

Shoreline Elementary  
Student Handbook



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## The ALL IN Experience - Whitehall District Schools – Plan of Action

**Vision: *A Vision for Community Learning.*** We provide all learners an opportunity to contribute ideas, solve problems, and create products that make a meaningful impact in our community.

**Mission: *100% of our Students will be Community Ready.*** To be an action-minded, knowledge building community recognized as a top performing school district in all of Michigan; becoming a place of learning for other school districts.

**Theory of Action:** If we design and deliver the optimal learning experience for our students, student engagement will increase resulting in improved performance.



### SCHOOL COLORS

Red, White & Black

### MASCOT

Viking

### SCHOOL SONG

Cheer Cheer for old Whitehall High  
And let the echoes resound our cry  
Send our volley cheer on high  
Shake down the thunder from the sky  
What tho the odds be great or small  
Old Whitehall High will win overall  
While our loyal team goes marching  
onward to victory!

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# ADMISSION INFORMATION

All children starting kindergarten in Whitehall District Schools must be five years of age on or before September 1 of that school year. A birth certificate, proof of residency and completed enrollment form must be furnished. The State of Michigan also strongly recommends each enrolling student to pass a vision and hearing test prior to initial entrance to school.

All kindergarten students and other students enrolled in a Michigan school for the first time, must file a Michigan immunization sheet with the office, signed either by a family doctor or the health department. For the protection of your child and the children of other parents, immunization must comply with Michigan law. Immunization requirements are as follows: Vaccination Required Doses

Polio.....	4 doses (3 doses)*
DPT (Td) .....	5 doses (4 doses)*
Measles/Mumps/Rubella .....	2 doses*
Hepatitis A.....	2 doses (recommended by CDC)
Hepatitis B.....	3 doses
Varicella .....	2 doses

NOTE: In the case of Hepatitis B, 3 doses are now required by the health department for all students entering school.

\* In some circumstances a child may be admitted while undergoing the necessary immunization schedule. Children who have not been immunized will not be allowed to attend school. (Unless a waiver is signed, see below.)

If your child cannot be immunized for any reason such as medical problems or religious beliefs, waiver forms must be completed, signed and kept on file at the school. Hearing tests are administered to all kindergarten and second graders. Vision tests are administered to all first graders every year by the Muskegon County Health Department technicians.

# ATTENDANCE

Whitehall District Schools believes that a student’s presence in the classroom is a critical part of the learning process. Our goal is to have every student attend 170 of the 180 school days. When a student is present, it aids in instilling concepts of self-discipline and responsibility, and exposes students to group interactions with teachers and fellow students. Such presence also enables students to hear and participate in class instruction, discussion, and other related learning experiences.

## Types of Absences

1. Verified Absences
  - a) Absences because of illness, doctor/dentist appointment, death in the family, or an emergency reported to the office by the parent. It is the both the student and parent’s responsibility to report to the teacher and to receive assignments missed during an excused absence.

b) Pre-Excused (vacation requests) - To determine whether the absences are to be excused, application should be made prior to intended absence. Students and parents should check with teachers about missing work prior to absences.

2. Unexcused Absences-Examples of unexcused absences are: skipping, haircut appointments, baby-sitting, shopping, or activities of a similar nature.

\*The school reserves the ultimate right to determine what is excusable.

### Excessive Absences

An excessive degree of absences, excused or otherwise, will be subject to the review and limitation by the principal and teachers. Excessive absences may require a doctor's statement to be excused. Special handling for long-term illness will be granted only at the discretion of the principal. Excessive absences, without medical release, can also lead to prosecution for truancy.

### Tardies

Students are expected to be on time to all classes. When a student arrives at school after classes have begun, he/she must go to the office and sign-in. Students are considered tardy at Shoreline at 8:50am. The student will be given an unexcused tardy unless a parent/guardian signs him/her in, sends a note, or calls. Tardies will accumulate for each marking period.

*Please call the office between 8:00 and 8:30 a.m. if your child will be out of school. You may leave a message on our voicemail before 8:00 a.m. The parents of children who become ill at school will be contacted by telephone.*

## **CURRICULUM & LEARNING**

### Core Subject Areas

Students will receive instruction aligned to the Michigan Standards. Your child's teacher can provide you with a scope and sequence of the units and standards taught throughout the year in the core areas of ELA, Math, Science, and Social Studies. You are free to review any curricular materials taught at Shoreline. Non-essential electives are available to all students through the Whitehall District Schools Home School Partnership Program. Classes available are listed in the Whitehall Home School Partnership Student and Family Handbook at [www.whitehallschools.net](http://www.whitehallschools.net).

### Health Education - Michigan Model

Section 166A of the State School Aid Act requires schools to notify parents about the school health, reproductive health, and HIV education programs in which your child may be involved. The content of the classes in our schools is described on the following page.

Parents are welcome to review the specific content of these classes and programs and the materials teachers use. If you would like to do so, please call the office to make an appointment. Parents also have the right to have their

child excused from class sessions in which instruction in objectionable topics is provided. If you elect to do so, please complete the appropriate form provided by the school office.

If you have questions or need additional information, please call the schools.

Michigan Model for Comprehensive Health Education in grades K-8 covers safety and first aid, nutrition, family health, community health, growth and development, substance use and abuse (alcohol and drugs), personal health practices, emotional and mental health, disease prevention and control.

Michigan K-12 HIV Lessons include identifying ways AIDS cannot be transmitted, awareness that it is difficult to catch, identifying ways to express caring and compassion for those with AIDS, understanding the immune system and how it is affected by HIV, and identifying ways AIDS can be contracted.

Reproductive Health includes providing students with frameworks for understanding the anatomy of the reproductive system and accurate vocabulary.

### Library

The library/media center provides a wide range of materials for students and teachers in support of curriculum needs, as well as materials for students' own reading enjoyment. All classrooms have weekly scheduled time in the media center. Students are encouraged to treat media center materials responsibly and are responsible for all lost and/or damaged materials.

### Trips for Extended Learning

Study trips may be taken by all grade levels during the school year. A blanket permission form is in the on-line registration form which will cover all events for the school year. You will, however, be notified in advance each time a trip is planned. Siblings are not invited. Parent chaperones are welcomed and encouraged, as space allows. Teachers will invite parents to join study trips and will be required to complete the background check form. All students must ride the bus with the group to and from study trips. For purposes of insurance and child safety, parents may not transport their children to and from field trip destinations. Special permission may be granted upon approval with the principal with at least 24 hours notice prior to the trip.

Teachers and administration reserve the right to withhold this privilege from students who display inappropriate behavior. Parents will be notified in advance if their child is to be excluded.

### Recess Period

Outside recess forms an important part of our program and children should be adequately dressed in order that they may participate in these activities. If a child is too ill to go out for recess or be a successful learner, he/she should stay home until he/she is fully recuperated. STUDENTS WILL BE GOING OUTSIDE AS LONG AS "WIND CHILL" IS ZERO (0) DEGREES OR ABOVE.

Students should have appropriate clothing for the weather (coats, snow pants, boots, gloves, hats, closed-toe shoes, etc.).

### Title I Compensatory Education

Our Title I Program is a federally funded compensatory program, which aids students primarily in the areas of reading and mathematics. For further information, please contact the principal.

*Title I – Parent Involvement:* As a school, we believe that significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians ("parents"). Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation on developing and implementing solutions to problems that may be encountered, and continuing communication regarding the progress in accomplishing the goals(s). To this end, parents should be meaningfully involved in:

- A. Developing and implementing appropriate strategies for helping their child achieve the learning objectives that lead to accomplishing desired learning outcomes.
- B. Providing a mutually supportive school and home environment which encourages learning. Supporting meaningful learning outcomes which enhance the development of responsible members of society.
- C. Providing for the proper health, safety, and well-being for their child.
- D. Supporting the development of English language proficiency skills.

The staff is committed to communicating with parents at a level and in a language they can understand, where practicable.

Shoreline Elementary, through this policy, directs the establishment of a parent involvement plan, which can be communicated to the parent of each child in the school. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall be distributed to all parents and students through this Handbook and/or other suitable means.

The building Principal and Title I Director shall direct the development of a Parent Involvement Plan for the building, which may include, among others, the following strategies:

- A. Provide parents with their child's individual assessment results, assessment data, reading results, progress reports, report cards and parent conferences.
- B. Provide parents with each school's Code of Conduct and Parent Compact.
- C. Arrange flexibly scheduled parent / teacher conferences and parent requested conferences.
- D. Publish in the Shoreline Elementary school newsletter(s) information regarding the parent involvement plan and parent involvement opportunities.
- E. Schedule meetings and brainstorming sessions periodically to provide parents the opportunity to share concerns and desires, and to improve the school environment and student achievement.

- F. Encourage home reading programs. Students will have access to books to read at home.
- G. Maintain a consistent building wide effort to communicate regularly with parents.
- H. Make calls, use e-mail letters as needed for teachers and administrators to communicate with parents.
- I. Encourage parental involvement in ongoing reading tutorial program throughout the school year.
- J. Encourage the development of after school academic clubs or activities to provide students additional opportunities to develop skills.
- K. Have older students provide tutoring / mentoring services to younger students.
- L. Have students perform for parents and community.
- M. Encourage parents to serve as chaperones for class field trips and other school activities.
- N. Recognize parents and volunteers who have helped throughout the year.
- O. Have school administration and staff provide test data and interpretation conferences allowing parents to ask questions.
- P. Provide opportunities for discussions between parents, administrators and staff to address problems and find solutions for students having difficulties, either academically or socially.
- Q. Include parent input in programmatic evaluations and make such evaluation program information available.

#### *Title I-School and Home Partnership*

For the benefit of the child, the school Administration encourages parents to support their child's career in school by:

- A. Participating in school functions, organizations, and committees;
- B. Supporting the teachers and the schools in providing a safe and orderly learning environment;
- C. Requiring their child to observe all school rules and regulations;
- D. Supporting or enforcing consequences for their child's willful misbehavior in school;
- E. Sending their children to school with proper attention to his/her health, personal cleanliness, and dress;
- F. Maintaining an active interest in their child's daily work, monitoring and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- G. Reading all communications from the schools, signing, and returning them promptly when required;
- H. Cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.

Adapted 1/29/10



## **HEALTH INFORMATION**

### Illness

If your child is ill, keep him/her home from school. Be alert to symptoms, such as an upset stomach, diarrhea, runny nose, fever, or sore throat. Check with your doctor for diagnosis, treatment and the proper time for returning to school. If your child has a fever of 100.0 or greater, they should be kept home until fever-free without medication for 24 hours. Your child must also be kept home until they are diarrhea/vomit-free without medication for 24 hours. If your child is too ill to go out for recess or be a successful learner, please keep him/her home until he/she is fully recovered.

### Medication

If it is necessary that your child receive medication during the school day, a written order from you and your doctor, describing the dosage, must be on file in the office. This includes all forms of medication (cough drops, topical cream, aspirin, etc.). Students may not have medication in the classroom or locker. All medications must be kept in the office. Students may carry inhalers if there is a medication form on file in the office. Students may not transport medication to and from school.

### Immunization requirements are as follows:

Polio 3 Doses

DPT (TD) 4 Doses

Measles/Mumps/Rubella 2 Doses

Hepatitis B 3 Doses

Chicken Pox 2 Doses or parent verification of when child had disease

\*If your child cannot be immunized for any reason such as medical problems or religious beliefs, waiver forms must be completed, signed and kept on file at the school. · Hearing tests are administered to all fourth graders.

### Vision tests

Vision tests are administered to all third and fifth graders every year by the Muskegon County Health Department technicians.

### Nutrition

Breakfast and lunch are served daily in the cafeteria. A computerized account system allows parents to deposit larger amounts of money and a withdrawal will be made each time the student has hot lunch. Scan cards will be issued by the cashier and kept in the student's classrooms until needed at lunchtime.

### Life-threatening Allergies

At times, students are in attendance who have extreme, life-threatening food allergies that must be accommodated for at a building-level. In these cases, all families will be required to abide by the guidance provided by the physician caring for the student. This may include specific foods with specific ingredients not being allowed in the building, changes to the school menus, specific cleaning procedures for students and materials, etc. This could impact specific classrooms, the lunchroom and the entire building.

### Head Lice

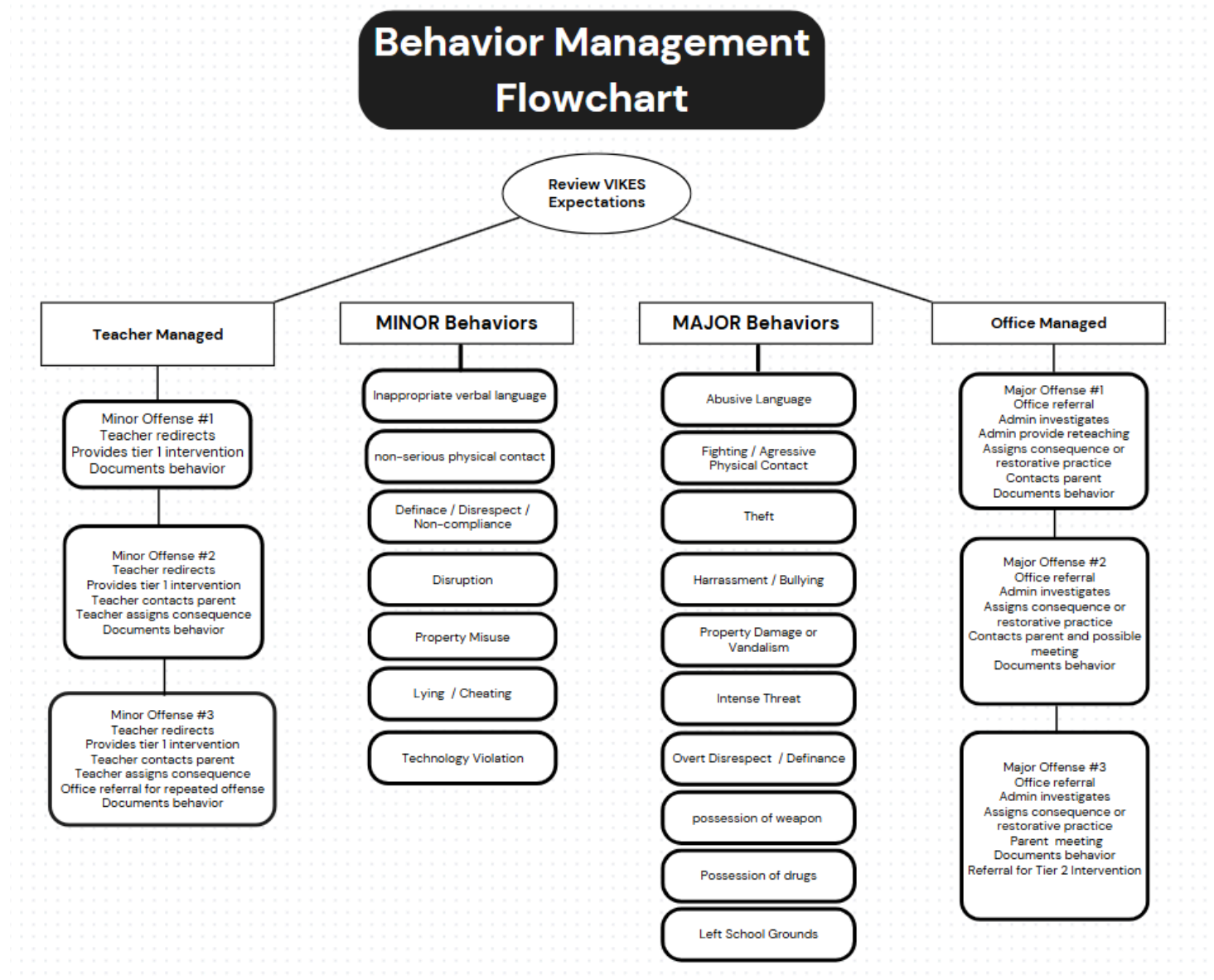
In the event you locate lice, lice nits, and/or eggs, please contact the school and keep your child home until the lice are removed. If we locate lice, nits, or eggs on your child's scalp, we will contact you to have them picked up from school. Prior to reentry into the classroom, the office staff will check your child's scalp for lice, nits, or eggs in an effort to reduce the chances of spreading to other students. The visual inspection will be conducted in such a manner to maintain student privacy and dignity. We may need to conduct classroom level head-checks in order to keep the school free of head lice.

## BEHAVIOR EXPECTATIONS

The behavior of students directly affects their ability to learn the subject matter presented. It is expected that students will behave in a manner that will not be disruptive either to themselves or to others.

School supervision is provided by a variety of trained professionals who work in various capacities, including but not limited to the teacher, the bus driver, the lunch/recess coaches, etc.

It is expected that your child will follow the particular rules or directions of the persons involved with their supervision throughout the day. Please discuss these expectations with your child. While we hope that all children will participate in school activities in an acceptable manner, there are times when this does not occur. In the event that a child's behavior is such that it is disruptive/unsafe to themselves or to others, parents may be contacted, and together with the school authorities, proper action will be taken to correct the situation.



Classroom discipline will be handled by the classroom teacher. If there are serious or continuing behavior problems, you will be contacted. Consequences might include parent contact, loss of a privilege, in-school suspension, parent conference, suspension, and others deemed appropriate for the situation.

### Positive Behavior Intervention Supports

Shoreline Elementary supports the non-academic growth of our students through a comprehensive PBIS program. Our students and staff will follow the expectations established within our VIKES model. As VIKES, our students and staff will demonstrate:

- V: Value Self
- I: Integrity
- K: Kindness
- E: Effort
- S: Self-control

### Discipline

Minor discipline problems are handled in the classroom. More serious discipline problems, which disrupt the educational process, and/or endanger others, will be referred to the principal/Behavior Support Team.

Disciplinary action will be within the following guidelines.

<i>Unsafe Behavior</i>	<i>Consequence</i>
Targeted, aggressive language/injury attempt (staff and students)	Removal from Classroom in half-day increments
Intentionally eloping from the building	Removal from Classroom in half-day increments
3+ attempts to de-escalate the same child in the same day	Removal from Classroom in half-day increments

1. What are the options for removal from the classroom?
  - a. Options for time out of the classroom:
    - i. ISS (parent contact required to share input from teacher and behavior team, and include what was required during ISS). If there are repeated ISS within a 30 day period, this could become OSS.
    - ii. OSS (Parent meeting with principal and teacher required before the student can return to school, to discuss expectations and provide a positive check-in.
      1. Activities when out: Life-Space Interview from TCIS (copy to teacher); complete generic grade-level packet available in the office; restorative practice); contact home with child involvement; jobs in the building (with no staff praise or attention).

### Restorative Practices

Empowers students to resolve conflicts on their own and in small groups with the guidance of administration or school representatives. Essentially, the idea is to bring students together to problem-solve.

### Loss of Privilege

Losing a privilege is one of the disciplinary measures designed to favorably change behavior. This will be handled by school staff at their discretion.

### Suspensions

Removal from school shall be for a period not to exceed ten (10) days. The principal or his/her designee may take this action. Cause of this action is the failure of the student to abide by the policies and regulations of the school. Students will be suspended whenever other disciplinary actions have proven futile. Suspensions may be given for the following even though they may be first time violations: Use of a controlled substances (drugs, alcohol, vaping products, tobacco products), fighting, targeted verbal aggression, insubordination, and others as deemed necessary. Parents shall be notified of this action prior to its implementation whenever possible.

The student/guardian has the right to appeal the suspension to the superintendent. If not satisfied at that level, the suspension may be appealed to the Board of Education. In the case of an appeal, the student will remain in school until the appeal is heard.

### Long-Term Suspension/Expulsion

In extreme circumstances, students may be suspended from school for over 10 days, or permanently removed from school, at the discretion of the Superintendent and Board of Education.

### Due Process

When a teacher or administrator takes disciplinary action against a student, students have the following rights:

- To be informed of the reason for the action.

- To present any facts that will support their defense.

- To have a hearing to discuss both sides of the issue and/or the appropriateness of the action, if necessary.

## GENERAL CONDUCT AND POLICIES

### Cell phones and other Electronic Devices

Cell phone/unauthorized electronic device (such as smart watches, IPOD, MP3 player, handheld game, etc.) use is prohibited at Shoreline during the school day. If the device is brought to school, it should be brought to the office and remain there until the end of the school day. Every classroom at Shoreline is equipped with a telephone. If a message is required we will deliver it to the student. Students who violate the cell phone/unauthorized electronic device policy will be subject to the following consequences:

#### First Incident:

1. The device will be confiscated and turned into the office
2. Parent/Guardian will be contacted
3. The device will be returned at the discretion of the parent/guardian.

#### Subsequent Incidents:

1. The device will be confiscated and turned into the office and only returned to the parent/guardian.

*Notice: Schools will not be responsible for lost, stolen, or damaged electronic devices or cell phones.*

### Dress Code

Clothing should not display inappropriate graphics (including guns and/or knives that reference or insinuate harm to others), discriminating statements, or subject matter that causes distraction from the educational process

### Banned/Illegal Substances on Campus or School Events

Tobacco products, alcoholic beverages, controlled or look-alike substances and \*vapor devices.

1. Police will be contacted when a law or local ordinance is violated.
2. Use, in possession, or under the influence of alcohol or controlled and look-alike substances on school property during school hours, or at any extracurricular activities whether on school property or away shall be disciplined. The discipline may consist of a ten-day suspension pending a hearing with the recommendation to the superintendent for a nine-week suspension from school for the first offense.
3. Selling or distributing controlled or look-alike substances are very serious offenses that will result in serious consequences. Discipline will consist of long-term suspension and/or expulsion from school.
4. Possession/use of vapor devices, and their associated paraphernalia, will result in confiscation of products and/or other discipline measures such as: out of school suspension, in-school suspension, restorative practices and/or detentions. *\*It is now (2016) illegal in Muskegon County to use or possess vapor products of any type by persons under the age of 18. It is a civil infraction and students will be fined \$50 first offense, \$100 for second and \$300 for each subsequent offense.*

### Illegal Items/Weapons

Students in possession of dangerous weapons/firearms in district buildings, at district or school-sponsored events, or on any district transportation vehicle shall be expelled from school in accordance with state and federal laws and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or students shall also be notified of the referral.

*Weapons are identified into three categories:*

1. Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples: firearms, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.
2. Articles designed for other purposes but which could easily be used to inflict bodily harm and/or intimidate.
3. Intimidation or threatening behavior of an individual with the pretense of having a weapon will be treated the same as if an actual weapon were in possession.
4. Look-alike items as described in 1-3 above.

*Disciplinary Action* Administrators or other designated district officials will confiscate any article which, in their professional judgment, qualifies as a weapon, as listed in item 1 above. Such weapons will be submitted to the appropriate law enforcement agency, and the student will be immediately suspended pending an expulsion review by the superintendent. Articles identified in item 2 above that are used in a threatening or intimidating manner will be confiscated and disciplinary action will be taken, up to including expulsion. The appropriate law enforcement agency may be contacted. Students specified in applicable laws and regulations shall be afforded such rights as are specified in the Michigan revised Administrative Rules for Special Education and the State Board of Education position statement on "Suspension and Expulsion of Handicapped Students."

The board authorizes the superintendent or building principal to expel students. Each student subject to expulsion shall have his/her situation reviewed by the superintendent on a case-by-case basis.

### Freedom of Speech and Assembly

Students are entitled to verbally express their personal opinions without the use of obscenities or personal attacks. Such verbal opinions shall not interfere with the freedom of others to express themselves, and may not interfere with the educational process. All student meetings in school building or on school grounds must be authorized by the principal. Students have the freedom to assemble peacefully.

### Freedom to Publish

Students are entitled to express in writing their personal opinions when the distribution of such material does not interfere with or disrupt the educational process. Post edited approval by administration is required before distribution. Students who edit, publish, or distribute handwritten, printed, or duplicated matter among their fellow students within the schools must assume full responsibility for the content of such publications. Libel,

obscenity, and personal attacks violate the intent of this code. Commercial solicitation will be permitted only upon approval of the school superintendent. The use of political material in the schools and on school grounds must be approved by the principal.

### Non-Discrimination

Whitehall District Schools recognizes and protects the individual and legal rights of students as people and as citizens, regardless of race, religion, sex, economic status, national origin, age, or handicap. Further, the district will not condone behaviors and activities that discriminate on the basis of race, religion, sex, economic status, national origin, age, or handicap.

### Recess Period

Outside recess forms an important part of our program and children should be adequately dressed in order that they may participate in these activities. If a child is too ill to go out for recess, he/she should stay home until he/she is fully recuperated. STUDENTS WILL BE GOING OUTSIDE AS LONG AS “WIND CHILL” IS ZERO (0) DEGREES OR ABOVE.

### Parents/Guardians

Parents/Guardians are welcome to visit our building during the school day. When you visit, please check in at the office before proceeding to any classroom. For our students’ safety, adult visitors to the building are required to complete the volunteer clearance form, receive authorization from the office to visit any classes and/or be in the building. Advanced notice would allow us to prepare for the visit.

### Inclement Weather

In the case of hazardous winter weather conditions, a decision will be made by the central office administration whether school will be held that day. Radio and television stations will be notified immediately to broadcast school closing. Parents who are listed in the students powerschool contact information will be notified though the district robocall system.

## **TRANSPORTATION**

The school district provides free transportation for all students living in the district except those living within  $\frac{3}{4}$  of a mile of the school. We expect the bus rider’s cooperation in making school transportation as safe as possible by following the rules. [School Bus Code of Conduct](#). A REMINDER THAT WHEN A STUDENT LOSES HIS/HER RIDING PRIVILEGES, HE/SHE IS STILL REQUIRED BY LAW TO ATTEND SCHOOL.

1. The driver has the same authority on the bus as the teacher has in the classroom. Cooperation is expected at all times with the driver.
2. Students are to observe classroom conduct (except for ordinary conversation) while getting on or off, and while riding the bus.
3. Students are to occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.



4. It is the student's responsibility to be at the designated pick-up location five minutes prior to the scheduled time and at the bus loop on-time in the afternoon. The driver is responsible for maintenance of this schedule and cannot wait for tardy students.
5. All students shall enter and leave the bus only at the front door, after the bus has come to a stop, except in case of emergency.
6. Students are not allowed to ride any other bus without written consent from the high school office.
7. No creatures of any kind (dead or alive) shall be brought on board a bus. 8. No firearms or any other weapons (cased or uncased) or ammunition may be brought on board a bus.
9. Arrangements for visitors to ride a school bus must be made 24 hours in advance, through the principal's office.
10. Windows are to be used for ventilation and visibility only. Arms and head must never be extended, even partially, out a window. There is to be no shouting through windows or throwing items out of the windows.
11. Smoking or using any device that creates a spark or flame is prohibited.
12. Take care of the bus, as they each cost our community \$80,000 to purchase. Pick up after yourself; use the trash can at the front of the bus.
13. Cross the road ONLY in front of the bus and ONLY on signal from the driver. 14. Wait for the bus only on the side of the road on which it stops. Fatalities show the crucial need for strict attention to the regulation.
15. Eating and drinking on the bus is not allowed, with the exception of a bottle of water.

Students will be allowed to have one designated pick-up address and one designated drop off address. This address can be home or day-care and can be changed with one-week written notice to the transportation office. Please contact the Transportation office if there is a need for multiple bus stops for your child. We will decide these requests on a case-by-case basis. Please remember, if your child needs to go home with a friend to do homework, you will need to make arrangements to transport him/her. Students will not be allowed to ride to any location other than the one-stop designated by his/her parent.

#### Discipline Procedures for Riding the Bus

Responsibility for behavior on the bus is vested in the driver. Accordingly, and because it is clear that responsibility cannot be effective without proper investment of authority, the following clarifications for bus driver authority are made:

1. When a bus driver is having a problem with a rider, the driver must use the following procedure:

##### First Offense

- A. Verbally resolves problem with student
- B. May or may not call parent
- C. Need not inform principal
- D. Student takes conduct report with first notice checked on form, (white copy goes home, is signed and returned)

##### Second Offense

- A. Hands out conduct report and attaches a copy of the rules for riding the bus
- B. Bus driver will call parent
- C. Gives copy to principal/supervisor

#### Third Offense

- A. Driver must inform supervisor then contact the principal
  - B. Driver with supervisor/principal suspends riding privileges
  - C. Transportation office must post: student name, duration of suspension, and the bus number.
2. If a suspended student returns to the bus and again misbehaves that student must be suspended again immediately. The proper notification procedures must then be started. (Step 3)
  3. If a driver is having many problems with students or if the run is usually a “problem” run, then seats are to be assigned.
  4. When children are misbehaving on the bus OR when there are threats of, or actual fighting on the bus, the driver should attempt to control the situation. Maintaining behavior is more important than the schedule.
  5. Fighting will result in automatic bus suspension for three days.
  6. With the exception of fighting, suspension from riding the bus will be 1, 2, 3, 5, and 10 days in progression of infractions (subject to severity).

#### *Bus Monitoring Cameras*

Monitor cameras on W.D.S. buses will only be used to assist the safety and behavioral management needs of the pupil transportation program. Cameras will be positioned on school buses randomly or as assigned by the Transportation Supervisor. All data recorded on school buses will be treated with the utmost confidentiality by all transportation staff. All data recorded are the property of Whitehall District Schools.

Recordings will only be viewed by authorized transportation staff, administration and/or students and parents who are authorized by the Transportation Supervisor. Recordings are not for public review. Security of all recordings will be the responsibility of the Transportation Supervisor.

## **RIGHTS AND RESPONSIBILITIES**

### Confidentiality

Release of directory information: Notice of Rights to Confidentiality of Education Records (for parents of students under 18 and for students 18 or older)

The Whitehall District Schools has compiled records on students for use in the provision of appropriate education programs and services. Federal and state legislation provide you with certain rights regarding the confidentiality of these records. These rights include the following:

1. Your right to access education records, which includes the right to inspect and to review them, to request explanation or interpretation of portions you do not fully understand, and to request copies or portions thereof.

2. Your right to request amendment to records if you think records, or portions thereof are inaccurate and misleading and, therefore, violate their confidentiality, and your rights to a due process hearing.
3. Your right to limit disclosure of education records which includes the right to know persons or agencies that shall have access to records, together with specific records or portions thereof and proposed uses of records disclosed.
4. Your right to request the destruction of education records, if and when the educational agency has decided that records are no longer needed for the educational and/or administrative purposes for which they were collected, including your right to be notified at such times as graduation or other forms of termination of enrollment or when your child reaches age 26.
5. Your right to protest if you think that the administrative procedures of the Whitehall District Schools are not in compliance with the law to:

The Family Education Rights and Privacy Act Office  
United States Department of Education  
330 Independence Avenue, S.W.  
Washington, DC 20201

6. Release of Directory Information Under the Family Educational Rights and Privacy Act, the following items will be released by the school district officials to anyone requesting the information unless a parent or student age 18 years or older requests otherwise. If you should not wish this information to be released by the school, please contact the principal or the office of the superintendent. This is also located on the on-line registration form.

- a. Name, address, listed telephone number
- b. Date and place of birth
- d. Participation in school activities
- e. Dates of school attendance
- f. Honors and awards

7. During the school year photographs may be taken by school staff or the local newspaper. Should you object to your child's picture being published, please sign the appropriate form in our office. This is also located on the on-line registration form.

### Non Discrimination Policy

It is the policy of Whitehall District Schools that no person shall, on the basis of race, color, national origin, sex, or disability, be excluded from participating in, be denied the benefits of, or be subjected to discrimination during any program or activity or in recruitment/employment. Please contact the Principal if you have reason to believe a violation has occurred.

### Section 504

The district will identify, evaluate and provide an appropriate public education to students who are handicapped within the meaning of Section 504 of the Rehabilitation Act of 1973. Direct all inquiries to the building Principal.

### Special Education

Whitehall District Schools, in conjunction with the Muskegon Area Intermediate School District, offers a comprehensive Special Education Program to serve children and youth who have special needs from age 0-25 years. Parents who feel their children would benefit from the services offered should contact the building principal.

### TITLE II, ADA

(See: Non-Discrimination Policy)

### TITLE IX, Section 106.9

#### SEX DISCRIMINATION ACT/SEX EQUALITY/DISCRIMINATION GUIDANCE TITLE IX SEX DISCRIMINATION ACT

On July 21, 1975, President Ford signed Title IX of the Educational Amendments of 1972. The opening statement reads: "No person in the United States shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance..."

#### *Specific Areas for Compliance of Title IX*

1. No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular research, occupational training, or any other educational program or activity operated by a recipient.
2. All educational agencies or activities receiving federal funds must comply with the employment provisions of Title IX regulations which include, but are not limited to, recruitment, pre-employment inquiries, employment procedures, assignments, salaries, fringe benefits, and...any other term, condition, or privilege of employment.
3. Equal opportunity for members of both sexes must be provided in interscholastic, intercollegiate, club, or intramural athletics operated or sponsored by a recipient.
4. No person, shall, on the basis of sex, be denied admission or be subject to discrimination in admission by any recipient subject to the admissions provision of Title IX.

Whitehall District Schools Title IX Designate is:

Superintendent

Whitehall District Schools

541 Slocum Street

Whitehall, MI 49461

All alleged violations shall be brought to the immediate attention of the Title IX Designate.

## TITLE VI, TITLE IX, AND SECTION 504 DISCRIMINATION GRIEVANCE

### Section 1

If any person believes that Whitehall District Schools or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, or Section 504 or is in some way discriminatory on the basis of race, sex, or disability, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Title VI, Title IX, and Section 504 Coordinator at the following Address:

Title VI, Title IX, and Section 504 Compliance Coordinator  
Whitehall District Schools  
541 E Slocum Street  
Whitehall, MI 49461  
(231) 893-1005

### Section 2

The person who believes he/she has a valid basis for a grievance shall discuss the grievance informally and on a verbal basis with the local Title VI, Title IX, and Section 504 Coordinator, who shall in turn investigate the complaint within five (5) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedure according to the following steps:

Step 1 The complainant, within five business days after receiving a reply to his/her complaint, shall reduce the grievance to writing together with a proposed solution thereto, and shall deliver a copy of the grievance to the Title VI, Title IX, and Section 504 Coordinator. The coordinator shall further investigate the matters of the grievance and reply in writing to the complainant within the (10) business days.

Step 2 If the complainant wishes to appeal the decision of the Title VI, Title IX, and Section 504 Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools. The statement of appeal must be filed within five (5) business days after receipt of the Title VI, Title IX, and Section 504 Coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3 If the complainant remains dissatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days after receipt of the superintendent's response. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties within twenty (20) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to the complainant within ten (10) business days after the board meeting.

Step 4 If, at this point, the grievance has not been satisfactorily settled, further appeal may be made

to the:

Office of Civil Rights  
Department of Health, Education, and Welfare  
Washington, DC 20201

It is the policy of Whitehall District School that no person shall, on the basis of age, race, color, national origin, sex, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity.

**WDS Procedural Guidelines for Identification of Supplementary Aids & Support Services for Students with Disabilities**

The following procedures have been established as “Accommodations for Students with Disabilities” for Vocational Education Programs.

- A. The building principal and/or special education staff are notified. All planning is done under the supervision of the building principal with the cooperative efforts of the counseling department, special education department, vocational education department and appropriate agencies.
- B. All students with identified disabilities will be evaluated during the 9th grade year by the North Service Unit vocational planning consultant in the areas of interest and aptitude.
- C. High school special education teachers will utilize the information in developing individual education plans for these students, including appropriate pre-vocational and vocational courses.

**WHITEHALL DISTRICT SCHOOLS TECHNOLOGY ACCEPTABLE USE POLICY**

Whitehall District Schools (WDS) provides a full range of electronic information services, including Internet access, to students and staff. Use of technology at WDS is a privilege that is intended to enhance learning, develop the ability to use technology as a tool for improved productivity and communication, develop essential electronic information research skills, and exchange information.

With access to technology comes responsibility – both for the equipment and for the information accessed and created. Users need to familiarize themselves with these responsibilities. Failure to follow them may result in loss of technology privileges and/or disciplinary action as outlined in the Technology Acceptable Use Policy and respective Board of Education policies.

Unless otherwise specified, the following regulations shall apply equally to all users of technology at WDS.

The District shall not be held responsible for any individual's inappropriate use of its technology in violation of the law. Each user shall be held personally, civilly and criminally responsible for any violations of the law. The District has the right to revoke the user's access privileges at any time for any reason

Each user of technology shall read the Technology Acceptable Use Policy and sign the WDS Acceptable Use Policy Form. Use of District technology shall constitute agreement and consent to abide by the terms set forth in the Technology Acceptable Use Policy.

**Internet, Network and Computer Usage Guidelines and Expectations**

*Personal Safety* You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, social security number, etc.

You will promptly disclose to your instructor or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

*Prohibited Activities* You will not attempt to gain unauthorized access to any computer system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. Users shall have no expectation of privacy when using District technology.

You will not download or install any unapproved, software or unlicensed or otherwise copyrighted software.

You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

You will not engage in electronic cheating of any form.

You will not vandalize school property.

You are prohibited from using district technology for unauthorized private enterprise, product advertisement or political lobbying.

You are responsible for seeing that no hardware is disconnected, removed or relocated.

You are responsible for printing only what is needed and using what is printed.

Under no conditions should you provide your password to another person.

Students must use technology within the parameters provided by the instructor.

*Inappropriate Language and Material* You will not use or purposefully view obscene, vulgar, threatening, or disrespectful language or material.

You will not engage in personal attacks or harassment (cyberbullying), including prejudicial or discriminatory attacks.

You will not post false information about a person or organization.

*Plagiarism and Copyright Infringement* You will not plagiarize. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright.

If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a claim that you have intentionally violated this Policy.

*Free Speech* Your right to free speech, as set forth in the disciplinary code, applies also to your communication on the Internet. The Network/Internet is considered a limited forum, similar to the school newspaper, and therefore, the District may restrict your speech for valid educational reasons.

*Searches and Seizure* The situation is similar to the rights you have in the privacy of your locker and/or classroom.

Routine maintenance and monitoring of the Network/Internet may lead to discovery that you have violated this Policy, the disciplinary code, or the law.

All data is the property of the District, and the District has the right to supervise the use of such property.

Students' parents/legal guardians have the right at any time to request to see the contents of your electronic files.

*Due Process* The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Network/Internet.

In the event there is a claim that you have violated this Policy or disciplinary code in your use of the Network/Internet, the claim will be handled in a manner described in the disciplinary guidelines.

*Limitation of Liability* The District will observe all requirements of Children's Internet Protection Act (CIPA) and Children's Online Protection Act (COPA). The District has taken precautions to restrict access to controversial materials via procedures and web filtering. On a local or global network; however, it is impossible to control all materials and a user may discover controversial material and visually explicit materials. The District has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to a minor. However, it is impossible for the District to restrict access to all objectionable and/or controversial materials that may be found on the Internet.

WDS makes no warranties of any kind, whether expressed or implied for the service it is providing. The District will not be held responsible for any disclosure of information that occurs as a result, directly or indirectly, of the failure to safeguard the password or account identified information. Use of the District technology systems is at the user's own risk. These systems are provided on an "as is/as available" basis. The District will not be responsible for any damage the user may suffer, including but not limited to loss, damage, or unavailability of data stored on the District system. The District will not be responsible for financial obligations arising through unauthorized use of the District systems or the Internet.

*Student Disciplinary Guidelines* Students will be disciplined for violating the responsibilities outlined in the Acceptable Use Policy. He/she can reasonably expect the following action to be taken:

First Offense: The student will lose all technology privileges for 10 school days. The offense will be recorded in the student's file.

Second Offense: The student will lose all technology privileges for 90 school days. The offense will be recorded in the student's file.

Third Offense: The student will lose all technology privileges for 180 school days. The offense will be recorded in the student's file.

Users will be required to make full financial restitution of any expenses incurred or any damages caused.



The school administration reserves the right to administer disciplinary action in a discretionary manner and may vary from those outlined above.

*Chromebook Repair Policy* Due to the amount of repairs and low participation Whitehall District Schools has abandoned its insurance program for Chromebook repairs.

*Repair Policy* Students will be given one free repair if their Chromebook becomes damaged in any way excluding hardware failures on the device itself.

The second offense will result in a \$15.00 fine for payment of parts to repair the device unless the part is of lesser value.

Third offense will result in payment of ALL damaged parts in full (excluding hardware issues).

Fourth offense may result in student forfeiting the device entirely and receiving a refurbished Chromebook to use during school hours only and incur a prorated cost for damages to the device if the device is not able to be repaired (subject to evaluation).

Fifth offense the student loses the privilege to use any Chromebook completely.

Examples of device/hardware failure: Mainboard failure, screen wiring failure (not cracked Lcd's), fan failure, keyboard/touchpad failure (non-malicious, no spills, no picked off keys and components), video cable failure (unexposed), screws falling out.

Examples of malicious damage: Keys and rubber pads pulled off of keyboards, broken Lcd screen, pulled out hinges, etching into the device, writing on the device with marker, broken hinge covers, broken bezel, broken top cover, broken bottom cover.