Whittemore-Prescott Junior/Senior High School Handbook



2026-2027

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General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website.

Welcome to Students

On behalf of the faculty, staff, and administration we urge you to be an active participant in your education, strive to do your best, and continue to develop positive behavior. The Jr/Sr High School has a great deal to offer you in both learning and enjoyment, and we encourage you to take an active role in all of our programs. Primarily, your junior and senior high school years will be a time to build some of the most memorable years of your life. A big part of succeeding in junior and senior high school is putting your academics first while taking advantage of the new opportunities surrounding you.

All the courses you take throughout your junior and senior years will help you to prepare successfully for career and college. The junior high has a great deal to offer you in both learning and enjoyment, and we encourage you to take an active part in all of our programs. The courses you take in high school earn credits for you to advance to the next grade and remain on track for your high school diploma. This is your time to do extremely well! The high school also opens the doors to plenty of new activities, clubs/organizations, social events, and numerous athletic programs. High school is a gateway to prove you are not a kid anymore and that you are mature and responsible enough to handle additional freedoms. We know that you are capable of great success and we respect your abilities as a young person.

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. It contains information about the academic curriculum, our school organizations, and the school's general regulations. It will help you and your parents to become familiar with W-P Jr/Sr High School policies. However, no attempt has been made to include all aspects of the school procedure. Individual rights will be protected, however no individual has the right to disrupt the learning opportunities of other students. Various situations arise from time to time that will be addressed on an individual basis.

If you have any questions or concerns that are not addressed in this handbook, you are encouraged to talk to your teachers or the Jr/Sr High School principal.

Parent Involvement

The W-P Jr/Sr High School Staff believes that durable and 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"). We welcome parents and encourage them to get involved meaningfully. It is important to us that an open line of communication is established between home and school.

We want to assure you that the faculty, staff and administration will work with you and your child to help accomplish the goal of graduation and success as an adult. It is important to us that an open line of communication is established between home and school. We know we can't accomplish this goal by ourselves. Together we can work to establish expectations and monitor progress. In order to trust each other we have to communicate as much as possible so students hear the same message on the importance of their academic progress. Please don't hesitate to talk with your child and your child's teachers to help you stay on top of your child's academic progress. Feel free to check grades online, email and/or call us at school anytime. To start the process that will provide a mutually supportive school and home environment that encourages learning, you and your student will also be given the ability to access Skyward Family Access. Lastly, we encourage you to ask your child to listen to our daily announcements and share important information with you. In addition, you can check our website at www.wpas.net and click on our junior/senior high school link to stay connected with what's happening in our building. After discussing and reviewing the handbook with your child should you have a question, please feel free to contact the building principal.

We view parents/guardians as V.I.P. (Very Important Parents) and again encourage them to get involved. Parents who would like to volunteer at the school or school related events should contact the Jr/Sr High School Principal, Matt Jakubik. We value your partnership and look forward to another wonderful school year.

District Policy on Parent Involvement is available on the District's website.

Mission Statement

The mission of the Whittemore-Prescott JR/SR High School is to produce citizens who can effectively communicate, gather and use information, and make responsible life decisions.

Vision Statement

The vision of the Whittemore-Prescott JR/SR High School is to provide each student with equal educational opportunities. Through combined school and community involvement, we seek to provide positive role models and a positive environment. Our purpose is to furnish each student with the knowledge and life skills he/she will need to foster self-esteem, positive attitudes, and responsible social behavior.

Belief Statement

We believe at Whittemore-Prescott JR/SR High School that through the cooperation of family, school, and community, all students can learn.

Promise Statement

We promise an educational environment that encourages all students to learn.

School Spirit

The school colors are RED and WHITE. The school mascot is a CARDINAL.

Fight Song

Come all ye Whittemore-Prescott lend a hand, We'll make our team the best in all the land, We'll fly our colors way up in the air,
And we will fight no matter if it's rain or if it's fair So fight, fight, fight, fight all the time,
And to our fame and glory swiftly climb, We stand for fair play, square play,
Sis-boom-bah Rah-Rah-Rah
WHITTEMORE-PRESCOTT
CA-CA-CARD-IN-IN-ALS- -C-A-R-D-I-N-A-L-S
CARDINALS!

Character Counts

Students are expected to exhibit responsibility, fairness, trustworthiness, caring, citizenship, and respect.

Sportsmanship

Whittemore-Prescott students are expected to always show good sportsmanship when attending any school athletic event.

Skyward (Student Information System) Communication

Skyward is the student management program used by Whittemore-Prescott Area Schools. It is the goal of the Jr/Sr High School to boost student engagement and increase parent involvement through the use of Skyward. Both students and parents can have access to student information. We encourage parents and students who do not have a Skyward Login to contact the office or email rusea@wpas.net to receive your login and temporary password.

Review of Instructional Materials and Activities

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

Equal Opportunity/Nondiscrimination Statement

The Whittemore-Prescott Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the United States Department of Education. Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Home-School Compact

The Parent will:

- review homework and offer assistance when needed;
- ensure the student arrives at school each day on time and ready to learn;
- attend school functions and support the student's school activities; and,
- make every effort to attend parent-teacher conferences.
- The student will:
- participate in class discussions;
- complete assignments in an accurate, neat, and timely manner;
- come to school each day on time;
- pay attention in class and complete assigned lessons;
- obey applicable rules and codes of conduct; and
- respect teachers, school administrators, and other students.
- The teacher will:
- set high standards for quality instruction that promote grade-appropriate academic skills;
- keep accurate attendance records;
- teach students how to study;
- review basic concepts taught in class;
- maintain a welcoming atmosphere; and
- provide flexible scheduling for Parent visits and participation.

Compliance Officers

As a recipient of Federal funds for various educational programs, Whittemore-Prescott Area Schools recognizes and agrees with Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act 1973, as amended.

Complaints or notices of non-compliance with the articles of either of the above Acts shall be directed in writing in the following manner:

- **Step 1** Initial complaints are to be made to the designated persons whose responsibility it is to investigate complaints within the school district. The following persons are so designated:

1) Jr/Sr High Principal

2) Athletic Director

If resolution of said complaint has not occurred to the satisfaction of all parties within 15 calendar days, step 2 may be initiated.

- **Step 2** Notice to the Superintendent of Whittemore-Prescott Area Schools for resolutions of said complaint. If, within 15 calendar days, a resolution is not found, proceed to Step 3.
- **Step 3** Notice to the Whittemore-Prescott Board of Education for consideration at the next regularly scheduled meeting of the Board. If resolution cannot be found 45 calendar days, proceed to Step 4.
- **Step 4** Notice to the Office of Civil Rights, Department of Health and Welfare, Washington, D. C. 20201.

The above was adopted by resolution of the Whittemore-Prescott Area Board of Education on October 11, 1976, and on May 12, 1980 respectively.

School Day

The building's hours of operation are from 7:30 a.m. to 3:30 p.m. Classes begin at 7:55 a.m. and school is dismissed at 3:00 p.m. We encourage you to try to schedule doctor, dental, and other appointments around school hours. If this is not possible and your child arrives late or needs to leave early, parents or guardians will need to go to the office to check students in/out.

Students are not to stay after school unless under the supervision of a coach, advisor, or staff member.

Student Well-Being

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office. Medical documentation does not roll over each year. New documentation needs to be provided each year if those specific needs still apply.

Injury and Illness

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

A student who becomes ill during the school day should request that the office phone his/her home to be picked up from school. No student will be released from school without proper parental permission.

Homebound/Hospitalized Instructional Services

A student who is absent or whose physician anticipates the student's absence from school for an extended period of time, or has ongoing intermittent absences because of a certified medical condition, may be eligible for instruction in the student's home, hospital, or licensed treatment facility. To be eligible for such services, the student's attending physician must certify that the student has a medical condition that requires the student to be confined to the home or hospitalized during regular school hours for more than five (5) consecutive school days. Students who are able to attend school part-time are expected to do so and do not qualify for homebound and hospitalized services.

For students educated under an IEP or 504 Plan, the amount or type of instructional services provided may vary.

For information on homebound or hospitalized instructional services, please contact the Special Education Coordinator.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan is **required** to be submitted to the school office. Parents/guardians are responsible for and should:

a. Inform the school in a timely manner of any changes which need to be made to the Diabetes Care Plan on file with the school for their child.
b. Inform the school in a timely manner of any changes to their emergency contact numbers of health care providers.
c. Sign the Diabetes Care Plan.
d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

Your child may also be eligible for an individualized Section 504 Plan to provide needed supports and accommodations so he/she can access educational programs and services. For more information, contact the Special Ed/Section 504 Coordinator.

Enrolling in the School

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

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

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

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

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. WPAS will assist in obtaining the transcript if not presented at the time of enrollment.

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

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied

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

Age of Majority

Although 18-year-old students are recognized as adults under the Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

1. Have the same privilege as their parents/guardians as it relates to access or control of their student records.
2. Represent themselves during disciplinary conferences and be the addressee for their grade reports.
3. Sign themselves in and out of school and may verify their own absences. NOTE: All attendance standards continue to apply.
4. Provide reason(s) for their absences and tardies, but are held to the same attendance requirements as other students, including the acceptable reason(s) for an excused absence.

Eligible students who wish to assert these rights should register their intent on the appropriate form in the high school office. Until such time as the eligible student registers this intent, school officials will not apply the above exceptions to school policies and procedures.

Scheduling and Assignment

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the academic counselor and principal. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a proper schedule change.

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

Schedule Changes

Schedule changes will not be made after the first week of a class (max. 5 days). Class changes may be allowed for legitimate reasons only such as:

1. The student had placed his name on a waiting list for a class that was full when scheduled.
2. Due to a failure in a required class that must be made up.
3. After five days, exceptions may be considered if a student becomes physically unable to continue in the class.
4. Students will be permitted to drop a yearlong class only at the end of a semester.

Early Dismissal - Leaving the School Grounds During the Day

No student will be allowed to leave school prior to dismissal time without parent/guardian permission.
Regardless of age, after a student has arrived on school property, he/she is not allowed to leave the school grounds during school hours without permission from the principal's office and his/her parent/s (unless 18+). Students requiring an early dismissal from the normal school day must present a note, dated and signed by the student's parent/legal guardian, with an explanation as to the reason for the early dismissal. This note is to be presented to the office before 7:55 am. In an emergency situation, a phone call from a parent/guardian or authorized adult on file may dismiss a student once the

parent/guardian verifies personal information. Students must be signed out at the office before leaving school grounds. Students will only be released to the custodial parent, those the custodial parent has given written permission for and/or those named on the enrollment/registration form emergency contact list.

Transfer Out of the District

Parents must notify the office about plans to transfer their child to another school. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the building secretaries or principal for specific details.

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

Withdraw From School

1. Students must report to the office for a "Withdrawal Form," which must be taken to each teacher and the librarian for their signatures verifying all books are checked in and fees paid. The counselor, athletic director, kitchen, and class advisor must also sign the form.
2. When the withdrawal form is completed (including parent/guardian signature) and returned to the office, grades will be forwarded to another school requesting records.
3. Students who withdraw from school are not to be on school property (during the school day unless they have permission from the office).
4. Students who have withdrawn may not be re-enrolled during the same semester unless they are transferring back from current attendance at another school.
5. Students who withdraw will not qualify to purchase tickets to any school event at student rates.
6. Students who withdraw will not be permitted to attend or participate in class-sponsored activities.
7. No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

Entering/Exiting the Building

ALL students, parents, and guests are to enter and exit the building through the main doors at the front of the building.

Guest Teachers

Guest Teachers are employed by the school district to carry on the educational program during the absence of the regular classroom teacher. Guest Teachers at Whittemore-Prescott JR/SR High School are the teacher of record during the school day. It is the expectation of the administration and faculty that students will be cooperative and supportive of the Guest Teacher.

Beverages/Food

Unless given permission otherwise, all food brought for lunch must be kept in your locker and sealed until in the cafeteria. Food/drinks acquired in the cafeteria must remain in the cafeteria. Energy drinks are discouraged. Students are encouraged to bring only healthy drinks.
Filling water bottles and purchases of beverages must be completed before school or during passing time.

Immunizations

Michigan law requires that each student, upon entry into kindergarten, 7th Grade, or children entering a new school district in grades 1-12, must possess a certificate of immunization at the time of registration or not later than the first day of school.

There are three circumstances in which a required vaccine may be waived or delayed:

1. A *medical contraindication form* **is required to be completed and signed by the child's physician** and shall state the contraindication(s), the vaccine(s) involved, and the time period during which the child is precluded from receiving the vaccine(s).
2. A parent or guardian, who holds religious or philosophical beliefs which preclude receipt of a vaccination(s), must sign and complete an *immunization reporting waiver form at the health department*. Immunization reporting waiver forms not completed correctly will be denied. A new immunization

reporting waiver form must be presented each year the child's immunization status is reported.

3. The child has received at least one dose of required vaccine(s) and the next dose or doses are not yet due. A child who fails to meet immunization requirements shall not be admitted to school.

Required Childhood Immunizations for Michigan School Settings

All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.

Entry Requirements for All Public & No-Public Schools		
Immunizations	**4 years through 6 years**	**7 years through 18 years including all 7th grade students**
Diphtheria, Tetanus, Pertussis	**4** doses DTP or DTaP, One dose must be on or after 4 years of age	**4** doses D and T **OR** 3 doses Td if #1 given on or after 7 years of age. **1** dose of Tdap for children 11 years of age or older upon entry into 7th grade or higher
Polio	**4** doses, if dose 3 administered on or after 4 years of age, only 3 doses are required	**3** doses
Measles, Mumps, Rubella	**2** doses on or after 12 months of age	
Hepatitis B	**3** doses	
Meningococcal	None	**1** dose for all children 11 years of age or older upon entry into 7th grade or higher
Varicella (Chickenpox)	**2** doses of varicella vaccine at or after 12 months of age OR current lab immunity OR reliable history of disease	

Medication

In order for medication (either prescription or over the counter) to be administered to your student, a permission slip form (available from the office) signed by a physician must be on file. Students are not allowed to possess any medications without prior administrative approval. Failure to follow this rule violates the school's drug policy and is subject to the following consequences:

If a student is in possession of over-the-counter medications and/or prescribed medication for personal use, the student shall be suspended out of school for up to 10 days, or less if the student/parent provides to the office a physician's signed copy of the school medication document that authorizes the student to use the medication in question. Medication authorization forms must be completed each year.

A copy of the policy for the administration of medications is available online or upon request from the office.

Communicable Diseases

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

District Policy on Communicable Diseases is available on the District's website.

Individuals with Disabilities

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Special Education Coordinator to inquire about evaluation procedures and programs.

Limited English Proficiency

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

Drug-Free School

In compliance with the Federal Drug-Free Schools and Communities Act of 1989, Public Law 101-226, Whittemore-Prescott Jr/Sr High School adopted and implemented a drug prevention program for its students. Education and prevention programs have been implemented within the curriculum and disciplinary sanctions will be imposed on students who violate the prescribed standards of conduct. Area mental health organizations and district social workers and counselors are available to help anyone who needs additional information regarding this problem. For more information on this matter, refer to the latter part of this handbook on possessing and/or use of controlled substances.

FERPA

Our school district currently receives funds from the Federal government to support supplemental programs designed to help children reach high academic standards. In receiving funds for these programs the district has a requirement to inform you of information available to you regarding the professional qualifications of your child's classroom teacher(s). Information will be provided to you upon request and in a timely manner of the following:

- Whether your child's teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your child's teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria has been waived.
- The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- You may request additional information on the level of achievement of your child in each of Michigan's assessments.
- You will also receive timely notice if your child is, for whatever reason, assigned, or has been taught for four or more consecutive weeks, by a teacher who is not highly qualified. A highly qualified teacher would be defined as a teacher that meets Michigan's qualifications and licensing criteria for the grade level or subject area in which the teacher is providing instruction.

As a district, we are also required to inform you of your rights with respect to the student's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
  Parents or students over 18 years of age (eligible students) should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes is

inaccurate.
Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order, so long as the parents/guardians or eligible student is notified of the court order before the documents are produced; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

- The right to a copy of any school student record proposed to be destroyed or deleted. Education records are maintained for at least 60 years after the student graduates or permanently withdraws. If the student transfers, education records are maintained until the next school district requests the records.
- The right to prohibit the release of directory information. Throughout the school year, the District may release directory information regarding students, limited to the District's defined list of information that is "directory information" as contained in the District's policies and procedures. Such directory information may include:
  - Name
  - Address
  - Grade level
  - Birth date and place
  - Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
  - Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
  - Academic awards, degrees, and honors
  - Information in relation to school-sponsored activities, organizations, and athletics
  - Major field of study
  - Period of Attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

- The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent. Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.
- The right to file a complaint with the US/ Department of Education concerning alleged failures by Whittemore Prescott Area Schools to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA are: Family Policy Compliance Office
U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4605

Student's Financial Obligations

Local, state, and federal taxes pay for much of the cost of your education. Students will be required to pay for any undue damages, i.e. lockers, books, desks; library fines; lunch charges; merchandise sold, etc. Failure to pay such charges may result in exclusion from school dances, positive behavior trips, or other non-academic field trips.

Money-Making Activities

Students participate in class or group sales voluntarily. Once merchandise is checked out, a student will be held accountable for the full value of items received. All money will be collected within 30 days of the end of the sale. Students delinquent on payment of sales may be subject to legal consequences.

Any items not directly connected with school-sponsored activities or groups at Whittemore-Prescott Area Schools are not to be sold on school property/buses.
Requests for social and money-making activities should be submitted to the principal as early as possible in the school year, so the activities can be well planned. The principal must approve all money-making activities sponsored by any Whittemore-Prescott school group.

Forbidden Articles

Problems arise because children bring articles to school, which are hazardous to the safety of them, and others, or that interferes with school procedures. Such items would include glass containers, aerosol containers, survival bracelets, spit wad shooters, baseballs or other hard balls, weapons, drugs/alcohol/tobacco products, vaping paraphernalia, lighters, matches, trading cards, laser lights, chains, mace, pepper spray, etc. Items causing a disruption to the learning environment could be added to this list.

The above items should be left home and not brought to school.

Students caught with forbidden articles will be subject to discipline according to the handbook. Forbidden articles will be confiscated and may be returned to the student or parent at the end of the day provided the item does not have to be turned over to law enforcement. Repeated offenses may result in the item being confiscated for a longer period of time and may be returned to the parent following a meeting with the principal or his designee.

School discipline will be implemented according to the handbook. Forbidden articles will be confiscated and may be returned to the parent following a meeting with the building administrator if the item is not turned over to law enforcement.

Lockers

A school locker is provided for student use during the school year. The lockers are the property of the school. Students may only use magnets and poster putty to attach items inside their lockers. Writing, stickers, indecent or offensive materials, and similar items are not to be placed on the inside or outside of any locker. Students are responsible for keeping lockers in good order and for any excessive damage or wear. Do **not** bring personal property or valuables to school. The school is not responsible for losses occurring from lockers.

Lockers must be cleaned before the end of the school year or the student(s) responsible for the locker may be fined. The repair cost of any lockers maliciously damaged will be charged to the individual responsible and may result in school

suspension as well. Students must use their assigned locker and any locker assignments are not to be changed without permission of the principal. Lockers do not have locks. Students are strongly encouraged to purchase locks for their lockers. Students may attach their own locks under the following conditions:

1. The lock is a combination-style padlock.
2. The combination code is on file in the school office before putting on the lock.
3. If school officials want to inspect the locker and the combination does not work, locks will be cut off with NO reimbursement of damage to the student.
4. Key locks are permitted if the office has a copy of the key.
5. If school officials want to inspect the locker and there is no key copy in the office, locks will be cut off with NO reimbursement of damage to the student.

Your locker may be inspected at any time pursuant to the following search and seizure guidelines.

Search and Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks.

Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, and athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password.

Cafeteria Rules:

Health and Safety Rules for the Cafeteria:

1. Walk in the cafeteria; do not run. Show courtesy; do not push or shove, especially in the lunch line.
2. Food is to be eaten inside the cafeteria or other approved areas. Do not take food outside of the cafeteria without a pass or written permission.
3. After students have eaten lunch, they are to clean up their trash, milk cartons, wrappers, and spilled food from the tables and floor near their table and put it in cans near the exit. Students may be asked or required to help clean the lunchroom.
4. Nothing is to be thrown in the cafeteria.

Students violating these above health and safety cafeteria rules may be suspended and will be excluded from the cafeteria

for up to five (5) days. During these days students will be offered a sack lunch or will be expected to bring their own lunch, and will be assigned a place to eat in another area. Continued violation of these rules may result in longer cafeteria exclusion.

Students are to be in the cafeteria five (5) minutes after the bell rings to start their lunch period, or may be issued a tardy.

NO ONE IS TO LEAVE THE CAFETERIA WITHOUT PERMISSION FROM THE ADULT IN CHARGE.

Students <u>may leave</u> the cafeteria for the following reasons:

- ❖ To use the bathrooms across from the Cardinal Lounge.
- ❖ To use the drinking fountain across from the Cardinal Lounge.
- ❖ To get a beverage from the machine outside the cafeteria doors.
- ❖ To visit the library IF you already have a library pass. You may not leave to go get a pass.
- ❖ To attend working lunch.
- ❖ To go to the office for official business.

Students <u>may not leave</u> the cafeteria for these reasons:

- ❖ To go to your locker. You are to bring needed items with you to the cafeteria.
- ❖ The gym is off limits during lunch periods unless supervised by a staff member.
- ❖ To visit any classroom unless the student has a pass in advance.

Emergency Security Procedure

Secure Lockdown procedures will be practiced in accordance with the State Department of Education rules and in coordination with the local emergency management teams. A drill conducted under this subsection shall include security measures that are appropriate to an emergency, such as the release of a hazardous material or the presence of an armed individual on or near the premises.

Fire Drills

⇒ Fire drills will be held in accordance with the State Department of Education rules.

⇒ When the fire alarm sounds, go single file to the nearest exit or follow the directions of the teacher in charge. Move quickly and calmly beyond the school building at least 100 feet.

<u>The act of pulling a fire alarm when there is no clear and present danger, by persons other than the administrators is a misdemeanor and is punishable by law.</u> Anyone caught doing this may be duly prosecuted.

Tornado Regulations

During a tornado drill, the staff will be notified over the PA. Everyone should keep calm, and teachers should remind students of where the safe areas are.

If a tornado has been sighted in the immediate area, we will announce on the PA “This is a tornado warning, go to the safe areas.” If there is a power failure, alternate notification methods will indicate that a tornado is imminent. Immediately go to the closest designated “safe” area. <u>PLEASE MOVE QUICKLY AND QUIETLY</u>.

School Closings

In the event of severe weather or other emergencies, school-closing information will be posted on our district Website homepage, district Facebook pages, call/text alerts, as well as broadcast on the following media outlets.

Radio Stations	Television Stations
WKJC 104.7	WNEM TV 5
	WJRT TV 12

Parents/Visitors in the Building

We welcome parents in our building. In order to maintain a safe and orderly atmosphere, we ask that all parents sign in at the office and obtain a visitor's badge before entering the building. Those picking up students must remain in the office and students will meet them there. Due to hallway congestion at the beginning and end of the school day, we request that parents and guests remain in the office until the hallway is clear of students at which time staff will direct you. Visitors are not allowed during the school day.

Students are not permitted to bring visitors onto school grounds during the school day. All trespassing, violence, disorderly conduct, loitering, property damage, or unsafe driving by persons not enrolled at Whittemore-Prescott Area Schools will be reported to the police for possible prosecution. Flowers, notes, letters, etc. delivered to school may be picked up by the student at the end of the day.

Library Regulations

The library lends books – you borrow them – they are not the student's property. A student may check out a maximum of two (2) books at a time. If a book is lost, report it immediately to the librarian. If it is not found in a reasonable amount of time, the student is responsible for paying for it. The library is a place to study and work, therefore everyone is expected to help contribute to this atmosphere. The library has loaner computers for use in the library only, they are not to leave the library.

Books and computers are expensive and must be treated with care. The following rules apply:

- No jackets, book bags, food, candy, drinks, or gum are allowed in the library.
- Do not write in a library book.
- Use a bookmarker to mark your place in the book. Do not fold pages.

The library staff is here to help. If you cannot find what you're looking for, please ask.

Telephone

The business phones located in the Junior/Senior High School office are not to be used for unofficial business, but rather for emergencies. Students wishing to use the phone must do so during passing time or their lunch time.

Cell Phone/Electronic Devices

Students may use personal communication devices (PCDs) before and after school, at lunch time or during passing time. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off and remain in the students locker. No student should have a PCD in the bathroom for protection of all students and privacy rights

Cameras should not be brought to school unless it is required for a project, taken on a field trip, or for special activities. Photos taken on these occasions must be kept private and not be published.

*Exemptions to this policy may be made for accommodations included in a 504 or IEP. Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal.

1st Offense-Cell phone will be turned into the main office for the remainder of the school day. The student may retrieve the phone at the end of the school day.

2nd Offense- Cell phone will be turned into the main office for the remainder of the school day an administrator will review the WPHS cell phone policy with the student and remind them of expectations. The student may retrieve the phone at the end of the school day. An administrator will contact the parent/guardian regarding the cell phone policy and the student will receive an after school detention.

3rd Offense- Cell phone will be turned into the main office for the remainder of the school day. An administrator will review the WPHS cell phone policy with the student and remind them of the expectations. An administrator will contact a parent/guardian regarding the cell phone policy and they will be required to come to the school to pick up the phone. The student will receive a 1 day suspension.

4th Offense- Cell phone will be turned into the Main Office for the remainder of the school day. An administrator will review the WPHS cell phone policy with the student and remind them of expectations. An administrator will contact the parent/guardian and will be required to come to the school to pick up the phone. The student will receive a suspension. Moving forward the student will be required to turn their phone into the main office at the beginning of each school day and retrieve it at the end of the day for the remainder of the school year. Refusal to turn in the cell phone on a daily basis will be considered an additional offense and will result in suspension for insubordination.

Students are personally and solely responsible for the care and security of their electronic devices. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of electronic devices brought onto its property. Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

Counselor/Social Worker Services

A counselor and social worker are available for student assistance in the following areas:

Counselor: parent conferences, testing-interpretation of test results, graduation requirements, scheduling, assisting in course selections, long range goals, and career and college information.

Social Work: Personal counseling, parent conferences, testing-interpretation of test results, long range goals, and special education services.

Appointments should be prearranged except in cases of emergency.

Graduation Requirement Diploma

1. A minimum of 25 credits must be earned in order to graduate.
2. Graduating students must complete the State Standardized Assessment (or alternate exam as authorized by IEP).
3. 4 credits of English must be *successfully completed*. Required classes are: English 9, English 10, English 11 and English 12 or one (1) elective English.
4. 3 credits of Science must be *successfully completed*—2 of which must include biology, and chemistry or physics.
5. 4 credits of Mathematics must be *successfully completed*. These must include Algebra I, Geometry, Algebra II,

and Personal Finance. One math course must be completed during the student's senior year.

6. 3 credits of Social Studies must be *successfully completed*. These shall include World History, U.S. History, Government, and Economics.
7. ½ credit of Physical Education and ½ credit of Health must be *successfully completed*.
8. 1 credit of Visual, Performing and Applied Arts must be *successfully completed*.
9. Two credits of World Language must be successfully completed in the same world language. A pupil may partially or fully fulfill one credit of this requirement by completing a Department-approved formal Career and Technical Education (CTE) program or curriculum or by completing visual or performing arts instruction that is **in addition** to the requirement stated in #8.
10. Students may develop a modified personal curriculum allowing the replacement of the Visual, Applied, or Performing Arts with an additional World Language, English, Math, or Science credit. This curriculum requires approval of the principal, counselor, and teacher.
11. Only 5th year seniors who have met all requirements may graduate in January.
12. Students may take a cumulative examination in core content areas to earn the high school credit for graduation. Students must pass the test with a score of 70% or better to earn such credit; no letter grade would be applied to the student's grade point average. Students will have a "CR" (credit) recorded on their transcript for credit. It is the student's responsibility to inquire and register for said tests.
13. Students must be less than 20 years of age on September 1 of the current school year and not have earned a G.E.D. certificate or high school diploma to enroll in high school.

Graduation Requirements—High School Certificate

An alternative to the high school diploma

1. A minimum of 21.5 credits must be earned in order to graduate
2. Students must attend and complete 8 semesters of school.
3. Students must complete the State Standardized Assessment (or alternate exam as authorized by an IEP).
4. 4 credits of English must be *successfully completed*.
5. 3 credits of Science must be *successfully completed*.
6. 4 credits of Mathematics must be *successfully completed*. One math course must be taken during the senior year.
7. 2 ½ credits of Social Studies must be *successfully completed.*
8. ½ credit of Physical Education and ½ credit of Health must be *successfully completed*.
9. 1 credit of World Language or Visual, Performing and Applied Arts must be *successfully completed*.
10. Only 5th year seniors who have met all requirements may graduate in January.
11. Students must be less than 20 years of age on September 1 of the current school year and not have earned a G.E.D. certificate or high school diploma to enroll in high school.
12. Students may take a cumulative examination in core content areas to earn the high school credit for graduation. Students must pass the test with a score of 70% or better to earn such credit; no letter grade would be applied to the student's grade point average. Students will have a "CR" (credit) recorded on their transcript for credit. It is the student's responsibility to inquire and register for said tests.

WPHS Hybrid Program

Designed to serve students aged 14 to 17(grades 9-12) who, for any number of reasons, have fallen behind in their traditional high school and are at risk of not graduating with their cohort. To determine if the Hybrid program would be what is best for the student, a meeting would take place between the principal, academic counselor, student and parent/guardian. Once enrolled into this program students would receive instruction through an online platform with the majority of the assignments done at home on their own. Students may be required to attend in person on-site a specific number of days depending on progress, achievement and communication while in the program. When a student needs to attend in person bussing would be provided through already established bus routes. Regardless of whether the student is primarily not on-site or coming a few days a week a WPHS certified teacher will be available to assist with any questions or concerns.

22 Credits are required for graduation

1. Four (4) credits in English
2. Four (4) credits in mathematics.
3. Three (3) credits in science.
4. Three (3) credits in social studies.
5. One (1) credit in health education
6. One (1) credit in visual, performing or applied arts.
7. Two (2) credits in world language or one (1) world language and an additional visual arts
8. Remainder of credits are elective based
9. Must have taken all portions of the State of Michigan's 11th grade MME

Attendance Requirements

Students must have daily, two-way academic communication with their on-site teacher/mentor. The two-way communications can be achieved through email, phone, face-to-face conversation, virtual meeting, or through the discussion boards. Students must be completing assignments in each of their classes at least twice per week. Students enrolled into our Hybrid program may not miss more than seven (7) of their required days/times to be in person at WPHS school in a semester.

WPHS will place students into an attendance category by one or all of the following people: the principal, academic counselor or teacher. Each student's specific needs will be taken into consideration. Students may be moved to a different tier throughout their time enrolled in the Hybrid program based on their current success, academic standing, teacher-mentor communication, and attendance history.

Student requirements are listed below:

CATEGORY THREE	Attend the learning lab for 3-5 days per week	Requirements for ALL Tiers: ● WEEKLY progress in your coursework. ● Daily two-way communication with your teacher ● Lab attendance for mandatory assessments
CATEGORY TWO	Attend the learning lab 2 days per week	
CATEGORY ZERO	No attendance required to the learning lab, except for mandatory testing (beginning/end of the year, End of Semester exams, MSTEP/PSAT/SAT/ACT/MME)	

Graduation

Students who are placed into this program will not be permitted to graduate before their cohort reaches graduation. Cohort class is determined by adding four years or eight semesters to the time the student enrolled in grade 9.

Expectations and Removal from program

All students must maintain open communication with their assigned teacher/mentor and/or office staff throughout their time enrolled into our Hybrid program. Students are required to be logged on daily regardless of their category. Students must be making consistent daily progress. Students may be removed from this program for any reason. In which case a meeting would be scheduled between the principal, academic counselor, teacher/mentor and student before permanent removal from the program.

Credit Application

All classes satisfactorily completed earn ½ credit per hour per semester.

Grade Classification – High School

Students will be classified as follows:

Grade 9 (0 to 4 credits)
Grade 10 (4.5 to 11 credits)
Grade 11 (11.5 to 18 credits)
Grade 12 (18.5 + credits)

- Students may appeal for a higher grade classification by submitting a written request to the principal within **the first week of the school year**. A committee will meet with the parent/guardian and the student to determine if the appeal will be granted. The decision of the committee will be final. Exceptions may be made for students that can graduate with their cohort their final year.

Note: Students can earn outside credits after completion of one semester at Whittemore-Prescott High School, with prior written approval of the principal. These credits will be accepted as credit only and counted only as Credit/No Credit - no grade point average will be carried over into the high school. These credits may be used to recover lost credits in core academic areas only after the student has tried and failed to earn credit in the traditional classroom setting.

Credit Transfer

Whittemore-Prescott High School will accept credits and grades earned towards graduation only from accredited high schools. An accredited high school is one certified by the North Central Bureau of Accreditation or by the State Accreditation Department. Credits from a registered home school program or other individualized school program will be evaluated on an individual basis prior to acceptance. Grades will not be transferred, only credit.

Content Mastery

The following are the levels of content mastery for testing out:

- **Scores of 69.4% and below** will not demonstrate proficiency and students will be required to take the course for high school graduation credit.
- **Scores at 69.5% or above** will demonstrate proficiency and students will have fulfilled the requirement for course sequence. No letter will be applied to the student's grade point average. If there are multiple tests required for said class, students must pass each test with a 70%, **not an average** of all the tests.

Grading

Letter grades for classes may be A, B, C, D, E, or I. Pluses (+) and minus (-) may also be used. The teacher will inform the student of his/her grading policy during the first week of school. An "I" may be used ONLY when a student has unusual circumstances, which prevent him/her from finishing requirements. Any "I" not removed within one week will become an "E" unless a written request is made to the principal prior to the end of one week. In all cases, students must earn a minimum score of 60% in order to demonstrate mastery and earn a passing grade.

A semester exam grade may consist of quarterly exam grades given at the end of each marking period.

Semester Grade Averaging – Each marking period grade counts as 40% of the semester grade. Each Quarterly exam will count as 10% of the final semester grade. Students must receive an average of 60% on marking period and quarterlies to pass the semester.

Semester Exam Exemption Policy

Criteria-Meets 2 of the 4

- Class semester grade of 70% or higher (resets each semester)
- No more than 7 absences, per hour, per semester (resets each semester, excludes all school related trip absences)
- Meet or exceed that normative growth for the determined NWEA test from previous spring semester to current year spring semester
- Meet or exceed the level of Proficient on SAT or NMQST

Students still have to take exams to see if they get a better grade but not be punished if grade goes backwards.

Test Out Policy

*Michigan law provides opportunities for high school students to demonstrate content mastery of a particular course by successfully completing and scoring well on a single test or series of tests created by the subject area department. These tests will be given **twice** each school year at the Jr/Sr High School. Students are required to satisfy the Michigan Merit Curriculum (MMC)*

Testout Procedures and Deadlines

- The intent of "testing-out" is to provide exceptionally able students options beyond what they might have if required to take Courses in which they have already mastered the material.
- Students may attempt test-outs twice each year. Applications for testing out must be completed and turned into the high school counseling office.They are available in the Academic Guidance Office.
- Teachers ***will not*** provide any instruction to prepare students for these tests. Each department ***will*** provide a syllabus so that students know what the test will cover and any additional items (demonstrations, research papers, portfolios, etc.) that will be required as part of the comprehensive evaluation. The syllabus will include a list of reading materials and a copy of the curriculum.
- Study materials will also be available for student use, and students will be contacted by the Academic Guidance Office when they can pick up these materials. Students **must** return all school materials on the day of the test-out exam.
- The notification will include the exact time and location for the exams to take place.
- Students who pass the assessment will have their results recorded on their transcript at "TO" (tested out) and be promoted to the next course in the academic sequence (if applicable). Students should make an appointment to see the Academic Guidance Counselor to make a schedule change. A copy of the test out results will be placed in the student's CA60.

Retention Policy – Junior High

Grade level teachers may meet with the flagged student's parents to determine whether retention and/or summer school will be required. Grades, attendance, state assessment performance, and exit tests will be considered as determining factors. If the parent is unable to attend the meeting, the scheduled meeting will be held in their absence, and the findings will be reported to them by phone or mail. If upon the recommendation of the grade level teachers, the parent is unsatisfied with the decision, an appeal in writing can be made to the superintendent within five school days. Students who have been retained will be placed in Academic Support, Directed Study, Title One, focused, or remedial classes when available until it is determined by teachers that the student can and will achieve academic success without this support.

Extended Day/Summer School

Students who fail a class with a 50 to 59% may recover .5 credits for that class by attending summer school. Students who earn less than 50% in a class are not eligible for summer school.

- Summer School is approximately 60 completed hours.
- Students are allowed one absence. Upon the second absence, for any reason, the student may be dropped from the program.
- All school/handbook rules are in effect. Any student who misbehaves in class or on the bus may be dropped from the program.
- Upon successful completion of a class with 70% or higher, students will receive a "CR". Letter grades will not be applied.

Academic Learning Opportunities

Academic support is an opportunity for students to receive additional help in their academics. A parent may request to enroll his/her student in academic support at any time. The school offers several forms of academic support: after school tutoring (when available), and working lunches. Any student may take advantage of the academic learning opportunities.

A student who is failing one or more classes may be assigned to attend after school tutoring/directed study/working lunches. Students may also be assigned to the after school program for failing to do their class work.

- ➢ Teachers/staff will contact parents making suggestions for academic support when a student is failing a class.
- ➢ Whenever a parent cannot be contacted or does not respond to an academic support suggestion, the teacher may place the student in one of the academic supports at his/her discretion.
- ➢ If a student is assigned to any of these academic supports they must attend.
- ➢ A student who fails to attend an assigned academic support may be referred for discipline.

Honor Roll/Recognition

The Honor Roll is determined by a student's nine-week grades. To qualify a student must earn a 3.00 Grade Point Average (G.P.A.) on a 4.0 scale. The G.P.A. will be determined by dividing the total points earned for the marking period by the number of classes taken.

The Valedictorian, Salutatorian, and Top 10 Honorees will be determined at the end of the seventh semester for those students who will be earning a high school diploma. Please Note: Transfers are required to be full-time Whittemore-Prescott High School students for a minimum of three (3) full and consecutive semesters immediately preceding the end of the first semester of their senior year in order to be eligible for the award of Valedictorian or Salutatorian, or top 10 honorees.

Dual Enrollment

Students can qualify for dual enrollment by taking one of the following assessments: PSAT or Accuplacer test and meet the college admittance requirements. Students must meet the reading testing standards for subject areas not covered by the qualifying test.

Tuition and fees only will be paid for by the local school district—not to exceed the state portion of the student's foundation allowance, adjusted to the proportion of the school year he/she attends the post-secondary institution. Successful completion of the college class will earn the student college and high school credit at the same time. Interested students should discuss the matter with the counselor thoroughly to secure pre-approval. If a student does not receive a C or better grade in a dual credit course the student will be charged for the credits, tuition, books, and fees for said class.

Students can only take up to 10 classes/labs for dual enrolled credit during their high school career. Whenever possible, dual enrolled students will be required to take any core academic classes required (rather than electives), until/unless all core classes are successfully completed. If dual enrolled students are in the building during the school day and do not have a scheduled class, they must be in the designated room unless they have permission from a staff member.

Online Classes

Students interested in taking online classes must pick up an application from the counselor/office. Should you request that your child participate in the online class experience, please note the following:

- Students must meet all application deadlines.
- If approved, both parent and student must agree to the Online Learning Course Contract.
- All online students will have a supervising teacher assigned to them. The supervising teacher is the only one to grant quiz or test retakes as well as opening new units.

Early/Middle College

Whittemore-Prescott Area Schools will be offering students in grade 11(application process opened after 2nd semester of 10th grade year) who have shown intellectual and emotional maturity through college preparatory courses the opportunity to enroll in the Early/Middle College program through the Iosco RESA Early/Middle College Program. Student preparedness will be validated by their scores on the Accuplacer test or other test accepted by Alpena Community College and/or Kirtland Community College. The goal is that the student will be able to attain an Associate's Degree at the end of the 13th year. For the 13th Grade, students will have the option to attend classes at Alpena Community College and/or Kirtland Community College's main campus or online. Students enrolled in the program who have met the Early/Middle School criteria during their senior year will be allowed to participate in commencement activities, however, diplomas will not be granted until the completion of the fifth year.

In order to be eligible for 13th students will need to meet with the Academic Counselor/Dean of Students, meet basic requirements in order to receive an application. Once the application has been submitted and approved, the student and student's parent/guardian will be interviewed to determine eligibility and sign agreement with the college as well as WPHS.

Bay Arenac or Iosco Regional Educational Service Agency

Students at the junior and senior class level and who wish to pursue certain Vocational Programs may be eligible to take classes at the Bay Arenac or IRESA Career and Technical Education Center. Students will be able to earn up to three (3) credits per year, for a grade. The remainder of the school day will be in attendance at Whittemore-Prescott High School. Transportation will be provided to and from the Skill Centers and all students will be expected to ride it daily (Any deviation from this policy requires prior written approval of parent and principal). All W-P school rules are in effect while on the bus and at the Center unless superseded by Skill Center policy. The academic counselor will arrange the program with each student as the slots are allowed to us. Students are reminded that you may attend Skill Center classes on some days when W-P H. S. is not in regular session. Criteria for application to and continued enrollment in tech center programs shall include:

1. Maintain a minimum 1.5 grade point average.

Whenever possible, Career and Tech enrolled students will be required to take any core academic classes required (rather than electives), until/unless all core classes are successfully completed.

Work Permit

As a district, we want to help our students to become successful contributing members of society; however, we believe education should come first. Whittemore-Prescott Jr./Sr. High will be issuing work permits based on eligibility. Students who maintain a grade of "C-" or above in all of their classes, are on track to graduate, and/or regularly attend school are eligible to receive a Work Permit. A grade check will be done every three weeks and if a student fails to maintain their grades, they risk having their work permit revoked.

Making Up Work

It is the student's responsibility to contact teachers the day of returning from an absence and make necessary arrangements for missed assignments. Generally, make-up work should be completed in the number of school days equivalent to the number of days absent from school unless an alternate deadline is provided by the teacher.

Computer Use Code of Ethics

Use of technology at Whittemore-Prescott Schools is a privilege extended to students, faculty, and staff to enhance learning, conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Access to the network is a privilege, not a right, and includes the following responsibilities:

Users violating any of these Rights and Responsibilities will face disciplinary action up to and including being banned from using school hardware and/or restitution for damages.

Accounts: Students will be issued a unique account for access to computers and the internet for the duration of their enrollment. Students are expected to keep the password for their account(s) secret. Any violations of policy will be deemed to be the responsibility of the user logged in at the time.

Data retention: Upon withdrawal from WPAS, student accounts are deactivated but retained for one year, at which time they will be deleted. Students returning within that time will have their accounts reactivated.

****Seniors, your accounts will be deactivated June 30th following graduation and will be deleted, December 1st of that year. Please save any work/contacts/etc. to a new account before this deadline. Also, please create a personal email account for communications with colleges, trade schools, etc. so they will be able to contact you after this.*

Google Apps for Education (GAFE): WPAS has a GAFE account and creates individual Google accounts for all students. These accounts include access to a school managed email, as well as other tools such as Docs (word processor, spreadsheet, presentation tools, and calendar to be used for school related work. These accounts are issued to the students, just as any textbook would be issued to a student, and managed by the district Technology Supervisor.

As WPAS is moving to online teaching tools, an account for online access is necessary for students. The information in these accounts is hosted on Google's servers, giving students anywhere, anytime access to their tools and materials. This will allow your student to meet the National Educational Technology Standards as they progress through their education at WPAS. This is a necessity for all students to have access to common tools in an ever changing and competitive world.

Security: WPAS receives our internet connection from Bay-Arenac ISD. BAISD owns and maintains the firewall and content filter for the network. While we work hard to protect students from inappropriate content, no filter is perfect and students may come across inappropriate content. We will update the filter programming upon inappropriate access being reported.

Conduct: Students are responsible for good behavior just as they are when they are in session in the school buildings. It is illegal to use obscene, profane, threatening, or disrespectful language. Communication with others should be course related. Students should never say anything in an email that they would not mind seeing on the school website or in the local newspaper. Students should notify their teacher or other staff of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times.

Privacy: As with any other school resource, the School Board and administration reserve the right to access and review content in the GAFE system at any time, consistent with board policies. The School Board complies with all state and federal privacy laws.

Damage: Students/parents will be held financially responsible for intentional damage or damage caused through carelessness.

As with any educational endeavor, we feel a strong partnership with families is essential to a successful experience. By agreeing to the handbook I authorize the district to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Act.

Points for students include, but are not limited to:

- I will only use district computers, devices, and/or internet service for schoolwork and school related activities, and as directed by teachers or other staff.
- I will not use district computers, devices, and/or internet service to look up websites that are inappropriate for a school setting.
- If I accidentally find myself on an inappropriate website, I will notify a teacher or other staff immediately.
- If I am sent something online that is inappropriate, I will notify a teacher or other staff immediately.
- I will not use District computers, devices, and internet service to bully or cause harm to anyone.
- If someone is using District computers, devices, and internet service to bully or otherwise cause harm to anyone, I will notify a teacher or other staff immediately.
- I will not intentionally damage or interfere with the operation of district computers, devices, or internet systems. I understand that if I cause damage to district property, I will be held financially responsible for the cost of repairs or replacement.
- I will not use district computers, devices, and/or internet service to cheat on assignments or tests, or help others to do so.
- I will not copy anything I see on a computer or the internet and claim it is my own work. This is plagiarism and it is illegal.
- I will keep any passwords I am given for access to district systems secret from others.
- I understand that any district issued device or account is not private, and that administrative staff of the district may view any activity on any device.
- I understand the school has a filtering device in place to protect against inappropriate content, which means some content may be blocked. I will not interfere with or attempt to bypass this content filter.
- I understand that if I break any of these rules, I may be disciplined and may lose my privilege of using district computers, devices, and/or internet service, or limited to only school approved sites.

An electronic copy of this document is available at https://www.wpas.net/District/Links-Forms

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General Consequences:

- **First Violation**: One-week suspension from use of all school computers.
- **Second Violation**: One-month suspension from use of all school computers.
- **Third Violation**: Three (3) month suspension from use of all school computers.
- **Major Consequence**: Permanent suspension from use of all school computers. See Board of Education Policies for complete details.

Field Trips

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

Extra-Curricular Participation Code

1. Students must be passing 6 out of 7 subjects to be eligible. -
2. Students must be in attendance the entire school day in order to participate in practices, meetings, competitions, school functions, or performances scheduled for that day, unless prior permission is

granted by the principal at least one day in advance or as stated in the athletic handbook.

3. Be willing to meet additional rules and regulations as set forth by the coach or advisor.
4. On the day that a student is serving an Out of School Suspension, the student will be unable to participate in or attend any extra-curricular activity.
5. The following offenses will result in immediate suspension from the extra-curricular activity:
   - Use or possession of tobacco in any form.
   - Use or possession of alcoholic beverages.
   - Use or possession of any illegal drugs or substances.
   - Any disruptive or uncooperative behavior.

Athletics

In addition to the above-stated extra-curricular participation code, student-athletes will be expected to follow MHSAA rules and the W-P Student Athlete Handbook.

WPAS provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of sports currently being offered. For further information, contact the Athletic Director.

Baseball, Basketball, Bowling, Cheerleading, Football, Softball, Track & Field, Volleyball, Wrestling

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

Social Activities

No students will be allowed in the building after regular school hours *without adult supervision.*

The person in charge of an activity (dance, pep-bus, team bus, game, etc.) is also responsible for making sure his/her group is out of the building before he/she leaves. The activity advisor should wait at least one-half hour after the bus has returned from a trip or activity/event has ended. Students remaining after this time should wait outside the building and could be subject to further action if problem***s*** with rides continue. Parents are expected to pick students up promptly from all events.

Dances/Events

- All school rules are in effect.
- Students who fail to meet the criteria set forth by advisors/chaperones may not be allowed to attend the function.
- Prom, Homecoming, Snowcoming, Formal, may have special guidelines for students to follow. These guidelines will be announced and enforced by the class/group advisor prior to the event.
- Once you leave a dance/event, you may not return unless you have prior permission.
- Students not in attendance for the full school day the day of the dance/ event will not be permitted to attend without prior office approval.
- Students may need to follow a strict dress code that may be announced in advance of special events, such as homecoming and prom.
- 9-12 grade students are not allowed to attend 7-8 grade dances and 7-8 grade students are not allowed to attend 9-12 grade dances.
- Only W-P students are allowed to attend 9-12 grade dances unless signed up in advance and a Dance Permission Form is completed for the specific dance and signed by the high school principal granting permission for the non-W-P student to attend. Guests may not be over 20 years of age.
- Students need to be mindful that as young adults your behavior, as with your dress, should reflect a sense of modesty and decency. Behavior commonly referred to by students as “bumping and grinding” shall be

prohibited. Violators will be subject to disciplinary action as outlined in the handbook, and may also include ejection from the event without refund, exclusion from all future dances, or in extreme situations the termination of the event.

- Starting and ending times for all dances will be announced prior to the dance.
- Chaperones including at least two Whittemore-Prescott staff members will be required at all dances.
- Students may need to meet financial obligations prior to attending dances/activities.

National Honor Society

Membership in the National Honor Society is based on a set of criteria that includes: Scholarship, Service, Leadership, and Character. The selection of new members to the society follows a multi-step process.

1. A student's academic record is reviewed to determine scholastic eligibility for membership. A minimum GPA of 3.3 is required.
2. Students who are eligible are notified and given a Student Activity Information Form to complete. This form is available from the National Honor Society Advisor.
3. Teachers are invited to comment on candidates being considered into the National Honor Society.
4. The Faculty Council consisting of five teachers, appointed by the principal, meets to review the Student Activity Forms and teacher comments. The council then selects the candidates to be inducted into the Whittemore-Prescott High School Chapter of the National Honor Society.
5. The principal will review the results of the Faculty Council for approval.
6. Selected students and their parents will be notified about the selection and the induction ceremony.
7. Candidates will be inducted at a candle lighting ceremony.

Students whose grade point average for one term falls below a 3.3 (first nine week term below accepted average, students are put on probation and must raise their grade point by the second nine week term), fail to attend meetings and/or the induction ceremony or conduct themselves in a manner that is in violation of the National Honor Society are subject to disciplinary action up to removal from the Whittemore-Prescott High School National Honor Society. Any infraction that is in violation of civil law is grounds for dismissal from the Whittemore-Prescott High School National Honor Society.

ATTENDANCE POLICY

State Law requires parents or guardians to send their child to school regularly, for the entire school year, until the child reaches age sixteen. Excessive absenteeism will be reported to the truant officer and may result in the requirement of attending summer school daily before being passed to the next grade level.

Whittemore-Prescott Area Schools recognizes the importance of attendance as an essential component for student success and achievement through the cooperative effort of parents, students, and school personnel. Studies of student achievement in school show a high correlation between good attendance and academic success. Regular attendance at school is also important because the habits and attitudes that each student develops early in life will carry over into his or her future education and career. The school policy tries to teach students the value of regular attendance; however, the primary responsibility for ensuring regular attendance rests with the parent and student.

Students are expected to attend school on a regular basis. Learning takes place in each class, every day. These learning experiences cannot be duplicated when a student is absent. Students are expected to attend all classes and be on time in order to benefit fully from the instructional program. In today's competitive society, the qualities of punctuality, self-discipline, and responsibility are important.

While any absence can affect a student's learning and academic performance, it is recognized that some absences are inevitable for some students during a school year.

When circumstances arise concerning absences not covered by the policy, parents/guardians should contact the school. Students who abuse the attendance policy will be dealt with in an appropriate manner. The administration reserves the right to use discretion as needed in all attendance situations.

EXCUSED ABSENCES (REQUIRES DOCUMENTATION)

- Doctor and dental appointments
- Hospitalization or extended homebound illness where the student is under a doctor's care
- Death in the family (limited to three (3) days under this section)
- Court Appearances
- Out-of-school suspensions (bus suspensions DO NOT excuse the student from school under this section)
- Pre-arranged absences
- College Visits
- Absences related to transitional housing and students in transition as outlined under the McKinney-Vento Act may be excused with documentation of the McKinney-Vento Liaison.

REQUEST FOR WORK FOR PRE-ARRANGED ABSENCES

To request work for three (3) days or more the pre-arranged form/application must be turned in to the office before school begins or the parent must call the office no later than 8:30 a.m. in the morning on the day before it will be picked up. Requests made after 8:30 a.m. may not be able to be honored due to various teacher prep periods.

TRUANCY/SKIPPING SCHOOL

Truancy, skipping school, is defined as being absent from school or class. Mandatory school age students will be subject to the following provisions:

- **1st Step**
  - Letter emailed home at 4 days absent
  - Letter emailed home at 7 days absent
- **2nd Step**
  - Letter delivered to the home at 10 days absent
  - Continued data collection
  - Scheduled meeting and data review with the school's truancy team
  - Attendance contract signed by school, parent, and student (if applicable)
- **3rd Step**
  - Referral to county truancy board

Skipping Class

Skipping class is defined as being absent from class without parental and school permission or awareness. Mandatory school age students will be subject to the following provisions:

1. Warning - Notification of parents/guardians.
2. Skipping a class or any portion of a class will result in After School Detention.
3. Students may be subject to out of school suspension up to 10 days including a possible recommendation to the Board of Education for expulsion due to school incorrigibility.
4. Possible referral to appropriate agency (county truant officer, school social worker, etc.)
5. Other alternative disciplines as determined by principal/designee.

Tardiness

Students are expected to report to all scheduled classes on time. An unexcused tardy is defined as not being in the assigned class or area on time. A valid pass will excuse the tardiness. Students arriving 15 minutes late, or more, without a valid pass will receive an unexcused absence. Excessive tardiness will NOT be tolerated. The student will be assessed discipline according to the following schedule for tardiness per semester:

- 2nd Tardy in a class = the teacher will notify parent/guardian.
- 3rd Tardy in a class = office referral and after school detention.
- 4th Tardy in a class = office referral and two (2) after school detention.
- 5th Tardy in a class = office referral and ISS.
- In cases of excessive tardiness beyond the fifth (5) tardy, parents will be contacted for a mandatory meeting with the principal or their designee and a referral may be made to the truancy officer.
- Failure to serve an after school detention or follow the above guidelines will result with the student being suspended for each violation.

Behavior Expectations

When you have a substitute guest teacher, aide, or volunteer, you should maintain expectations they request, in addition to your usual expectations. Students should not leave a classroom unless they get permission from a teacher.

Public Displays of Affection/Undue Familiarity

Excessive personal contact (kissing, front hugging, etc.) in school is considered in poor taste. It will be discouraged by both faculty and the student body. Excessive personal contact may warrant a written reprimand and parents may be notified. Hand holding and side hugs are the only permissible displays of affection allowed.

School Policies and Student Discipline

The staff of Whittemore-Prescott Jr/Sr High School is committed to providing a safe and orderly environment for its students. We cannot list in the handbook every possible problem situation, but we do wish to provide you with a general guide for proper behavior. We realize that no two cases are alike and each case must be judged on its own merit depending on the severity of the offense and the habitual nature of the student. We expect all of our students will conduct themselves in an appropriate manner. Good citizenship is the responsibility of each student.
Therefore, students at Whittemore-Prescott Jr/Sr High School are expected to:

- Obey all school and classroom rules.
- Be in attendance and on time to all classes on a regular basis.
- Respect the rights of fellow students and staff members.
- Be responsible for his/her own personal actions.
- Respect school and community property.
- Work toward achieving the highest possible level of academic achievement.
- Do the right thing.
- Be respectful.
- Do not disrupt the educational process.
- Respond or carry out all reasonable requests made by staff members.

Every effort will be made by the staff to solve disciplinary problems within the school setting. All parts of this discipline

policy shall be in effect while the student is in school, on school property, or at any school sponsored function (including field trips), whether at Whittemore-Prescott or any other place. Under certain conditions, acts committed off school grounds, if such acts cause an interruption to the normal operation of the school, may fall under our school disciplinary jurisdiction.

Misbehavior, depending on the severity of the offense, may result in any or all of the following:

1. Warning
2. Behavioral/Success Plans
3. Notification of -parent and a possible parent-pupil conference required
4. Payment for destruction or theft of property
5. Lunch detention
6. After School Detention
7. Temporary alternative placement of a student from school for one class period, a partial day, the full day, or until a parental conference or telephone call
8. Suspension: the exclusion of a student from school for a specific period of time terminating at the end of the specific period or upon the fulfillment of a specific set of conditions
9. Suspension from school activities. Students placed on school-imposed suspension are excluded from participating or attending any school related activities/events on day of suspension
10. In extreme cases, a recommendation for expulsion will be made to the Superintendent of Schools
11. Referral to law enforcement agencies
12. Appearance before the Board of Education and/or the Superintendent
13. Students participating in athletic programs will also be subject to additional disciplinary measures under athletic policy
14. Recurrent misbehavior will be dealt with accordingly

Building principal is free to use alternative disciplinary actions.

Nothing in this policy should be construed as being restrictive to the freedom of the principal to take alternative disciplinary actions. The building principal may make use of short-term social probation, loss of field trips, clean-up duty, loss of hallway privileges, suspension from extra-curricular activity, learning packet, community service, etc., in addition to action as listed in this handbook.

Per Board Policy 5206E, a teacher may suspend a student from any class, subject, or activity for up to one full school day if the teacher has good reason to believe that the student: intentionally disrupted the class, subject, or activity; jeopardized the health or safety of any of the other participants in the class, subject, or activity; or was insubordinate during the class, subject, or activity.
The discipline policy is designed to protect the safety/welfare of all students and staff, and to be corrective in nature.

Degree 1

The following unacceptable behavior will result in a 10-day suspension, the notification of parents and police, and may result in a recommendation for expulsion.

1. Bomb threats and/or possession of any explosive devices.
2. Arson; setting a fire in the school or anywhere on school property.
3. Weapons; possessing, using, threatening to use, or transferring any weapon or instrument that may do bodily harm. (Expulsion will be required by federal and state law.)
4. Striking school personnel.
5. Any actions that threaten the health or safety of students or school personnel.

Degree 2

The following unacceptable behavior will result in **an out of school suspension** depending on the severity of the case and **up to and including** recommendation for expulsion and notification of police.

1. Threatening to do bodily harm to school personnel.
2. False alarms or misleading claims issued by word or act concerning fires, bombs, weapons, drugs, or threats.
3. Extortion: obtaining money, or other items of value, by use of violence or threats.
4. Stealing, burglary.

5. Threats, intimidation, violence, conspiracy, harassment, or bullying.
6. Gang behavior: a group of students acting together to disrupt any school activity or threaten any person.
7. Incorrigibility defined as continually breaking school rules.
8. Vandalism: willful destruction of property belonging to others. Restitution shall be required.
9. Use, possession, transfer, or sale of firecrackers, smoke bombs, etc.
10. Unlawful interference: hampering the school program, administrators, or teachers
11. Fighting: quarreling involving bodily contact.
12. Assault: striking or attacking another person.

Degree 3

The following unacceptable behavior will result in a warning, up to expulsion depending on the severity of the action.

1. Gambling: playing a game for money or other items of value.
2. Insubordination: failure to respond or carry out a reasonable request by a staff member.
3. **Gross** habitual misbehavior in the classroom.
4. Failure to stay for detention: students must stay every day detention has been assigned, unless excused by the Principal. Work or athletic practices shall not be an excuse for missing detention.
5. Lying: providing false or misleading information.
6. Cheating and plagiarism.
7. Disrespect to adults.
8. Indecency, obscenity: offending and vulgar acts, words, pictures, gestures, caricatures, dress, or pornographic materials.
9. Forgery: fraudulently using, in writing, the name of another person or falsifying time, dates, grades, addresses, or other data used by the school.
10. Threatening others.
11. Not following rules of the detention room.

Degree 4

The following unacceptable behavior shall result in a warning up to out of school suspension/s.

1. Being in areas deemed off-limits: all parking lots, woods, teacher rooms, etc.
2. Leaving the school building without permission of the administration.
3. Restroom abuse or misuse: overcrowding individual stalls (only one person per stall is allowed) or defacement of walls.
4. Food in hallways: all food and drink are to be consumed in the cafeteria. (Water and/or snack may be allowed in class with teacher permission)
5. Gross misbehavior: conduct detrimental to the normal functioning of a program or activity under school sponsorship.
6. Excessive display of affection.
7. Misbehavior in the classroom, hallway, or cafeteria.
8. Excessive teasing or making fun of others.

Drug Policy

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.

As the educational institution of this community, the school should strive to prevent drug abuse and help drug abusers by education, in addition to punitive means.

The Board prohibits the use, possession, concealment, or distribution of any drug at any time on district property or at any district-related event.

It shall be the policy of the Board that positive action be taken in the handling of incidents which take place in the schools, on school property, during school hours, while en route to and from school, possession, sale and/or use of behavior affecting substances, imitation controlled substances, stimulate concentrates, and/or related materials.

PART 1

For the purposes of this policy, "drugs" shall mean:

a. all controlled substances as so designated and prohibited by Michigan statute;
b. all products that release toxic vapors;
c. any prescribed or over the counter medication held in the school office;
d. all alcoholic or reduced alcohol beverages;
e. "look-alikes";
f. anabolic steroids;
g. any other illegal substances so designated and prohibited by law.

Look-Alikes

Possession, use, sale, delivery, attempted delivery, or causing to be delivered any non-controlled substance or look- alike drug (caffeine pills, diet pills, etc.) which the student represents to be either (1) a controlled substance or other substance prohibited by school policy, or (2) of a nature, appearance, or effect which will allow the recipient to display, sell, distribute, and/or use the substance as if it was a controlled substance.

Proof of any of the following is prima facie (self-evident) evidence of the above:

a. the substance substantially resembles a controlled substance;
b. the substance is unpackaged or is packaged in manner normally used for illegal delivery of a controlled substance;
c. the substance is not labeled, as required by the Federal Drug Administration;
d. the person states that the substance may be resold at a price that substantially exceeds the value of the substance;
e. the substance has been represented as a controlled substance.

PART 2

The use, possession, distribution, and selling of drugs and drug paraphernalia is strictly prohibited. Being under the influence of drugs or intending to sell drugs is also strictly prohibited.

The consequences for violation of the drug policy are as follows below:

Drugs

Violation	1st Offense	2nd ***	3rd ***
Paraphernalia	5 day out of school suspension	10 day out of school suspension	45 day out of school suspension
Under the Influence	10 day out of school suspension	90 day out of school suspension	Expulsion -- 180 day or permanent
Possession in School or on School Grounds	45 day out of school suspension	Expulsion -- 180 day or permanent	
Sales/Distribution	Expulsion -- 180 day or permanent		

*****lifetime offenses**

Alcohol/Tobacco/Marijuana – Includes any Alcohol/Tobacco/Marijuana product such as cigarettes, cigars, chew, electronic cigarettes, vaping paraphernalia, etc.

Violation	1st Offense	2nd	3rd	4th
Possession	2 day out of school suspension	5 day out of school suspension	10 day out of school suspension	45 day out of school suspension

***Sales/Distribution may result in up to Expulsion.**

Additional consequences shall include:

1. parent notification
2. police notification
3. community service
4. return on behavioral contract with extracurricular restrictions
5. referral for and compliance with substance abuse counseling
6. enrollment in correspondence classes or other schooling while expelled—at parental expense

All discipline up to and including 90 days out of school suspension shall be mandatory and assessed by the principal. However, the principal has discretion to modify mandatory suspensions following the completion of an alternative plan that includes treatment components such as but not limited to counseling, drug prevention classes, or community service. *See Board of Education Policies for complete details*.

Restorative Justice/Smart Recovery Program

Students may be given the option of attending, participating in, and completing the Smart Recovery Program instead of receiving suspension(s). Failure to complete the program will result in suspension.

1st Offense - Student may choose to complete the program. The program must be completed fully, or the penalty will revert back to the consequence for violation of the Alcohol/Tobacco/Marijuana Policy.

2nd Offense - Student may choose to complete the program plus receive the consequence of 1st Offense violation of Alcohol/Tobacco/Marijuana Policy.

3rd Offense - Student may choose to complete the program plus receive the consequence of 2nd Offense violation of Alcohol/Tobacco/Marijuana Policy.

4th Offense - Student may choose to complete the program plus receive the consequence of 3rd Offense violation of Alcohol/Tobacco/Marijuana Policy.

Policy of Gangs and Gang Related Paraphernalia and Activities

It is the policy of the Board of Education to maintain a proper learning environment for all students. It is the policy of the Board of Education that positive action be taken in the handling of the violations listed below which take place in the schools, on school property, during school hours, while in route to and from school, or while attending or participating in school sponsored events.

1. No gang signs, language (verbal or nonverbal) is allowed.
2. No hats allowed.
3. No gang clothing or attire.
4. No gang graffiti or tattoos.

Discipline for any of the listed violations:
First offense -Warning and removal and/or covering of any gang related items.

Second offense - Parents contacted - up to 3-day suspension.

Third offense - Parents contacted - suspension up to 10 days.

Fourth offense - Parents contacted - recommendation for expulsion.

Dress Code

Students are expected to attend school properly attired in accordance with good taste and the accepted standards of the Whittemore-Prescott Area Schools.

- Students are expected to keep themselves and their clothing as clean and neat as possible.
- Any clothing/accessories with obscene, sexual, or offensive gestures or wording that displays alcohol, drugs, tobacco, or gang related products will not be allowed.
- Skirts, shorts, and dresses must be long enough, and holes/rips in jeans must be low enough, to maintain an impression of decency and modesty.
- Tank, tube, camisole, and halter-tops are not permitted.
- All sleeveless tops must have snug fitting sleeve openings.
- All offensive/inappropriate tattoos—whether permanent or temporary, will be covered.
- Exposed undergarments prohibited.
- Cleavage must be covered armpit to armpit.
- No bare midriff/exposed belly
- Hats/hoods are not to be worn in the school building after the 1st bell and until last bell of the school day.
- Coats, blankets, blanket hoodies, robes, backpacks, shoulder bag/fanny packs, purses, and sunglasses are not allowed in the classroom, cafeteria, or in the halls once school begins (Only school issued chromebook bags are permitted).
- To avoid injury or other health concerns, footwear with soles will be worn at all times. Slippers are not appropriate.
- Chains, dog collars and spiked or dangerous jewelry are prohibited.
- Some after school events such as dances may require specific types of dress. Guidelines will be given and posted for special requirements for dances such as prom or homecoming. If not specified, appropriate dress for dances will be the same as the regular school day.
- The principal or their designee will regulate any apparel or grooming fad not covered in this dress code until a statement concerning that item is adopted by the Board of Education.

Violation of the Dress Code & Consequences

If a student violates the dress code or the student's dress or appearance is such that it disrupts the normal operation of school the following will be applied:

First Offense: The student's parents will be called and asked to bring to school an appropriate change of clothing. If the student chooses to not cooperate, the student will face an out-of-school suspension for the remainder of the day.
Second Offense: Same as the first offense.
Third Offense: Student will receive out of school suspension.
After Third Violation: Students will not be allowed back into school until a meeting is held with the parent/s, student, and principal.

Physical Assault

For the purpose of this policy, physical assaults shall be defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Assault committed against school employee, volunteer, or contractor.

Procedure:
-Complaint is made to the appropriate administrator.
-Investigation is conducted providing the student with his/her right to due process.
-If investigation does find that an assault did occur, the following steps will be taken:

1. The student shall be immediately suspended from school.
2. The appropriate law enforcement agency shall be notified.
3. Parental contact will be made.
4. The student will be permanently expelled from Whittemore-Prescott Area Schools.

Assaults committed against other students.
Procedure: same as above except expulsion will be up to 180 days.

Verbal Assaults

Any statement or act, oral or written, which can reasonably be expected to induce in another person(s) any apprehension of danger of bodily injury or harm.
Procedure: same as above with expulsion being up to 180 days.

Sexual Harassment Policy

It is the policy of the Whittemore-Prescott School District to maintain a learning and working environment that is free of sexual harassment.

Sexual harassment means unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of student participation in school programs or activities.
b. Submission or rejection of such conduct is used as a basis affecting the student.
c. Such conduct has the purpose or effect of unreasonably interfering with the student's performance or creating an intimidating, hostile, or offensive learning environment.

Sexual harassment may include but is not limited to pressure for sexual activity, repeated remarks with sexual or demeaning implication, unwelcomed touching, sexual jokes or pictures, suggesting or demanding sexual involvement, or retaliation against a complainant or witness.

A substantiated charge against a student shall subject the student to disciplinary action, which may include suspension or expulsion.

Anti-Bullying Policy

It is the policy of the district to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

A. Prohibited Conduct

1. **Bullying**. Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as:

   Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing an of the following:

a. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
b. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
c. Having an actual and substantial detrimental effect on a student's physical or mental health; or
d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

2. **Retaliation/False Accusation**. Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

B. Reporting an Incident. If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, they shall promptly report such incident to the appropriate principal or designee, or the Responsible School Officials), as defined below.

A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals.

Anonymous Reporting. To encourage reporting of suspected bullying or related activities, each principal, with advice and consent of the Responsible School Official(s), shall be responsible for creating, publicizing, and implementing a system to permit individuals to make anonymous reports. Any such system shall emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints Against Others. Complaints of bullying by the building principal or designee may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education. Complaints of bullying by a board member will be reported to other board members.

Bullying or other aggressive behavior toward others, whether by students, staff or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to others, which causes or threatens to cause bodily harm, reasonable fear for personal safety or personal degradation.

C. **Investigation**. All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

D. **Notice to Parent/Guardian**. If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of the same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.

E. **Annual Reports**. At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education.

F. **Responsible School Official**. The Superintendent ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

G. **Posting/Publication of Policy**. Notice of this policy will be: (a) annually circulated to all students and staff, (b) posted in conspicuous locations in all school buildings and departments within the District, (c) annually discussed with students, and (d) incorporated into the teacher, student, and parent/guardian handbooks.

Definitions

1. "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. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the District's control.

2. "Telecommunications Access Device" means that term as defined in Section 219a of the Michigan Penal Code, 1931 PA 328, MCL 750.219a, as may be amended from time to time. As of January 2012, "Telecommunication Access Device" is defined to mean any of the following:
    a. Any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., and electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service.
    b. Any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or component, including any computer circuit, security module, smart card, software, computer chip pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or service.

3. "Telecommunications Service Provider" means that term as defined in Section 219a of the Michigan Penal Code, supra, as may be amended from time to time. As of January 2012, "Telecommunications Service Provider" is defined to mean any of the following:

    a. A person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service.
    b. A person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission or radio distribution system, network, or facility.
    c. A person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

Due Process

Any student suspected of violating any school rule will be notified either orally or in writing of the nature of the alleged violation. The accused will be given the opportunity to tell his/her side of the story. The evidence will be presented to the accused and the principal will make judgment. Both the student and his/her parents will be notified of all infractions resulting in disciplinary action.

Student Appeal Process

1. Any disciplinary action taken by a teacher that removes a student from classes or school for two days or less may be appealed to the principal only if this action is consistently used to deny the student his/her right to an education. The teacher will contact the parent/guardian to explain.
2. In the event of any disciplinary action by a teacher or principal that results in a student being suspended for classes or school for more than two days, the student or his/her parent/guardian may request a conference with the principal and school personnel involved in the suspension. The affirmation or modification of the terms of the suspension by the principal shall be final. The student may be represented by legal counsel at any appeal conference provided he/she has notified the school authority with whom he/she is to have the conference, in

writing, and at least two (2) days in advance, that he/she plans on having legal assistance there.

3. In the event of a temporary or permanent suspension from classes or school for a period of more than five (5) days, the student or his/her parent/guardian may request a conference with the principal and involved parties to review the reasons for suspension. The principal has the authority to affirm or modify the disciplinary action. If the student or his/her parent/guardian is in disagreement with the judgment of the principal, he/she may request a review of the incident and the resulting disciplinary action with the superintendent within five (5) school days after the principal's decision. The superintendent has the authority to affirm or modify the disciplinary action taken.
4. If the student or his/her parent/guardian is in disagreement with the judgment of the superintendent, he/she may request a hearing of the incident and the resulting disciplinary action with the policy committee of the Board of Education. The student or his/her parent/guardian has ten (10) school days to appeal the decision of the superintendent to the policy committee of the Board of Education. The policy committee of the Board has the authority to affirm or modify the disciplinary action.
5. If the student or his/her parent/guardian is in disagreement with the judgment of the policy committee of the Board of Education, he/she may appeal the decision made by the policy committee to the entire Board of Education at the next regular meeting. The full Board of Education has the authority to affirm or modify the disciplinary action. The Board of Education's decision is the final step in the local appeal procedure.

Reinstatement

The parent or legal guardian of a permanently expelled student, or an emancipated permanently expelled student may petition the board for reinstatement. The board will provide all due process rights to reinstatement as outlined in state law.

Application to Students with Disabilities

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

Student Disciplinary Records

Title IV, Part A, Subpart 4; Section 4155 of the No Child Left Behind Act ("Transfer of School Disciplinary Records") requires that:

...The State has a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll on a full- or part-time basis, in the school.

Rules For After School Detention/Tutoring

- No hats, coats, backpacks, or sunglasses will be worn while in detention.
- No gum, candy, food or drink of any kind will be allowed.
- Students may not sleep, rest their heads on the desks, or lie on the floor.
- It is the student's responsibility to bring school work from their classes. The supervising teacher will assign additional tasks (IXL, remediation programs, or reading) if a student does not have enough work to stay busy (coloring activities are not appropriate).
- The teacher will walk about the room and monitor the students' work.
- Students will not write notes, letters, etc. to their friends.

- Students must request permission to talk or leave their seat.
- No student will be allowed to leave the room without permission.
- If the student's behavior becomes unmanageable, the student will be asked to leave and referred to the principal for disciplinary action.
- All rules in the student handbook apply including rules relating to the use of PCD devices such as cell phones.
- Students will not use computers unless it is required for homework make-up.
- Students will arrive on time. Detention/Tutoring will begin promptly five minutes after the dismissal bell.
- Students who are tardy to detention may be assigned an additional detention.

Rules for Lunch Detention

- Students not reporting to lunch detention on time will not be permitted to attend and further consequences may apply.
- Lunch detention students may not sit beside each other.
- Students in lunch detention may be given assigned seats
- Talking is not allowed.
- No cell phones.
- Students will remain in the lunch detention room for the entire lunch period.
- Students may be given a packet to help improve behavioral issues.
- Students failing to follow the rules for lunch detention may result in the lunch detention not counting as completed and would need to make up the assigned lunch detention. Further disciplinary action may also occur.

Private Vehicles

If you are of legal age and have met all requirements, the State of Michigan grants you the privilege of operating a motor vehicle. The State also warns you that misuse of this privilege may result in losing it. If you drive your motor vehicle to school, you do so with the clear understanding that this, also, is a privilege and if abused may be taken away.

Below are listed the conditions that students must follow in order to drive a motor vehicle to school:

1. Students are not allowed to return to their vehicle before school or during class hours without permission.
2. Upon parking vehicles, students are expected to enter the school building and not loiter in the parking lot.
3. Be responsible for your vehicle at all times, regardless of who is driving it.
4. Always drive in a safe manner, observing all laws and rules as prescribed by the State of Michigan and school.
5. Park in the area designated for students. Upon leaving your vehicle make sure it is locked. ENTER AND EXIT VIA STUDENT DRIVEWAY ONLY!
6. Do not sit in or allow other students to sit in the car after arrival, during lunch hours, or any school hours.
7. Understand that the school assumes no responsibility for damage or vandalism to student vehicles, nor stolen/missing items from vehicles.
8. The use of a vehicle is permitted when consent has been given by the owner or operator of the vehicle to inspection at reasonable times and places on the part of school officials.

Personal Vehicle Violation/Consequences

Violation of any of the vehicle rules will result in disciplinary action against the student. The action may include: oral warning, disciplinary action, fines, or loss of school parking permission.

Bus Transportation

Riding the school bus is a privilege and students are expected to follow all transportation regulations. Failure to do so may result in the loss of transportation privileges. Transportation questions and concerns should be directed to the transportation director.

Bus Passes

Students may have one alternate address to be dropped off at in case of an emergency. The address has to be on file with the transportation office. If the address is not on file, the office will not be able to issue a bus pass. Alternate address forms are available from the bus driver or the school website.

The school will need written notification in order to honor a request for transportation to an alternate address. No phone calls will be accepted for bus passes. The transportation department will not honor requests for transportation other than an emergency situation. Parents will be responsible for transporting their children for any other reason.

Staff Listing

Please refer to the Whittemore-Prescott website for Staff Listing/Information (wpas.net)

Handbook Committee:

Matt Jakubik, Kirsten Billeter, Tina Neubecker, Tara Hostetler, Ashleigh Schulte, Melissa Hensley

Appendix

Formal Complaint Form

Please complete this form and turn in to the main office. Some additional verbal explanation may be necessary.

Complainant_____

Home or School Address_____

Phone_____

Date(s) of Incident/s_____

Filing Date_____

SPECIFIC COMPLAINT: Please provide detailed information including type of complaint, (bullying, sexual harassment, physical) names, dates, places, activities, and witnesses.

_____

_____

_____

_____

Signature_____

Date_____

A complainant who knowingly files a false complaint, or an individual who knowingly provides or knows false information has been provided during an investigation or review and fails to report such information shall be subject to discipline.

Annual Notification of Pesticide Applications

Dear Parent or Guardian:

State of Michigan law requires schools that may apply pesticides on school property to provide an annual notification to parents or guardians of students attending the facility. Please be advised Whittemore-Prescott Area Schools utilizes an integrated pest management (IPM) approach to control pests. IPM uses a variety of techniques to prevent pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for pesticide applications. However, certain situations may require the need for pesticides to be utilized. As required by State of Michigan law, we will provide advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide, or herbicide, other than a bait or gel formulation, that is made to the school buildings or grounds. Advance notice will be provided, even during periods when not in session. Advance notice is not given for the use of sanitizers, germicides, disinfectants, or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without advance notice to prevent injury to students, but the school will provide notice following any such application. Advance notice of pesticide applications, other than a bait or gel formulation, will be given by at least two methods at least 48 hours before the application. The first method will be by posting at the main entrance to the school located at:

Whittemore-Prescott Elementary
8878 Prescott Rd.

Whittemore-Prescott JH/HS
6001 Mills Rd.

Whittemore, MI 48770 Whittemore, MI 48770

The second method will be by e-mail through the district's emergency alert and mass messaging platform. Parents or guardians are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first-class United States mail postmarked at least three days before the pesticide application if requested. If you prefer to receive the notice by first-class mail, please contact Cyndi Leonard at the administration office by calling 989-756-2500. Parents or guardians may review the school's IPM program and records of any pesticide application(s) upon request. Contact Cyndi Leonard at leonardc@wpas.net.