school activities.

The policy also provides for the protection of the student's rights by assuring that the due process of law is followed. The following principles will be observed:

1. The hallmark of the exercise of disciplinary authority shall be reasonableness and fairness.
2. Every effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources including appropriate personnel in cooperation with the student and his parent or guardian.
3. A student must be given an opportunity for a hearing with the appropriate school administrator if he or his parent or guardian, indicate the desire for such a hearing. A hearing shall be held to allow the student and his parent or guardian, allege prejudice or unfairness.

If a student is suspended from school, the student shall be informed of the specific charges, which constitute the basis for disciplinary action being taken against him. The student will have the right to present to the school administrator any relevant information that will support his defense. If the school administrator suspends the student, the administrator will:

1. Notify the parents or guardian and superintendent as soon as possible of the suspension, the reasons for it, and the steps necessary to effectuate the student's return to school.
2. Meet with the parent or guardian and the student to plan the satisfactory return of the student to the school setting.

If the parents or guardian are dissatisfied with this action they may appeal to the superintendent or his designate to review the decision. If the suspension is for a period of more than ten school days, and if, after the first three steps have been taken, the suspended student's parents or guardian are dissatisfied with the administrative action, they may request a review of the action by the superintendent or his designate, and at this review they may be advised by a person of their choosing.

If a student is expelled from school, a written notice of charges against a student shall be supplied to the student and his parents or guardian by registered mail. Included within this notice shall be a statement of the time and place for a hearing, which time shall be reasonable for parties involved. Parents or guardians may be present at the hearing. The student shall be given an opportunity to give his/her version of the facts and their implications. He should

be allowed to offer the testimony of other witnesses and present evidence. The student, his parent, guardian or legal agent, shall be allowed to observe all evidence offered against him. In addition, he shall be allowed to question any witness.

The hearing shall be conducted by the Board of Education who shall make its determination solely upon the evidence presented at the hearing. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such a hearing. A record shall be kept of the hearing.

The Board of Education, by a majority vote, shall state within a reasonable time after the hearing its findings as to whether or not the student charged is guilty of the conduct charged and its decision as to expulsion. A majority vote of the Board must be obtained from those present at the hearing. The findings of the hearing authority shall be reduced to writing and sent to the student and his/her parents or guardian.

The student and his/her parents or guardian shall be made aware of their rights to appeal the decision of the Board of Education to the appropriate judicial authority.

### **SEARCH AND SEIZURE**

School officials maintain the right to seize items in a student's possession and to search school property (lockers, desks, etc.) assigned to a student under the following guidelines:

1. There is a reasonable cause to believe that the items in possession are illegal or in violation of school rules, or constitute a hazard to the health and safety of the student or others.
2. The search of an area assigned to a student is for a specified item and should be conducted in the presence of another staff member.
3. The principal or his/her designee(s) has the authority to enter, search school property and seize items covered by this regulation. To avoid any misunderstanding, it should be emphasized that student lockers are school property.

Examples of items subject to regulation include, but are not limited to, drugs, weapons, pornography, stolen goods, fireworks, lighters, explosives and alcohol.

### **USE OF POLICE AT WYOMING PARK HIGH SCHOOL**

The primary responsibility for student discipline violations rests with school officials. Every effort will be made to handle problems within the school. However, when violations of school laws or municipal ordinances occur, or when students or parents refuse to work within established policies of the district and school, or where security of person or property appears to be in jeopardy, persons who violate school rules will be referred to other enforcement agencies. Police and k-9 units may make periodic search of school grounds, classrooms, and lockers.

## **STUDENT DISCIPLINE**

### **RATIONALE FOR ESTABLISHING SCHOOL RULES AND STUDENT HANDBOOK**

The board of a school district shall make reasonable regulations relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of the district. This includes regulations relative to the conduct of pupil's concerning their safety while in attendance at school or in route to and from school--Michigan School Law 380.1300.

This communication is to clarify the Student Code of Conduct portion of the Student Handbook (pg. 23).

Any violation of the District's Code of Conduct will result in appropriate disciplinary action based on the severity of offense, age and majority of student, and all surrounding circumstances. In each case, the Board of Education may impose discipline ranging from a verbal warning up to and including expulsion.

This notice supersedes any contrary statements of consequences in existing Student Handbooks and Board Policy. Should you have any questions, please contact Mr. Thomas G. Reeder, Superintendent at (530-7555).

### **DISCIPLINE ISSUES**

Behavior incidences will be categorized into three levels and consequences will be different for each, but number of infractions will also be considered for placing the child in an appropriate position to improve their behavior. Current handbooks discipline incidents will be categorized according to three levels and addressed appropriately, placing much more emphasis on detention and use of the in-house rooms.

## **Level 1 Offenses**

### **Inappropriate Behavior: after addressed by teacher**

- a. First Offense: Detention (1 Day)
- b. Second Offense: In House Suspension (1 Days)
- c. Third Offense: In House Suspension (2 Days)

### **Bus Behavioral Report:**

- a. First Offense: Detention (1 Day)
- b. Second Offense: Suspension from Bus Privileges (1 Week)
- c. Third Offense: Suspension From Bus Privileges (2 Weeks)

### **Disruptive Behavior**

- a. First Offense: In House Suspension (1 Day)
- b. Second Offense: In House (2 Days)
- c. Third Offense: Suspension (1 Days)

### **Failure to Sign Out:**

- a. First Offense: Detention (1 Day)
- b. Second Offense: In house (1 Day)
- c. Third Offense: In house (2 Days)

### **Food and Beverages: NOT ALLOWED OUTSIDE THE CAFETERIA DURING THE SCHOOL DAY. (7am – 3pm)**

- a. First Offense: Detention (1 Day) Food and/or Beverage confiscated
- b. Second Offense: Detention (2 Days) Food and/or Beverage confiscated
- c. Third Offense: In House (1 Day) Food and/or Beverage confiscated

**Gambling/Playing Cards:**

- a. First Offense: Detention (1 Day)
- b. Second Offense: In House (1 Day)
- c. Suspension: (1 Day)

**Hats, head covers, bandanas, headbands, etc: MAY NOT BE WORN IN SCHOOL 7:30am – 2:30pm**

- a. First Offense: Detention (1 Day) Confiscate head cover etc.
- b. Second Offense: Detention (2 Days) Confiscate head cover, etc.
- c. Third Offense: In-House (1 Day) Confiscate head cover, etc.

**Inappropriate Dress:**

- a. First Offense: Student must change, or be sent home.
- b. Second Offense: In House (1 Day) Student must change or be sent home.
- c. Third Offense: In House (2 Days) Student must change or be sent home.

**Missed Detention:**

- a. First Offense: In House Suspension (1 Day)
- b. Second Offense: In House Suspension (2 Days)
- c. Third Offense: Suspension (1 Day)

**Obscene Gestures:**

- a. First Offense: In House Suspension (1 Day)
- b. Second Offense: In House Suspension (2 Days)
- c. Third Offense: Suspension (1 Day)

**Profanity:**

- a. First Offense: In House Suspension (1 Day)
- b. Second Offense: In House Suspension (2 Days)
- c. Suspension (2 Days)

**Public Display of Affection:**

- a. Detention (1 Day)
- b. In House Suspension (1 Day)
- c. Suspension (1 Day)

**Cell Phones, Lasers, CD Players and Electronic Devices, etc.:**

- a. First Offense: Confiscation and meeting with parent
- b. Second Offense: In House (1 Day) Confiscation, item returned at the end of the nine weeks.
- c. Third Offense: In House (2 Days)

**Computer Usage Violations:**

- a. Consequences will be assessed according to the level and category of the violation (i.e. gambling, my space, etc.)
- b. Can lead to suspension of computer privileges up to one full year.

## **LEVEL 2 OFFENSES**

**Cheating:**

- a. First Offense: Zero on Assignment or Test
- b. Second Offense: Zero on Assignment or Test
- c. Third Offense: Fail the 9 Weeks

**Unsafe Driving:**

- a. First Offense: In House Suspension (1 Day)
- b. Second Offense: Suspension from driving privileges (2 Weeks)
- c. Third Offense: Suspension (2 Days) Lost driving Privileges

**Extortion:**

- a. First Offense: In House Suspension (2 Days)
- b. Second Offense: Suspension (5 Days)
- c. Third Offense: Suspension Indefinite pending expulsion hearing with Superintendent

**Forgery:**

- a. First Offense: In House Suspension
- b. Second Offense: In House Suspension (2 Days)
- c. Third Offense: Suspension (1 Day)

**Insubordination: STUDENT NOT COMPLYING TO A REASONABLE REQUEST FROM WPS STAFF.**

- a. First Offense: Suspension (1 Day)
- b. Second Offense: Suspension (3 Days)
- c. Third Offense: Suspension (5 Days)

**Tobacco Possession:**

- a. First Offense: In House (1 Days) Confiscate items Meet with Parents and Police
- b. Second Offense: In House (2 Days) Confiscate items Meet with parents and Police
- c. Third Offense: Suspension (2 Days) Confiscate items. Meet with parents and police

**Withholding Information:**

- a. First Offense: Suspension (1 Day)
- b. Second Offense: Suspension (2 Days)
- c. Third Offense: Suspension (3 Days)

## **LEVEL 3 OFFENSES**

**Acts Disruptive to the educational process of the school**

- a. First Offense: Suspension (2 Days). Contact parents.
- b. Second Offense: Suspension (3 Days). Contact parents.
- c. Third Offense: Suspension (5 Days). Contact parents.

**Alcohol Abuse**

- a. First Offense: Suspension (5 Days). Contact parents and police.
- b. Second Offense: Suspension (10 Days). Contact parents and police.
- c. Third Offense: Expulsion

**Assault (1) Student/Employee**

- a. First Offense: Expulsion (State Mandated). Contact parents and police.

**Assault (2) Student/Student (No retaliation or defenseless)**

- a. First Offense: Suspension (10 days). Contact parents and police.
- b. Second Offense: Expulsion. Contact parents and police.

**Bomb Threat**

- a. First Offense: Expulsion (State Mandated). Contact parents and police.

**Drugs-Possession or use**

- a. First Offense: Suspension (5 Days). Contact parents and police.
- b. Second Offense: Suspension (10 Days) and contact parents and police.
- c. Third Offense: Expulsion recommendation

**Drugs-Sales or Distribution**

- a. First Offense: Expulsion (State Mandated).

**False Alarm**

- a. First Offense: Suspension (10 days) pending conference with parent, police and Superintendent
- b. Second Offense: Expulsion

**Fighting**

- a. First Offense: Suspension (5 days). Contact parents and police.
- b. Second Offense: Suspension (10 days). Contact parents and police.
- c. Third Offense: Indefinite suspension until expulsion hearing with the Superintendent.

**Gang Activity**

- a. First Offense: Suspension (10 days). Contact parents and police.
- b. Second Offense: Indefinite suspension indefinite until expulsion hearing with the Superintendent.

**Harassment: MINOR**

- a. First Offense: Suspension (2 Days)
- b. Second Offense: Suspension (5 Days)
- c. Third Offense: Suspension Indefinite: Until expulsion hearing with the Superintendent

**Harassment: Major – Sexual/Racial/Ethnic/Physical**

- d. First Offense: Suspension (5 days). Contact parents.
- e. Second Offense: Suspension (10 days). Contact parents
- c. Third Offense: Indefinite suspension indefinite until expulsion hearing with the Superintendent.

**Theft – Minor (Under \$25)**

- a. First Offense: Suspension (2 Days). Contact parents and police. Restitution.
- b. Second Offense: Suspension (5 Days). Contact parents and police. Restitution.
- c. Third Offense: Suspension (10 Days).

**Theft – Major (\$25 and above)**

- a. First Offense: Suspension (5 days). Contact parents and police. Restitution
- b. Second Offense: Suspension (10 days). Contact parents and police. Restitution.
- c. Third Offense: Expulsion.

**Threats/Intimidation**

- a. First Offense: Suspension (2 days). Contact parents.
- b. Second Offense: Suspension (3 days). Contact parents.
- c. Third Offense: Suspension (5 days). Contact parents.

**Vandalism – Minor (Under \$25.00)**

- a. First Offense: In House (1 Day).
- b. Second Offense: In House (2 Days)
- d. Third Offense: In House (3 Days)

**Vandalism – Major**

- c. First Offense: Suspension (5 days). Restitution.
- d. Second Offense: Suspension (10 days). Restitution.
- e. Third Offense: Indefinite suspension indefinite until expulsion hearing with the Superintendent.

**Weapons**

- a. First Offense: Expulsion. (State Mandated).

## **DEFINITIONS OF RULES OF CONDUCT**

**ARSON** - THE MALICIOUS BURNING OF OR ATTEMPT TO SET FIRE TO SCHOOL PROPERTY. THIS ALSO INCLUDES ATTEMPTING TO DE-STROY SCHOOL PROPERTY BY SETTING FIRE TO AN OBJECT.

**ASSAULT 1 (Student to district employee, volunteer, or contractor)** – CAUSING OR ATTEMPTING TO CAUSE PHYSICAL OR VERBAL HARM TO ANOTHER THROUGH INTENTIONAL USE OF THREAT, FORCE OR VIOLENCE.

**ASSAULT 2(student to student)** – INTENTIONALLY CAUSING OR ATTEMPTING TO CAUSE GROSS OR SERIOUS PHYSICAL OR VERBAL HARM TO ANOTHER THROUGH USE OF THREAT, FORCE OR VIOLENCE.

**BEHAVIOR REFERRAL** - WRITTEN REFERRAL TO AN ADMINISTRATOR AS A RESULT OF A STUDENT VIOLATING A SCHOOL RULE OR MISBEHAVING.

**CHEATING** - TO COPY, OR MISREPRESENT ONE'S OWN WORK.

**DRUGS** – INCLUDES ANY FORM OF ALCOHOL, INHALANTS, ILLICIT DRUGS (OR REPRESENTED AS SUCH) OR DRUG PARAPHENALIA.

**EXTORTION** - OBTAINING MONEY OR PROPERTY FROM SOMEONE THROUGH THE USE OF FORCE OR UNDUE POWER.

**FALSE ALARMS** - WILLFULLY SETTING OFF AN ALARM WHEN NO ACTUAL EMERGENCY EXISTS.

**FIGHTING** - THE PHYSICAL/VERBAL ATTACK BETWEEN TWO INDIVIDUALS WHERE EACH ARE ACTIVE PARTICIPANTS.

**FORGERY** - FALSELY ALTERING SOMETHING SO THAT IT RESULTS IN A MISREPRESENTATION OF THE OBJECT.

**GANG RELATED ACTIVITY** – ZERO TOLERANCE. THE SCHOOLS WILL NOT TOLERATE ANY GANG RELATED ACTIVITIES, CLOTHING, FLASHING SIGNS, GRAFFITI, STRONG ARM TACTICS, ETC.

**HARASSMENT** – NO STUDENT SHALL ENGAGE IN OR BE A PARTY TO THE HARASSMENT OF OTHER STUDENTS OR SCHOOL PERSONNEL. ACTS OF HARASSMENT, BULLYING ARE STRICTLY PROHIBITED. ACTS OF HARASSMENT INCLUDE, BUT ARE NOT LIMITED TO, REPEATED ACTS OF TEASING, PUSHING, SPREADING OF RUMORS, TRIPPING, ETC.

**SEXUAL HARRASSMENT** – INCLUDES, BUT IS NOT LIMITED TO, ANY UNWELCOME OR UNWANTED SEXUAL FAVORS, OR OTHER VERBAL, WRITTEN OR PHYSICAL CONDUCT OF A SEXUAL NATURE THAT IS UNWANTED BY OR UNWELCOME TO THE STUDENT AND/OR HAS THE PURPOSE OF EFFECT OF SUBSTANTIALLY INTERFERING WITH THE EDUCATIONAL ENVIRONMENT.

**RACIAL/ETHNIC HARASSMENT** – NO PERSON SHALL, ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX OR HANDICAP, BE EXCLUDED FROM, PARTICIPATION IN, BE DENIED THE BENEFITS OF, OR BE SUBJECTED TO DISCRIMINATION.

**INAPPROPRIATE DRESS** - INCLUDES BUT NOT LIMITED TO: HATS, BANDANAS, CHAINS, RIPPED JEANS, TANK TOPS, SHORT SHORTS, OR CLOTHES WITH SUGGESTIVE STATEMENTS, SHIRTS ADVERTISING TOBACCO OR ALCOHOL PRODUCTS WILL NOT BE ALLOWED. ANY CLOTHING IDENTIFYING ASSOCIATION WITH A GANG IS STRICTLY FORBIDDEN.

**INSUBORDINATION** - DELIBERATE UNWILLINGNESS TO FOLLOW INSTRUCTIONS FROM A STAFF MEMBER.

**INTIMIDATION/THREATS** - WILLFUL ACT OF CAUSING FEAR TO SOMEONE BY WAY OF VERBAL OR PHYSICAL MEANS.

**OBSCENE BEHAVIOR** - VULGAR ACTS BY SOMEONE IN VERBAL OR WRITTEN FORM, PICTURES, GESTURES, OR CARICATURES IN OR ON SCHOOL PROPERTY.

**OSS** - OUT OF SCHOOL SUSPENSION WHEREBY STUDENTS ARE SENT HOME AND NOT ALLOWED TO MAKE UP THEIR WORK UNLESS THEIR PASSING OR FAILING A COURSE DEPENDS ON IT. STUDENTS THAT HAVE BEEN PLACED ON OSS ARE NOT ALLOWED TO BE ON SCHOOL PROPERTY OR AT SCHOOL FUNCTIONS.

**PDA** - PUBLIC DISPLAY OF AFFECTION INCLUDING BUT NOT LIMITED TO KISSING, EMBRACING, AND PETTING.

**PROFANITY** - INCLUDES BUT NOT LIMITED TO ABUSIVE AND VULGAR LANGUAGE OR BEHAVIOR.

**TARDY**- THE ACT OF NOT BEING IN YOUR ASSIGNED CLASSROOM WHEN THE BELL RINGS. ALSO INCLUDES HAVING TO BE SENT TO THE OFFICE FOR A PASS THAT SHOULD HAVE BEEN CLEARED UP BEFORE THE START OF SCHOOL.

**THEFT** - WILLFULLY TAKING SOMETHING THAT DOES NOT BELONG TO YOU. OBJECTS FOUND ARE TO BE IMMEDIATELY TURNED IN TO THE OFFICE.

**TOBACCO** - INCLUDES CIGARETTES, CIGARS, AND CHEWING TOBACCO. USE OR POSSESSION OF ANY TOBACCO PRODUCTS IS FORBIDDEN IN- SIDE SCHOOL. STUDENT POSSESSION OF LIGHTERS ON SCHOOL GROUNDS IS ALSO FORBIDDEN.

**TRESPASSING** - BEING ON SCHOOL PROPERTY WITHOUT PROPER AUTHORIZATION. ALL UNAUTHORIZED PERSONS MUST REPORT TO THE MAIN OFFICE OF ANY BUILDING THAT THEY ENTER. STUDENTS ARE NOT TO BE AT OTHER SCHOOL BUILDINGS UNLESS ATTENDING FUNCTIONS.

**UNEXCUSED ABSENCE** - ANY ABSENCE THAT IS NOT EXCUSED BY THE ATTENDANCE OFFICE. THE ATTENDANCE OFFICE RESERVES THE RIGHT TO DETERMINE WHETHER AN ABSENCE IS EXCUSED OR NOT.

**VANDALISM** - WILLFUL DESTRUCTION OR DEFACING OF SCHOOL PROPERTY.

**WEAPON** - GUN, DAGGER, DIRK, KNIFE (BLADE OVER 3 INCHES), SWITCHBLADE, IRON BAR, BRASS KNUCKLES, NUMCHUCKS, OR ANY OTHER ITEM DEFINED BY STATE OR FEDERAL LAW.

**WITHHOLDING INFORMATION** – STUDENTS ARE EXPECTED TO COOPERATE WITH STAFF AND ADMINSTRATOR WHEN QUESTIONED REGARDING SERIOUS ACTS COMMITTED AGAINST THE SCHOOL OR PERSONS IN THE SCHOOL.

### **APPEAL PROCESS**

Suspensions of three or less days may only be appealed at the building level. Minor infractions may be handled with a detention. Students have the right to appeal disciplinary decisions. All requests for an appeal must be made by the end of the 3<sup>rd</sup> school day following the date that the discipline was assigned.

- A. A student has the following rights when action is taken against him/her by a teacher or an administrator:
  - 1 To be informed of the reason for the disciplinary action.
  - 2 To present school administrators with any facts that will support his/her defense.
  - 3 To have a hearing to contest the facts that led to the disciplinary action or to contest the appropriateness of the action.
  
- B. A student also has the right to appeal the following disciplinary action taken by school personnel:
  - 1 Disciplinary action by a teacher may be appealed to the assistant principal.
  - 2 A decision by an assistant principal may be appealed to the principal.
  - 3 A decision by the principal may be appealed to the superintendent.
  - 4 A decision by the superintendent may be appealed to the Board of Education.

### **Wyoming Public School District Dress Code**

The Wyoming Public School District Dress Code expresses our commitment to learning, safety, high standards, freedom of expression, and appropriate, responsible dress for school and school functions. Attention to appearance is a reflection of care and concern for our students and our community. We have established these standards to create an atmosphere of self-respect and respect for others. It is the responsibility of our school system to prepare students for the world of work which requires appropriate dress.

**This code is designed to be a guide and is by no means all inclusive. Final decisions concerning appropriateness of dress will be made by the building administrator.**

Students in grades K-12 shall not wear the following:

1. Any clothing or apparel which:
  - is considered unsafe, dangerous or a health hazard (no outerwear shall be worn during the school day);
  - contains offensive or obscene symbols, signs, slogans or words denigrating any person's race, color, religion, ancestry, national origin, disability, gender or sexual orientation;
  - contains language or symbols promoting or endorsing violence, sex, drugs, alcohol, tobacco or vandalism;
2. Any attire or grooming disruptive to the instructional process which may include, but is not limited to:
  - bare midriffs, halter tops, tube tops and any clothes insufficient to conceal undergarments at all times, such as net/mesh shirts, transparent blouses, shirts or dresses;
  - short shorts, short skirts, dresses or pants that are tight or revealing;
  - purposely frayed clothing or clothing with holes above the knees;
  - bare feet, slippers;
  - hats or sunglasses;
  - chains, dog collars, hanging chains;
  - jewelry with gang symbols;
  - any combination of clothing which law enforcement agencies currently consider gang-related (These may change).

Exceptions to the Dress Code necessitated by religious practice will be considered individually by the building administrator.

***Provisions of the Dress Code are applicable at all times within the school building and during all school activities. Exception or modification of a provision of the dress code may be authorized by the building principal for a specific school-related activity on a single event basis.***

**WYOMING PUBLIC SCHOOL DISTRICT**

**Board of Education**

Mary VandeWater  
Dennis Bush  
Tom Mott  
Lisa Manley  
Craig Popma  
Susan Sheets  
Amy Payne

Dr. Thomas G. Reeder, Superintendent

*Wyoming Public Schools are committed to providing an orderly and stimulating learning environment for all students. The right to learn and to teach in an educational setting that is safe, free from disruption and conducive to learning is essential. The circumstance of such a learning atmosphere is dependent upon a sustained and cooperative effort on the part of students, parents and staff.*

**Code of Conduct Committee  
and Dress Code Committee**

This document in no way limits the Superintendent or the Board of Education to take action to assure safe schools, but serves as a procedural guideline.

This Code 01 Conduct is consistent with NYS Education Law; Section 3214.

## **WYOMING PUBLIC SCHOOLS ATTENDANCE POLICY**

The school district emphasizes the value of regular attendance in enabling students to benefit from the school's education programs. Michigan law places responsibility on each student to attend school on a daily basis, and for each parent or guardian to send their child to school on a daily basis.

More important, however, is the effect of regular and punctual attendance on the student's scholastic achievement. Not only is each day's lesson important to the individual student, the student's participation contributes to the education of others. Frequent absences and tardiness, for any reason, are certain to affect the student's schoolwork. Each student is expected to be in school every day except when illness, or some providential condition beyond the student's control prevents attendance.

## **WYOMING PARK HIGH SCHOOL ATTENDANCE POLICY**

**Opinion 5414 of the former Attorney General Frank J. Kelly, "The compulsory attendance law recognized an educational value in regular attendance at school. Presence in the classroom aids in instilling concepts of self-discipline and exposes a student to group interactions with teachers and fellow students.**

**Such presence also enables a student to hear and participate in class instruction, discussion, and other related learning experiences. These and similar considerations are proper educational values which will not necessarily be fully reflected in test results.**

**School authorities may determine that attendance, class participation, and similar factors are proper educational values bearing on a student's academic achievement. It is, therefore, my opinion that a school district, by its agents and employees may consider attendance in determining a student's grade in a course."**

**The policy is based on the fact that something important happens in class every day and that the activity or interaction with teacher and student can never be exactly duplicated.**

**In order for the school staff to do the best possible job of education entrusted to them, the students must be in regular attendance. A successful educational program requires the cooperation of the parent, the student, and the school staff at all points in the process. One of the most vital points is that of student attendance. We cannot teach a student who is not present. The following policy has been developed to encourage good attendance.**

## **WYOMING PUBLIC SCHOOLS ATTENDANCE POLICY**

Students will be required to make up time in order to receive credit for a passing course, and they will be disciplined per guidelines outlined in the student handbook for any absence related to non-excused absences or multiple tardies. Students will be expected to make up any work incurred from absences. More than 5 minutes from the starting bell (10 minutes for first hour) will count as an absence (rather than a tardy). A student will receive a zero for an assessment or homework assignment given on the day of an unexcused absence. In this case, only common summative assessments may be made up at the maximum of a 50% score.



## ABSENTEE PROCEDURE

Regular and prompt attendance is the responsibility of the student and the parents.

1. Absences are **excused** for the following:
  - a. Personal illness/injury
  - b. Death or funerals of relatives
  - c. Pre-arranged absences
  - d. Doctor or dental appointments that could not be arranged outside of school hours
2. All other absences are considered **unexcused**
3. The parent/guardian of the absent student must call the attendance office to notify the school of the student's absence. Eligible students who have signed the Age of Majority form must call in for themselves. The Wyoming Park High School attendance phone number is **249-7655**. **All absences must be called in prior to the next school day or they will become unexcused.**
4. Students returning to school after an unexcused absence are to report to the main office prior to 8:00 a.m., with a note from his/her parent excusing the absence. The note must be signed by either parent stating the reason for the absence and the date(s) of the absence.
5. Unexcused absences may result in the following:
  - a. Student cannot make up work missed
  - b. Notification to parent/guardian by teacher
  - c. In House Suspension
  - d. Conference with a school official.
6. Parents are to call **530-7566** to report any early dismissals, such as doctor appts. dentist appts., etc. A pass will be issued to the student. Before leaving the building students must sign out in the office. Students are only allowed to leave with **designated** individuals on the student's registration form/contact list. Students coming into the building after the start of the school day must sign in at the office. For safety reasons, we need to be aware of the location of all students at all times.
7. Make-up work – it is the student's responsibility to contact the teacher. A limited time, based on length of absence will be set by the teacher to complete assignments. (See homework requests for absences greater than three(3) days.
8. Any time a student falsifies an absence he/she will be subject to a suspension pending a conference with the Principal.

## SIGNING IN AND OUT OF SCHOOL

During school hours, the Wyoming Park High School **CAMPUS IS CLOSED**. Any student leaving the campus during school hours for any reason must check out at the office. Students coming into the building after the start of the school day must sign in at the attendance office. Accounting for and assisting students makes this a very important requirement. If this procedure is not followed, absences will not be excused, and will result in consequences as outlined in the discipline section of the student handbook.

## AGE OF MAJORITY

Any student who is 18 years old and is living independently may sign their Age of Majority slip in the Attendance Office. A parent contact may be made before the slip goes into effect. Once it is in effect, only the student can call in for an absence. Phone calls from the parent will not be honored. Students will be required to call in on the day of the absences. Failure to do so will result in an unexcused absence.

### **ATTENDANCE DURING SUSPENSION**

In-school suspension will not count as an absence against the student. Students will receive credit for all work completed during an in-school suspension. Out-of-school suspensions will not count towards the attendance policy. Fifteen days of accumulated suspension time may lead to further disciplinary up to expulsion.

### **EXCUSED ABSENCE/SCHOOL RELATED ABSENCES**

If students have an excused absence, they are given the number of days of the absence plus one day to complete the work or exam that they missed during their absence. For example, a student absent three days has four days to complete standing assignments. Please note, however, that the "x+ 1" policy does not apply to long-standing assignments. For example, a student who was absent on the day a research paper was due would be expected to present it immediately upon his return to class. In order for a student to be excused, a parent must call the office or attendance line within one day after a student's absence. The following list of absences will be excused: personal illness, medical or dental appointments, military exams, religious observance, funerals, court appointments, college visitations, pre-planned family absences approved by Principal (see Planned Absences), school related field trip. All absences will count toward the attendance policy.

### **UNEXCUSED ABSENCE**

Any absence not specified in the excused section above is considered unexcused. Students missing more than 10 minutes in first hour and 5 minutes of any other period of the day will be marked absent for that class. This includes: baby-sitting, car breakdown, oversleeping, etc.... Students with unexcused absences cannot make up work missed, which will affect the average grades in the class. If chronic absenteeism develops, students may subject themselves to placement in another academic setting as reviewed by a counselor or administrator. Any student, who has an excessive accumulation of absences during the course of the school year, will require a parent conference to discuss the reasons for the absence and to explain future consequences. Any further absences will need to have the following written documentation presented to the office upon return: medical certificate of treatment, death in the immediate family, or a court ordered appearance. A student will also be considered unexcused if he/she leaves the school building or class without permission from the attendance office. (See Signing In and Out of school)

- 1 unexcused = 1 day of in-house suspension
- 2 unexcused = 2 days of in-house suspension
- 3 unexcused = suspended pending a parent conference

### **PLANNED ABSENCES/FAMILY TRIPS**

Families are encouraged to take vacations that conform to the school calendar. When you miss school, you miss instruction.

1. If a student must be away for a trip, a note from parent is required at least seven(7) days in advance.
2. It is the responsibility of the student to obtain the proper form from the office and circulate it to the appropriate teachers. Teachers will sign and indicate the work to be completed, which must be **submitted upon return** to receive credit.

## INJURY AND ILLNESS PROCEDURES

Wyoming Park is a closed campus. This means you may not leave the school grounds during the day without obtaining permission. If you find it necessary to leave school during the day, the procedure below is to be followed:

1. Report injury or illness to your teacher. The teacher will issue the student a pass to the office
2. Present your reason to the school office staff.
3. **All calls will be conducted by office personnel. Students should not call parents on their cell phones but go directly to the office.** The office will Contact the parent and/or designee
4. A person from the emergency contact list must physically enter the main office And sign their child out
5. Students that are unable to contact a person on the emergency list must return to class or remain in the office depending on the severity.
6. First aid will be administered to meet any immediate emergency. Parents will be contacted in regard to further medical treatment and an accident/injury report will be filed.
7. Any severe injuries, 911 will be contacted and the parents will be notified.
8. A student who leaves the building or school activity without permission will be **issued an In House Suspension and/or Out of school Suspension**
9. **Please notify the office if your home, work or emergency numbers have changed.**

## ATTENDANCE APPEAL PROCESS

1. Students with **ten or more** absences for any given class in any given quarter marking period may submit an appeal to the Assistant Principal **The parent/guardian must provide evidence of extenuating circumstances.**
2. While the appeal is pending, the student will remain in class and continue to complete work. The student may only be absent from school if the absence is classified under the following categories.
  - a. Personal illness/injury requiring a physician's care. Documentation from the doctor the reason and length of the absence From school is required.
  - b. Deaths and funerals of members of student's immediate family.
  - c. Court appointments with appropriate documentation.
  - d. Exclusion because of exposure to contagious disease with doctor's statement.
  - e. Doctor or dental appointments that could not be arranged outside of the school hours (notification required).

**NOTE:** If student goes over the allotted number of days due to all absences being medically related, they will not have to appeal if they have prior approval from the Administration.

## HOMEWORK REQUESTS

Wyoming Park students are expected to do all homework. All homework is to be turned in by the due date or the student may receive a failing grade or a zero. This is important for the student in order to continue with the work that has started in the classroom and to build good study habits essential for continuing school success. Students are to record their assignments in their

Agenda/Planner. Parents are to monitor assignments and sign the Agenda/Planner weekly.

If the student is absent, it is their responsibility to obtain the missed work. Parents may request homework if the student is going to be out-of-school for 3 days or more. However, a one-day notice will be necessary to obtain the work from the teachers. If the student's absence is less than 3 days, it is the responsibility of the student to schedule time with their teacher(s) to inquire about missing assignments.

### **ELIGIBILITY RULES FOR ATHLETES** **Inter-Scholastic Athletic and Co-Curricular** **Eligibility Requirements**

Interscholastic athletic and co-curricular is an integral part of the Wyoming Public Schools, and participation in them is a privilege conditioned on meeting additional expectations. All students involved in inter-scholastic athletic and co-curricular activities are expected to exemplify the general and additional expectations presented in the student handbook and academic requirements of this policy.

The following are expectations for those students who wish to participate in interscholastic athletic, and co-curricular programs:

A. A leader of school sponsored teams, organizations, or activities has the authority to establish reasonable rules, training guidelines, and penalties for infractions that pertain to the student while he or she is involved in that activity or during the season thereof. These additional rules and regulations must be submitted in writing for approval to the Athletic Director. These rules will be disseminated to students and their parents.

B. ***As a freshmen (9th grader) for quarters and weekly eligibility the student-athlete must have passed or be passing four (4) out of six (6) classes.***

***As a sophomore, junior or senior (10th-11th-12th grader) for quarters and weekly eligibility the student-athlete must have passed or be passing five (5) out of six (6) classes.***

***I. Grades will be checked weekly and at the quarter during the competitive season.***

If the WPHS standard has not been met then student-athlete would be ineligible for participation until he/she recovers the needed credit but with a minimum of one (1) week of ineligibility (following Monday through Sunday).

***Per MHSAA semester requirements for eligibility – the following grade check will be made at the end of the second quarter***

**(quarters 1 and 2) and the end of the fourth quarter (quarters 3 and 4):**

**II. As a freshmen an athlete must be receiving credit in 8 out of the 12 possible credits at the end of quarter two (2) and end of quarter four (4) to maintain his/her eligibility.**

**III. As a sophomore (10th), junior (11th) or senior (12th) an athlete must be receiving credit in 10 out of the possible 12 credits at the end of quarter two (2) and end of quarter four (4) to maintain his/her eligibility.**

If the MHSAA standard has not been met then student-athlete would be ineligible for participation until he/she recovers the needed credit but with a minimum of one (1) week of ineligibility (following Monday through Sunday).

**Morning athletic tutorial program will be discontinued and replaced with a recovery program after school where eligibility could be regained once the credit has been recovered but with a minimum of one week (Monday to Sunday) period of ineligibility.**

- C. The rules and regulations from the Student Handbook are also applicable for students who wish to participate in interscholastic athletic and co-curricular activities.
- D. Those students participating in high school athletics are further bound by the rules and regulations of the Michigan High School Athletic Association.
- A. The Board of Education will review this Board Policy on an annual basis. Administrators will report the data on all secondary students GPA with an added desegregation on the GPA of all students affected by required prescribed tutoring.
- B. Student activity scheduling conflicts, either athletically or co-curricular, are at the discretion of the student.

REGULATIONS 6145.3  
REVISED 7-10-89

### **INTERSCHOLASTIC ATHLETIC ELIGIBILITY REQUIREMENTS**

The regulations listed below are intended to serve as a guide for coaches, athletes and parents. Due to the complexity of the total sports program, the regulations listed do not include all rules, regulations and procedures governing the athletic program. Rules and regulations of the O.K. Conference and the Michigan High School Athletic Association (MHSAA) are also in force.

1. Players must turn in a physical examination form and pay the athletic insurance fee to their coach before participating in any school-sponsored athletic event or practice session. Coaches are to enforce this rule consistently and impartially. However, no student will be denied an opportunity to take part in athletics because of financial difficulties. Injury costs are normally to be covered by the parents'

insurance carrier to satisfy the deductible before sending to the athletic insurance company.

2. All students properly and officially enrolled in one of our secondary schools may “try out” for team membership in the athletic program. Coaches are responsible for determining team “cuts” based on their judgement of each player’s performance ability and skill.
3. School athletic policies, specific rules and requirements for their particular team practice, and contest schedules, requirements for awards will be provided by the coach to all athletes and their parents. This information must be given to athletes and parents on or before the close of the first week of practice and additional copies made available in the Athletic Director’s Office.
4. Athletes shall be required to participate in practice sessions and contests during vacation periods, under the direction of the coach, when school is not in session (Thanksgiving, Christmas, semester break and spring vacation). Coaches are responsible for communicating these requirements to their athletes at the beginning of the season. A copy of each team’s schedule will be available beginning the (opening) week in the Athletic Director’s Office prior to the first practice.
5. Athletes may earn awards for athletic competition. The quality of perform performance necessary for earning a letter award is determined by the head coach of each sport and approved by the Athletic Director. Awards remain the property of the school until the receiving athlete has graduated. Due to the nature of the different sports, those requirements will vary greatly.
6. Athletes are financially responsible for all school equipment supplied them. Awards will not be issued for a sport until the team members have met their obligations and coaches have completed their inventories. Any losses are the responsibility of the person to whom the equipment is assigned
7. Athletes are to be dressed in the official school uniform when representing their school in a game or meet. School uniforms are to be worn only for official athletic functions and may not be worn for recreational or street wear. Coaches may allow their players to wear official uniforms for special occasions following notification and approval of the Athletic Director.
8. An athlete must be in attendance the last three hours of the day of a contest or practice or on the last scheduled school day before the contest or practice—unless excused by the principal or athletic director.
9. Any athlete causing careless and deliberate destruction of school property (at home or away) will be immediately suspended from athletics and reported to school and/or law enforcement officials or further disciplinary or legal action.
10. All athletes are representatives of their school through membership on an athletic team. As such, athletes are expected to display attitudes of good sportsmanship and good citizenship. Personal conduct of any

athlete, which does not promote the good will, and integrity of the team will be considered as grounds for dismissal from the team.

11. All athletes are to do their part in helping to keep locker areas clean and neat. Coaches are to supervise locker rooms and are to be the last ones out--seeing the area is secured. School personnel will do all that is possible to provide locker room security and prevent theft. Each athlete, however, is still responsible for school equipment issued and his/her personal items. This includes the requirement of locking all items in lockers.
12. Due to health and sanitation requirements, the coach is responsible for strict supervision and cleanup whenever food or beverages are permitted in any area of the athletic complex (gymnasium, locker rooms, wrestling room, training rooms, etc.).
13. Players and coaches are required to travel as a team both to and from all out-of-town events. Exceptions will be made only for emergencies (such as: illness, injuries) or special arrangements with parents in writing.
14. Athletic areas will be specifically scheduled for each team or group. Each team or group will have exclusive use of the assigned area during the scheduled time. All members are to leave the area at the end of the assigned period.
15. Any and all violations of the policies stated above must be reported to the principal through the Athletic Director.
17. Student behavior policies from the Student Handbook will supersede coach or team regulations if necessary.

### **STUDENT ASSISTANCE POLICY**

Students who are finding life difficult to cope with because of depression, drug or alcohol addiction, family difficulties, or other crisis situations interfering with academic, social, or emotional progress may request assistance through a counselor, administrator, school psychologist, social worker, or teacher. Parents or teachers or other students may also refer a student who they know is involved in a situation too difficult to handle alone. All referrals will be handled alone. All referrals will be handled sensitively and confidentially. Immunity from school discipline will be offered to students who make self-referrals provided they are not violating the school's disciplinary policy at the time of the referral (i.e. not using, possessing or distributing alcohol or other illegal drugs, drug look-a-likes, or paraphernalia).

### **CONDUCT AND TRAINING RULES**

It is a privilege for a student to represent his/her school in athletics. It is not a right granted with school membership for a student to represent his/her school. A student participating in any athletics sponsored by his/her school is required to display exemplary conduct as concerns observance of training rules, good school citizenship, and good sportsmanship.

A student becomes an athlete under the Wyoming Public Schools conduct and training rules when the student is acknowledged as a part of Rogers or Wyoming Park High School.

The Wyoming Public Schools conduct and training rules shall apply to the defined student athlete throughout the summer vacation months and during all school year vacation periods. All student athletes are to be governed by the following rules:

1. Athletes defined
  - A. Member of any athletic teams
  - B. Team Managers
  - C. Cheerleaders
  - D. Student Trainers
2. General regulations
  - A. No possession or use of: tobacco products; drugs or drug paraphernalia; alcoholic beverages or products. This includes coming to school after having used any of these illegal substances.
  - B. It is not acceptable to steal or be an accomplice to the act of stealing.
  - C. The flagrant and persistent disrespect, including felonies or misdemeanors, for community and/or school authority or persistent disregard for school policies.
  - D. All violations are to be reported to the athletic director. After consultation with the school administrators, the parents or guardians and athlete will be notified in writing of the violation and the penalty for the violation.
3. Penalties for Violation
  - A. First Offense - Suspension of one-third of the scheduled season dates of that sport and the next sport he participates in if the full penalty is not served and one calendar year probation from date of the violation.
  - B. Second Offense - One calendar year suspension from the date of the misconduct
  - C. Once an athlete has completed his suspension and probation, first offense guidelines will be followed.
  - D. First offense suspended athletes, unless excused by the coach, shall practice with the team, be in attendance at the games, but not in uniform, and abide by team regulations. Failure to practice, be in attendance, or abide by team regulations shall constitute a second offense.
5. Appeal Procedure
  - A. Any student suspended may appeal, in writing, to the athletic council within 14 days of the violation requesting a hearing.
  - B. A closed hearing date will be established within five days of receiving the written appeal.
  - C. The appeal will only consist of guilt or innocence and may not include a reduction of the penalty.

#### 6. Travel

- A. All athletes will travel and return from away contests with the team, except with the approval of the coach and athletic director.
- B. It is assumed that all athletes are voluntarily participating in the program offered and therefore agree to these rules when they join a team.
- C. Flagrant violations of these rules may, in the judgement of the school's athletic Council, be sufficient reason to withhold the school award.
- D. It is understood that the Athletic Council will recognize no reports of infractions of these rules unless the person reporting is willing to testify before the council, the student or students concerned and the parents of such students.
- E. It is understood that a student and his parents have the right to appeal any suspension to the Athletic Council of the school.

#### **Awards**

You must not accept any award for athletic performance other than a trophy having a value of not more than \$5.00. A trophy is defined as a medal, ribbon, badge, plaque, cup banner, picture or ring.

#### **Amateur Practices**

You must not accept any money or other valuable consideration (merchandise) for participating in any form of athletics, sports or games, for officiating in interscholastic athletic contests, or have signed a contract with a professional team.

#### **Athletic Injuries and Clearance**

When an injury occurs while the athlete is participating on a Park athletic team, the coach must fill out an accident report form within 24 hours and turn a copy into the athletic office and the athletic trainer's office. The trainer will track all injuries and will monitor whether athletes need a clearance to return to active participation.

Any athlete who has a serious injury must have a doctor's clearance to return to practices and games. Serious injuries include, but are not limited to: surgical procedures, broken bones, torn ligaments, mononucleosis, and head injuries where loss of consciousness occurred.

It is the athletes responsibility to provide the trainer and the coach with copies of the clearance. It is the coach's responsibility to ask for the clearance when a student returns from an injury before they play/practice. The trainer will keep records of all injuries and their clearance.







