

Whittemore-Prescott Elementary



2020-2021

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Whittemore-Prescott Area School Student Handbook Grades K - 6

WELCOME TO STUDENTS

Welcome to the new school year here at the Whittemore-Prescott Area Schools. We are happy to have you with us, and we are eager to help you while you are here. 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 develop positive behavior. The school has a great deal to offer you in both learning and enjoyment. We encourage you to be an active part in all of our programs. 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 School 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 School policies. However, no attempt has been made to include all aspects of the school procedure. Individual rights will be protected, but 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 building principal(s).

PARENT INVOLVEMENT

The W-P 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. We welcome parents and encourage parents to get involved meaningfully. It is important to us that an open line of communication is established between home and school.

After discussing and reviewing the handbook with your child should you have a question, please feel free to contact the school.

We look forward to another wonderful school year!

GUARDIANSHIP POLICY

It is the policy of Whittemore-Prescott Area Schools to require proof of guardianship or other legal status if the enrolling student is not living with his/her natural parent(s). A child will not be enrolled unless there is proper documentation that (parent/s, legal guardian) is the legal guardian or trustee of the enrolling student. Court Custody papers may be required before enrolling the student. Once all enrollment documentation is completed, it is the responsibility of the parent/guardian to ensure that all demographic and emergency contact information is accurate and updated promptly.

If unusual circumstances arise, they will be reviewed by the principal or designee for the determination of eligibility of the student. Such special circumstances may include students in transition as identified under the McKinney-Vento Homeless Education Assistance Act. For further information on the McKinney-Vento Act, contact the office or McKinney-Vento Liaison, Monica Peach, 989-756-2502, ext 422.

MCKINNEY VENTO ACT

The McKinney-Vento Act is a federal law that makes sure children and youth who do not have permanent housing can go to school. It gives children and youth rights to enroll in school, stay in school, receive transportation to school and do well in school. Children and youth who become homeless can choose to continue school in the school they were attending before they became homeless or they may attend school in the attendance area in which the child is actually living. The decision is based on the best interest of the child. Homeless children and youth must be given services comparable to the services offered to other students in the school selected. Homeless children and youth should not be kept out of school or experience enrollment delays due to transportation problems, transfer of records, immunization or residency requirements, or guardianship issues. Homeless students must not be separated from the mainstream school environment because they are homeless. If you have questions or concerns, please contact your building principal or the McKinney Vento liaison for the school district.

PARENT INVOLVEMENT PLAN

Public Act 107, Section 1294...shall adopt and implement a parent involvement plan designed to encourage parental participation.

Whittemore-Prescott K-6 School School Level Parent Involvement Plan

School Level Parent Involvement Policy

The staff at Whittemore-Prescott Elementary School believes that in order for children to be successful, parents must play a critical part in their child's education. We will provide a challenging education in a safe and caring environment, guiding all students to become responsible and productive citizens. We have developed the following school level parent involvement policy:

Communication:

Parent communication is very important in maintaining open relationships. Staff and parents have two way communication on student progress and needs. This is accomplished through building and classroom newsletters, phone calls, the Whittemore-Prescott website, open door policies, home visits, parent/teacher conferences, open houses, Reading Nights, Math Nights, behavior reports, parent participation on the school improvement team, progress and report cards.

To assist in the achievement of our educational goals, Whittemore-Prescott Elementary School's school improvement team, school staff and parents developed a Parent, Student and Teacher Compact. This compact reflects the shared responsibilities that the school, students and parent(s) have in achieving academic success for our students.

Parent Engagement:

The Whittemore-Prescott Elementary staff believes in order to improve student learning; parents are an integral part of their child's educational process. Parents are invited to become involved in their child's education through many opportunities such as: Title I Annual Meeting, Open House, parent/teacher conferences, one on one parent/teacher meetings and Reading Nights and Math Nights and other various Family Nights, VIP Day's. Explanation of services and programs are provided in parent-friendly language.

Decision Making:

The Whittemore-Prescott staff values parents' role in decision making regarding their child's education. Parents share in the decision making process

by participating on the school improvement team, one on one meetings, input from the parent perception surveys and ideas from parent volunteers.

Section 1118 Activities

1. The following printed materials are available for parents to provide a home-school partnership to help parents understand the Common Core State Standards and assessments and to help monitor their child's progress:

- Grade Level Curriculum Guides
- Report Cards and Progress Reports
- M-STEP Parent Reports
- NWEA, STAR and Accelerated Reader Parent Reports
- Monthly Parent Resource Newsletter

2. Whittemore-Prescott staff provides materials and training to help parents work with their children through the following ways:

- Family Connections
- Parent materials table at Open House
- Parent Teacher Conferences
- Family Nights
- Summer Bridge Activities Book

3. Whittemore-Prescott staff participates in effective parent involvement professional development annually.

All staff in grades K-6 have been using the School/Home/Community Partnership resources by Joyce Epstein to research and design a quality parent involvement program. Annual time is devoted during committee meetings and staff meetings to develop parent involvement initiatives based on Epstein's research.

4. The Whittemore-Prescott staff collaborates with other programs to coordinate parent involvement. Examples of this include:

- Health Department (vision/hearing screenings)
- Iosco/Ogemaw District Library (library cards, book mobile)
- Standish Lions Club (glasses)
- Local churches (shelter, clothes, food)
- Smiles (food backpack program)
- Ascension Health (shoes, nutritional education)
- Healthy Bodies/Healthy Minds

- AuSable Valley Community Mental Health
- NorthEast Michigan Community Service Agency (NEMCSA)
- MSU Extension
- Mobile Dentist

5. Whittemore-Prescott staff provides reasonable support for parents as requested .

- Alternative conference times, dates and locations
- Loan out educational resources/technology
- Accommodations for absenteeism

6. Whittemore-Prescott staff provides information to parents in a language and format they can understand. Examples of this include:

- Report Cards and Progress Reports
- Interpreters/translators for non-English speaking parents
- MDE Family Grade Level Curriculum Guides

7. Whittemore-Prescott staff provides full opportunities for parents who are disabled, migratory, or limited English proficient (LEP) Examples of this includes:

- Alternative conference times, dates and locations
- Interpreters/translators for non-English speaking parents
- Open enrollment d. Handicap Accessible Buildings

Parent Involvement Evaluation

Whittemore-Prescott staff evaluates parent involvement through surveys at parent events. Staff collects data on parent involvement through event attendance and survey results. Whittemore-Prescott staff uses the results of the parent involvement evaluations to plan more effective parent involvement events in the future.

DAILY SCHEDULE

- Doors Open – 7:30 a.m.
- Classes Begin – 7:55 a.m.
- Classes End – 3:10 p.m.
- Early Dismissal on Half Days – 11:15 a.m.

STEPS FOR SUCCESS

It is our desire that all students be given the best chance possible to be successful. Therefore, the following STEPS FOR SUCCESS have been developed to help all students be aware of what is expected of them.

1. Come to class prepared. Bring paper, pencil, books, agenda, and assignments.
2. Be in class daily and in your seat on time.
3. Raise your hand and be acknowledged before talking or leaving your seat.
4. Show respect for school property, other students, teachers, visitors, and yourself.
5. No horseplay of any kind. Obey school and classroom rules.
6. Work hard toward academic success each class session and remain in your seat until dismissed .

EMERGENCY SCHOOL CLOSING

In case of severe weather or emergencies, school-closing information will be broadcast on the following radio and television Stations. As well as posted to our website, Stay Connected App and Facebook.

Radio
WKJC 104.7
WKCQ 98.1
WCLS 100.7

Television Stations
WNEM TV 5
WJRT TV 12
WEYI TV 25

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. Student's attendance is a parent/guardian responsibility as well as that of the student.

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 unusual circumstances exist 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.

Absences that can be properly documented are:

- 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
- 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.

Main Provisions for Attendance

- Each student is allowed seven (7) parental discretionary absences per semester.
- The student is responsible for bringing parental documentation to the office for each absence as they occur (day of return). Failure to do so will result in an unexcused absence that will be counted against the seven (7) parental discretionary absences per semester

The following steps will be taken when a student accumulates excessive absences for the semester**:

Letters will be sent home to parents/guardians when a student reaches his/her fourth (4th) absence and seventh (7th) absence.

Possible consequences of continued parental discretionary/unexcused absences will involve more truancy referrals and could involve Juvenile/Probate Court

Students must be in attendance for the entire school day in order to participate in any extracurricular activities. Certain pre-arranged absences may be exceptions.

***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

The County Truancy Task Force has a three step referral process. Truancy or Skipping school is defined as being absent from school or class without an excused absence documentation. Mandatory school age students will be subject to the following provisions:

- 1st Referral
 - Contact Truancy Officer
 - Meeting and Data with the Truancy Officer
 - Plan/Goals
- 2nd Referral
 - All 1st Referral Material
 - Continued Data
 - Meeting and Data with th Truancy Officer
 - Revised Plan/Goals
- 3rd Referral
 - Truancy Referral Form is completed

LATE ARRIVALS

Students are expected to report to school on time. Students arriving after 8:00 a.m. MUST be signed in at the office. Students leaving before 3:00 p.m. MUST be signed out at the office. If a student arrives after 8:35 a.m. or leaves before 2:30 p.m., they will be considered absent for half of the day .

EARLY DISMISSAL

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 staff before 8:30 a.m. Students must be SIGNED OUT at the office before leaving school grounds. Students will only be released to those the custodial parent has given written permission for and/or those named on the enrollment/registration form. Please be aware that any time you pick your child up early from school, he/she will be missing valuable instructional time.

ENTERING/EXITING THE BUILDING

ALL K-3 Students are to enter and exit the building through the west front doors. **ALL 4-6 Students** are to enter and exit the building through the east front doors. **Parents, guests, and students who arrive late or leave early dismissal** are to enter and exit the building through the main center doors. Classes begin at 7:55 a.m. and school is dismissed at 3:10 p.m. We encourage you to try and 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 the student in/out.

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, visitors, and volunteers sign in at the office and obtain a visitor's ID before entering the school hallways.

At 7:55 a.m. all doors will be secured. Parents, volunteers, and visitors entering our school must use the front entrance and report immediately to the office during the school day. Identification will be issued for the visitors to wear.

Under no circumstances will parents/visitors be allowed in the school halls during instructional hours, unless signed in and pre-arranged with the office.

Students must be signed in or out at the office. The secretary will call the student to the office for dismissal or give the student a pass for class.

SICKNESS

If a student becomes ill during the day, they should inform their teacher. The teacher/staff will notify the office secretary. The secretary or principal must confirm that parent or guardian permission has been granted for the student to be able to leave school. The student will only be released to an adult listed on the student's emergency form on file at the school office. It is the parent's responsibility to provide transportation if a student has to leave school during the day.

ILLNESS

Children come into close contact with one another all day long. Since this is the case, students often transmit illnesses to each other. If your child is ill and could possibly pass their illness onto others, please keep them home until they are no longer contagious. If your child is running a fever, please keep them home.

CHRONIC ILLNESS

If your child is subject to recurring emergency illnesses such as epilepsy, asthma, diabetes, bleeding, etc., please notify the school in writing at the beginning of the school year.

HEAD LICE

When a case of head lice is discovered, the parent will be contacted. Any student with live lice (or nits within one quarter inch of the scalp) may remain in school until the end of the school day. Students may return to class, but will be restricted from activities involving close head-to-head contact or sharing personal items with other children. The student will be sent home with a copy of the "Quick Guide for Managing Head Lice" at the end of the day and should be allowed to ride the bus. Immediate treatment at home is advised. Students sent home with head lice should not attend after-school activities involving children to prevent further infestation.

An adult **MUST** bring the student to the school office for examination before he or she may return to school. Students are **NOT** allowed to ride the bus to school until they have been cleared by the office. Upon examination, if the school personnel find no live lice on the student, the student may re-enter the school. Any student with nits (farther than one quarter inch from the scalp) should be allowed in school. (This policy is based on the Michigan Department of Community Health and Michigan Department of Education recommended Head Lice Policy.)

ACCIDENTS

Only minimal first aid can be provided by school personnel. When an emergency situation occurs requiring immediate medical attention and a parent cannot be reached, the child will be taken to the nearest hospital by ambulance.

LEAVING THE SCHOOL GROUNDS DURING THE DAY

Students are not allowed to leave the school grounds during school hours without permission from the principal's office. Students must be signed out at the office; give their name, date, time, and destination with a legitimate excuse for emergencies or illness. Parent permission must be obtained before a student can be excused from school and parents MUST pick up their child in the office. Students will only be released to those adults who are listed on the child's emergency form filed in the school office .

HOMEWORK

Homework assigned outside the classroom is expected to be completed by all students. It is the student's responsibility to see that all assignments are done neatly and turned in on time. When a student is absent from school or has missed a class for some reason, they must make arrangements with the teacher regarding assignments missed.

Homework expectations may vary from teacher to teacher; therefore, it is the student's responsibility to communicate with their teachers to clarify those expectations. If work is requested to be given out ahead of time or sent home with the student ahead of time, it may not be given again and is expected to be completed by the date set forth by the teacher.

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.

ASSEMBLIES

Various assemblies are scheduled for the student body throughout the school year. All students are expected to attend all scheduled assemblies. In order that all students may enjoy the assembly, it is expected that students will behave appropriately.

FIELD TRIPS

We believe that field trips can be a very valuable learning experience. Each grade generally takes one or two field trips per year. These trips are used to enhance the various units of study or for enrichment purposes. All students going on field trips will be under the direction and supervision of a staff member and/or other chaperones during the entire trip. Students will be expected to observe the same rules on field trips that they do in the classroom. Permission slips will be required before a student will be allowed to take part in a field trip. We often ask parents to accompany us on trips as chaperones. As a chaperone, we ask that you follow and enforce the following rules:

- Maintain the same conduct as expected in the classroom
- Be courteous and do not use profanity
- Do not eat or drink on the bus
- Keep the bus clean
- Cooperate with the bus driver
- Do not use tobacco (smoke or chew)
- Respect school property
- Stay in your seat
- Keep head, hands, and feet inside the bus
- Be respectful to guest speakers and their property

As a chaperone, if you observe a student breaking a rule or making an unsafe environment for themselves or others on the bus, please ask the student to refrain from what they are doing and notify the teacher immediately. If the student continues to misbehave, please alert the teacher and/or the bus driver, who will intervene. Chaperones, who do not abide by these expectations, will lose the opportunity to chaperone in the future. All chaperones must complete and pass a background check. Forms to complete this process are available in the office, and must be completed in advance.

LOST AND FOUND

Articles found in the school or on school grounds should be brought to the lost and found. Do not bring items not required for classes. If you do, expect to assume complete responsibility for the care of these items. The school will not be responsible for stolen or lost items.

LOCKERS AND DESKS

A school locker and desk are provided for student use during the school year. Students need to only use magnets and poster putty to attach items inside their lockers. Locker and desk clean out will be held periodically. Students are responsible for keeping lockers and desks in good order and for any excessive damage or wear. Writing on lockers and desks is prohibited. *Money and valuables should not be kept in lockers.* Do **not** bring personal property. The school is not responsible for losses occurring from lockers. Students may use or be in only the locker officially assigned to them. ONLY students assigned to a locker have the right to be/go in that locker. A student's locker or desk may be inspected at any time pursuant to the following search and seizure guidelines. Personal locks must be approved by the classroom teacher with a code or key provided.

BEVERAGES

Individual water bottles are allowed. Students are encouraged to bring their own personalized water bottle.

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. Students should also understand that 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 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.

GRADING

Report cards are issued four (4) times each year. Students will be given their report card to take home quarterly. Communication with parents is essential to a successful education program, therefore parents are expected to attend conferences and discuss their child's progress with the teacher during parent/teacher conferences. Formal conferences will be held at least once per year; however, parents are encouraged to contact the teacher any time they might have a question or concern. Teachers may be reached at school between 7:40 am and 3:25 pm.

K – 2 nd Grade

Reports cards contain a key based on developmental and common core state standards per grade level. Please refer to the key on your child's report card for the grading key codes.

3 rd – 6 th Grade

Letter grades for classes may be A, B, C, D, E, P/F or I. Pluses (+) and minus (-) may also be used. An "I" (incomplete) may be used ONLY when a student has unusual circumstances, which prevent him/her from finishing requirements. Any "I" not removed within two weeks will become an "E". P/F means pass or fail.

RETENTION POLICY/GRADE LEVEL ASSIGNMENTS

Our goal is to have each child placed in an appropriate learning environment throughout his or her school career. There are factors that indicate a student will benefit by remaining at the same grade level for another year. If this occurs, a child study team will assess the student's academic, social, and emotional progress. Using this and all other available information, in conjunction with parents, a Child Study Team meeting will be held by April 1st. A retention letter will be mailed to the parent and a copy of the letter will be placed in the students file.

HOMESCHOOLING AND GRADE PLACEMENT

Students seeking enrollment in Whittimore-Prescott Schools (k-6) will be subject to testing and assessment for the appropriate grade level placement prior to attending classes.

RESOURCE ROOM

The purpose of special education programs within the public school must be viewed as an organized approach to support the regular school program. The purpose of the Resource Room is to develop a supplementary program for each child in accordance with his or her individual educational needs. It is our hope that through this type of program the students will be able to achieve to the best of his or her ability.

To be eligible for these services, a child would be referred to the Child Study Team. The Child Study Team will determine the needs of the students and decide if testing should be done. If there is a recommendation for testing, a referral will be made to the Director of Special Services, who will then schedule the testing. After the testing, a meeting will be held involving the parent and educators to decide on placement and services.

SPEECH – PHYSICAL THERAPY – OCCUPATIONAL THERAPY

A speech/language therapist is available at our school and meets individually or in small groups with students who are eligible as needing assistance with articulation, language fluency, and voice deficiencies. Physical Therapy and Occupational Therapy are also available to students who are eligible.

Students will receive these services, as identified in their Individualized Educational Plan (IEP).

USE OF THE TELEPHONE

The office phone may be used for emergency calls or for illness. **The school phones are NOT to be used for personal calls. Student cell phone use without permission is prohibited.**

CELL PHONES

Students who bring cellphones to school must keep them in their locker AND they must be turned OFF. Students who violate this and take cell phones into a classroom, cafeteria, hall, etc. without permission will have their cell phone confiscated. The student will be allowed to pick up the phone from the office on the 1st offense at the end of the day. Second offenses will result in the cell phone having to be picked up by the student's parent from the office. Offenses beyond two will require a meeting with the principal and parents.

STUDENT'S FINANCIAL OBLIGATIONS

Much of the cost of students' education is paid for by local, state, and federal taxes. Students will be required to pay for any undue damages, i.e. lockers, books, desks, etc. Failure to pay such charges may result in exclusion from school dances and/or field trips—and may be turned over to local authorities for legal action.

Replacement costs are expected for lost textbooks, library books or damaged technology.

DISTRICT LUNCH POLICY

All students attending Whittemore-Prescott Area Schools qualify for free breakfast and lunch, excluding doubles and ala carte items.

CAFETERIA PROCEDURES/RULES

1. All students are to report to the lunchroom and remain there until dismissed by the supervisor.
2. Walk in the school; do not run. Show courtesy; do not push or shove, especially in the lunch line
3. No horseplay; behave in an orderly and appropriate manner.
4. All students are to throw away their own trash and take care of their trays, silverware, etc. You may be asked or required to help clean the lunchroom.
5. No food is to be taken from the lunchroom.
6. All students are expected to eat a nutritional lunch.
7. Lunch duty may be assigned to students for lunchroom problems. For habitual or serious problems, students may have to "brown bag it" or be suspended from lunchroom privileges.

8. No cuts in line are to be given, except for students with an approved pass, teachers, and guests.
9. All students are on the honor system. Anyone who steals may lose the use of the lunchroom and its services.
10. All food and beverages brought for lunch must be kept in your locker and sealed.
11. After students have eaten lunch, they are to clean up their milk cartons, wrappers, and spilled food from the table, and put it in the garbage.
12. Nothing is to be thrown in the cafeteria.

Students violating these above health and safety rules may be ~~suspended and~~ excluded from the cafeteria for up to five (5) days. Students may leave the lunch cafeteria to use the bathrooms ONLY with adult permission. **NO ONE IS TO LEAVE THE CAFETERIA WITHOUT PERMISSION FROM THE ADULT IN CHARGE.**

Playground Procedures/Rules

- Students should dress appropriately for the weather.
- Students need to take care of bathroom needs before going outside
- When students go outside they must remain outside until recess is over, except in the case of emergency where staff permit students inside
- Baseballs, snowballs, rocks, marbles, or other dangerous items are not to be thrown o u t s i d e
- Touch football and flag football are allowed. **NO TACKLE** football, bumper cars, wrestling, fighting ("pretend" or real) or other rough play is allowed outside
- Students will stop play when called (whistle/bell/etc.) by staff to come in from outside play.

Outdoor Boundaries

- Students will receive boundary directions from staff the first week day of school.

FUND RAISING

Whittemore-Prescott K-6 School sponsors fundraising programs each year. With parental approval, students may participate on a voluntary basis. Profits from fundraising are used to defray the costs for school activities and field trips. A portion of the proceeds is returned to your student's classroom to purchase special materials. Any student with a delinquent account will not be allowed to participate in future fundraisers. Delinquent accounts may be referred to the police for further action.

SOCIAL WORKER

The social worker will help students with either personal or school related problems during school hours. Staff or parents may refer a student for these services.

FIRE DRILLS

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

When the fire alarm sounds, go to the nearest exit or follow the directions of the teacher in charge. Move quickly and calmly beyond the school building at least 50 paces (more than 50 paces may be required by the leaders in order that the last person in line is far enough away from danger).

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

TORNADO PROCEDURE

If a tornado emergency arises during the school hours, the following procedures will be used. Staff and students will be notified over the PA with a loud "siren" sound. In the event of a power failure, alternate notification methods will indicate that a tornado is imminent. Everyone should remain calm, and teachers should remind students of where safe areas are. After moving to the designated areas, students will sit on the floor facing the wall and place your hands over your head. You are to remain in this position until you are told otherwise. Remain calm and move quickly to the designated area .

Tornado drills will be conducted during the tornado season using the procedures provided by the State Department of Education.

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.

PHYSICAL EDUCATION

Activities are provided in Physical Education classes that help develop the total individual through a fun and fitness concept. Hand, eye, and overall coordination, muscle strength and tone, endurance development, fair play, good sportsmanship, teamwork, basic motor skills, and good fundamentals are included in the class content. **Any medical conditions should immediately be conveyed to the teacher, a doctor's note will be required to dismiss the child from physical education participation.**

For safety reasons and performance by the student, tennis shoes are a MUST. A clean, dry pair of shoes is needed for indoor gym classes. It is helpful if the student has a pair of tennis shoes they only use for gym, which can be left in their locker.

LIBRARY REGULATIONS

A student may check out one book at a time except with special permission. If you lose a book, report it immediately to the librarian. If a book becomes lost or destroyed, we will have to assess a charge to the student for replacing the book. Therefore, in order for a student to be allowed to check out a book, the parent permission form distributed by the library must be signed and returned.

ACADEMIC SUPPORT

Academic support is an opportunity for students to receive additional help in their academics. Programs offered include:

- Title Reading
- Title Math
- Summer School
- Cardinal Kids Club
- Working Lunch (if available)

REQUIREMENTS FOR EXTRA-CURRICULAR/DANCES/ACTIVITY NIGHTS/SPORTS

- A full day of attendance is required
- Only Whittemore-Prescott students are allowed to attend
- Prompt parent pick-up is expected
- Failure to be picked up promptly could result in not being able to participate in future extra-curricular/dances
- Students needing to leave the activity early must have written parental permission
- All school rules and policies are in effect
- Any guidelines provided by the advisor/coach will be honored as well
- All financial obligations must be met prior to attending any extracurricular/dance

WP Technology Acceptable Use Policy

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 in August following graduation! 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. If they try to contact you by your WPAS account when it is deactivated, you will no longer be able to be contacted by them.

Google Apps for Education (GAFE):

WPAS has a GAFE account and can create 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 possesses 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.

Partnerships:

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, including, but not limited to pornography, weapons, alcohol, tobacco, etc.
- 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 otherwise 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 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 that some content may be blocked. I will not interfere with or attempt to bypass this content filter system.
- 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.

Revised 2-14-2020

SCHOOL DRESS CODE

A student's dress and appearance must not disrupt the normal operation of the school so that the students who desire to learn are not denied that right.

Further, a student's dress and appearance must not be harmful to the health, welfare, or safety of the individual student or other students in school. If a student's dress or lack of dress is such that it disrupts the normal operation of school, students will be asked to change inappropriate clothing or student's parents will be called and asked to bring appropriate clothing to school.

Repeated dress code violations will be subject to disciplinary action .

- All students are expected to keep themselves and their clothing as neat and clean as possible and in good repair so as not to offend other people.
- Skirts, dresses, and shorts must be long enough to maintain an impression of decency and modesty.
- General rule is that the student needs to be able to touch clothing of the short/pants/skirt with their fingertips while arms are resting at their sides to have adequate length.
- Baggy, or torn, holey pants which may reveal undergarments, are not permitted.
- To avoid injury to feet, footwear with soles must be worn at all times. Slippers are unacceptable. Roller Shoes are prohibited. We discourage flip-flops and high heels for safety reasons. Please make sure your child can run and play safely with appropriate foot gear.
- There are some types of clothing, which are not acceptable for school. Pajamas, bare midriffs, and muscle tops with open sides will not be permitted. Students are allowed to wear tank tops that have straps at least 3 fingers wide on each shoulder.

- Clothing representing a criminal element or abusive substances, including tobacco, alcohol, or other drugs are not allowed. Gang clothing or insignias on school property are prohibited.
- No writing on the skin or clothing by marker, pens, etc.
- Coats, backpacks, and purses are not allowed in the classroom.
- Due to the nature of the course, sandals and flip flops of any type are prohibited during P.E. classes, and may be deemed unsafe and inappropriate for special outings.
- Students required by the courts to wear tethers/ankle monitors must keep tether/monitoring devices covered by clothing/socks/pants/etc. at ALL times while at school.
- Any apparel or grooming fad not covered in this dress code will be regulated by the principal until a statement concerning that item is adopted by the Board of Education.

FORBIDDEN ARTICLES AND ELECTRONICS

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, spit wad shooters, baseballs or other hard balls, tobacco products, lighters, matches, vapor cigarettes, trading cards, laser lights, chains, permanent markers, mace, pepper spray, etc. *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 designee.

Students are prohibited from carrying or having "ON" during school hours the following: cell phones, Ipods/MP3 players, electronic games, or other electronic communication devices (ECD) such as readers, kindles, tablets, etc. Students who violate this and take cell phones/electronics into a classroom, cafeteria, hall, etc. will have their cell phone/electronic device/s confiscated (see cell phones).

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.

PETS

If any kind of pet is brought to school, it must be transported by the parent and returned home by the parent as soon as the class has had an opportunity to see it. Permission from the principal's office and teacher must also be granted before bringing an animal to school. At no time may animals, dead or alive, be brought to school on the school bus.

IMMUNIZATION

To Enter School: State law* prohibits a principal or teacher from admitting new entrants to school without a record of having received at least one dose of each: Measles, mumps, rubella, polio, diphtheria, tetanus, pertussis, hepatitis B, and chickenpox (varicella).

To Stay in School: You must provide the school with a record showing that your child has received all of the following immunizations:

CHILDREN who have not received the required immunizations WILL BE EXCLUDED from school UNTIL parents provide proof that ALL REQUIRED IMMUNIZATIONS have been GIVEN, or have a waiver on file. *Part 92, Act 368 of the Public Acts of 1978, as amended. **Children ages 4-6 must have received 4 doses of pertussis. DT is only accepted if a signed waiver is on file for that particular dose of pertussis vaccine. ***Reliable history of chickenpox disease is acceptable in lieu of the vaccine. DCH- 0661B AUTHORITY: P.A. 368, Part 92, 1978, as amended Rev. 4/2002 Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal or designee may remove the student or require compliance with a set deadline.

STUDENT BEHAVIOR EXPECTATIONS

Behavioral expectations for students are essential to accomplish the goal of quality education for students. Two areas of concern are behaviors that: (1) disrupt the learning environment so others cannot learn, or (2) acts that endanger the safety or well being of students in the classroom and to or from school.

It is the responsibility of school personnel to develop and maintain a learning environment which reflects good decision making, respectful attitudes, and high levels of achievement. It requires the parents/guardians, teachers, and students to work together to achieve these goals. Please review these behavioral expectations with your children; support and praise your child when they demonstrate these attributes.

If a student or group of students' behavior or misconduct disrupts the teaching process, students are denied their right to learn. Therefore, no student has the right to interfere with another student's learning, interfere with a teacher's teaching, or interfere with a safe and healthy environment.

The majority of children follow reasonable rules and direction from school staff. However, the disruptive conduct of some pupils makes it necessary to establish standards of behavior and disciplinary procedures, which are used consistently. School personnel have the responsibility to use preventive, and when necessary, corrective disciplinary action in order to ensure proper pupil conduct. Parents are asked to be aware of children's activities, performance, and behavior in school. Parents are asked to cooperate and work with the school to prevent, or correct problems.

School rules are based on these principles.

General Rules of Conduct

- Follow directions of staff the first time given;
- Keep hands, feet, hurtful words, and hurtful objects to yourself;
- Walk in the hallways;
- Be in the assigned area and be prepared with assigned/required materials;
- If you are unsure of what to do, ask questions.

Unacceptable Behaviors

- The violation of any local, state, or federal laws;
- Willful conduct that endangers school district employees, students, or property of the school;
- Willful conduct which materially and substantially disrupts the right of others to an education;
- The possession or use of articles that are a nuisance, illegal, or that cause harm to persons or property in school or at school-sponsored activities;
- Willful violation of any rule of conduct specified in this discipline policy.

PBIS Office Managed Behaviors

PBIS office managed behaviors are disciplinary matters that cannot and will not be tolerated. These violations may result in the immediate removal of the student.

- Abusive/inappropriate behavior/profanity
- Physical aggression
- Defiance/Disrespectful/Insubordination/Non-compliant
- Lying/cheating
- Harassment/Bullying
- Property damage/Vandalism
- Forgery/Theft
- Use/Possession of Drugs/Alcohol/Tobacco/combustibles
- Bomb threat/false alarm/False Fire alarm
- Use/Possession of weapon (Prohibited article)
- Arson
- Inappropriate display of affection
- Repeated minor behaviors
- Inappropriate location / Out of bounds area
- Gang affiliation display

PBIS Minor/Major Behavior Information:

Minor: Teacher Managed

Major: Office Managed

Physical Contact/Physical Aggression:

Minor:

- Student engages in non-serious but inappropriate physical contact
- Includes but is not limited to: Poking, horseplay, hands on non-violent, can include use of objects

Major:

- Student engages in serious inappropriate physical contact where injury may occur
- Includes but is not limited to: Repeated non-serious Hitting, punching, kicking, scratching, pulling

Disruption:

Minor:

- Student engages in low-intensity inappropriate disruption that interferes with their learning or learning of others

Major:

- Any act that disrupts the right of others to learn and interferes with the learning process.

Defiance/Disrespect/Non-compliance:

Minor:

- Student engage in brief or low-intensity failure to respond to adult requests. Student uses inappropriate language or tone of voice towards staff or peers

Major:

- Willful failure to respond to or carry out a reasonable directive by school personnel

Property Misuse:

Minor:

- Using property without permission or inappropriately

Major:

- Student participates in an activity that results in the destruction or disfigurement of property

- Damage is determined to have value and needs replacing
- Repeated minors

Dress code violation:

Minor:

- Student wears clothing that is near, but not within, the dress code guidelines defined by the school district

Major:

- Repeated minors
- Students wear clothing that is unacceptable as outlined in the student handbook

Technology Violation:

Minor:

- Use of electronic device during school hours without permission
- Improper use of school technology

Major:

- Repeated use of electronic device without permission
- Failure to follow staff directive after second offense

Tardy:

Minor:

- Not in the classroom when the bell rings (document and address the student)

Major:

- Student is over 5 minutes late
- More than three tardies in one week in the same class

Inappropriate/Abusive Language:

Minor:

- Unintentional misuse of inappropriate language

Major:

- Deliberating swearing
- Deliberate spoken threat, person feels threatened
- Directed profanity (student to student vs. student to teacher)

Use/Possession of Tobacco:

Minor:

- Refer to Major

Major:

- Student is in possession of or is using tobacco

Use/Possession of Drugs and Alcohol:

Minor:

- Refer to Major

Major:

- Student exhibits unusual suspicious behavior (Report suspicious behavior to an administrator immediately. This is determined and handled by the school administrator)

Bomb Threat/False Alarms/False Fire Alarm:

Minor:

- Refer to Major

Major:

- Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion
- Student deliberately pulls the fire alarm.

Forgery/Theft:

Minor:

- Refer to Major

Major:

- Student is in possession of, having passed on, or is responsible for removing someone else's property or has signed a person's name without that person's permission

Use/Possession of Weapons:

Minor:

- Refer to Major

Major:

- A weapon is anything that can be used to threaten or inflict injury on another person
- Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm

Inappropriate Display of Affection:

Minor:

- Display of intimate affection (embrace, hug, kiss)

Major:

- Repeated display of intimate affection (embrace, hug, kiss)

Inappropriate Location/Out of Bounds:

Minor:

- Refer to Major

Major:

- Constitutes an area of the school building that is not connected with that particular student schedule.
- Student leaves or misses class without permission.

Truancy:

Minor:

- Refer to Major

Major:

- An unexcused absence for part or all of the school day

Gang Affiliation:

Minor:

- Refer to Major

Major:

- Student uses gesture, dress, accessories such as chains or bandanas, and/or speech to display affiliation with a gang

Fighting:

Minor:

- Refer to Major

Major:

- Student is involved with initiating and/or participating in an act of physical violence with intent to harm

Lying/Cheating:

Minor:

- Refer to Major

Major:

- Student delivers a message that is untrue and/or deliberately violates rules.

We are...	Prepared	Polite	Productive
Restroom	*Use restroom only when needed	*Wait your turn *Keep restroom clean	*Hush, Rush, Flush *Use only what you need
Office	*Must have a pass with reason to visit, unless called to office	*Respectfully wait *Use Manners *Say Please and Thank You	*Complete your task and exit *Return to class *Immediately when finished
Cafeteria	*Use restroom and wash hands before entering	*Say Please and Thank You *Wait your turn *Chew with mouth closed	*Eat in a timely manner *Take your lunch choice *Sit to eat your food *Clean up your space after you're finished *Form a line when signaled with a Level 0 voice.
Classroom/ Specials	* Listening Bodies *Listen and Follow directions the 1st time * Quiet Mouths *Use an appropriate level voice as instructed	* Raised Hands *Raise your hand to speak * Caring Hearts *Use kind words and actions *Keep your feet and hands to yourself * Walking Feet *Use your feet to walk safely	* Helping Hands *Keep work area and classroom clean * Learning Brain *Pay attention during instruction time * Thumbs Up *Complete your work on time *Always do your very best
Hallway	*Form a straight line & maintain a Level 0 voice *Hands at your side *Eyes & toes forward	*Stay in line *Walk quietly *Keep hands and feet to self	*Go quickly and quietly to your assigned destination *Arrive on time

Playground	<ul style="list-style-type: none"> *Form a line with a Level 0 voice when signaled *Dress for the weather 	<ul style="list-style-type: none"> *Wait your turn *Use appropriate language *Keep hands and feet to self 	<ul style="list-style-type: none"> *Use your body to get exercise *Return equipment to proper place
Assemblies	<ul style="list-style-type: none"> *Follow hallway procedures *Arrive on time *Know your assigned section *Line up with a Level 0 voice when signaled to leave 	<ul style="list-style-type: none"> *Respectfully wait *Keep hands and feet to self *Stay in your spot 	<ul style="list-style-type: none"> *Participate appropriately *Listen respectfully
Library	<ul style="list-style-type: none"> *Bring your book *Listen to instructions 	<ul style="list-style-type: none"> *When searching for a book, use red card place holder *Keep hands and feet to self 	<ul style="list-style-type: none"> *Arrive on time and return book *Find book quickly *Sit in assigned area *Read during your time

FORMAT FOR BEHAVIOR INTERVENTION

The Whittemore-Prescott Area School District has the responsibility to educate every student and to provide a safe and orderly learning environment for all students and staff. The Whittemore-Prescott Area School District has high standards for all students and staff, and recognizes that a diverse district needs to use differentiated strategies. Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students cause disruption or are removed from their classrooms due to misbehavior. This policy and the accompanying procedures are intended to improve behavior, school climate and academic achievement for all students. Effective discipline can only occur in the context of a learning community that values caring relationships. Relationships of care and mutual respect are necessary for students to accept instruction, modeling and feedback from their teachers. These relationships provide the motivation for students to care about the impact of their behavior on others.

The goal of school discipline is to teach students to behave in ways that contribute to academic achievement and school success and supports a school environment that builds positive relationships where students and staff are responsible and respectful. The Whittemore-Prescott Area School District expects all students to be active learners and responsible members of their learning community. A restorative approach shall be followed to promote positive relationships, responsibility and respect:

1. Recognition that misbehavior damages relationships between the person or persons who misbehaved, the person harmed by the behavior, and the community as a whole;
2. Having an opportunity to repair harm done and restore relationships;
3. Building personal responsibility by helping individuals develop internal control and motivation;
4. Maintaining boundaries/limits that preserve mutual respect and the safety and integrity of individuals and the community.

The following is a list of offenses, consequences and the procedures by which discipline will be enforced by school administration. Appropriate preliminary disciplinary procedures such as warnings to students and calls to parents/guardians will be used by staff members for minor infractions prior to notification to the Principal. Minor infractions include but are not limited to such things as tardiness, minor disruptive behaviors, or being out of assigned area. Staff members will notify the individual students of the infraction and if necessary, will notify the parent/guardian.

OFFENSES AND CONSEQUENCES

***The administrator has the discretion to alter handbook guidelines based on the findings of the investigation.**

Abusive Language/Inappropriate language/Profanity

Deliberate swearing. Directed profanity (student to student or student to staff). This offense will be referred to administration.

- First offense
 - Removal from classroom by school personnel for intervention.
 - Parent/guardian notified.
- Second offense
 - Removal from classroom
 - School Social Worker and parent/guardian notified.
 - Additional consequences may be implemented.

- Third offense
 - Suspension (out of school) *may* be implemented.
 - School Social Worker and parent/guardian notified
 - Meeting with parents to determine/discuss a behavior plan.

Defiance/Disrespect/Insubordination/Non-compliant

Willful failure to respond to or carry out a reasonable directive by school personnel. An investigation by the school administrator will be made and disciplinary consequences will be determined based on the severity and repetition of the insubordination.

Disruption

Any action that disrupts the right of others to learn and interferes with the learning process is cause for disciplinary action. The level of consequence will vary with the severity of the disruption. Minor offenses will be addressed by the classroom teacher. Major offenses may require removal from the class and will be addressed by the school administration.

Lying/Cheating:

Student repeatedly delivers messages that are untrue and/or deliberately violate rules. An investigation by the school administrator will be made and disciplinary consequences will be determined based on the severity and repetition of the event.

Out of Bounds

Out of Bounds constitutes an area of the school building that is not connected with the particular student schedule. Student leaves or misses class without permission.

- First and continuing offenses
 - Conference with principal, parent/guardian and School Social Worker notified.
 - Documented on the attendance report.
 - Law enforcement may be notified for students leaving school grounds.

Tardiness

We believe it is important to be prompt and on time for class. We are striving to reduce tardiness and promote promptness.

Technology Violation

Students will not use electronic devices including cell phones, MP3 players, IPOD's or any other electronic device in the building without teacher's prior permission.

Fighting

Student is involved with initiating and/or participating in an act of physical violence with the intent to harm.

- First offense
 - Removal from class, School Social Worker and parent/guardian contacted
 - Suspension (out of school) *may* be implemented based on investigation results
 - Law enforcement may be contacted.
- Second and continuing offenses
 - Removal from class.
 - School Social Worker and parent/guardians contacted
 - Suspension (Out of School) implemented based on investigation results
 - Law enforcement may be contacted
 - Parent/guardian meeting with administration to establish/discuss a behavior plan.

Forgery/Theft

Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission. Theft must be reported to the office immediately. A report may be made to the law enforcement. Disciplinary consequences will be assigned.

- First offense
 - Removal from the class and sent to the office.
 - Parent/guardian contacted.
- Second offense
 - Removal from class
 - School Social Worker and parent/guardian contacted.
- Third offense
 - Removal from class
 - Suspension (out of-school) may be Implemented
 - Parent/guardian notified
 - Parent meeting to establish/discuss a behavior plan

Bomb threat/False Alarm/False Fire Alarm

Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion. Student deliberately pulls the fire alarm. Based on the investigation, the student may be given up to five (5) days OSS, reported to law enforcement, and referred to the school board for expulsion.

Physical Aggression Staff/Student

Student engages in serious inappropriate physical contact where injury may occur, including but not limited to hitting, punching, kicking, scratching, and pulling. There will be an investigation by the administrator. Law enforcement may be contacted.

- First offense
 - Removal from class
 - School Social Worker and parent/guardian contacted
 - Suspension (in-school, out of school) may be implemented based on investigation results
 - Law enforcement may be contacted.
- Second and continuing offenses
 - Removal from class
 - School Social Worker and parent/guardians contacted
 - Suspension (Out of School) implemented based on investigation results
 - Law enforcement may be contacted
 - Parent/guardian meeting with administration to establish/discuss a behavior plan.

Property Damage/Vandalism

Student participates in an activity that results in the destruction or disfigurement of property. This will include computer software. A charge of any damages will be made and the student will be responsible for restitution. A report may be made to law enforcement. Disciplinary consequences will be assigned and may include the loss of computer and Internet privileges.

Use/Possession of Combustibles

Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage such as matches, lighters, firecrackers, gasoline, lighter fluid etc...

- Any offense
 - Interventions may include up to five day (5) OSS
 - Law enforcement may be notified
 - School Social Worker and parents/guardians notified and there may be a required meeting with the school administrator
 - May result in an expulsion hearing.

Use/Possession of Weapons

A weapon, any object which when used or intended to be used to inflict serious bodily harm or property damage as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas powered guns (whether loaded or unloaded) or any facsimile of a gun, knives, razors, metallic knuckles, martial arts weapons, and ammunition.

Based on the results of the investigation, the school administrator will refer a student who violates this policy to the parents or guardians and possible contact with law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Building principal(s)/designee are free to use alternative disciplinary actions. Nothing in this policy should be construed as being restrictive to the freedom of the principal(s) 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 extracurricular activity, community service, etc., in addition to action as listed in this handbook.

PHYSICAL ASSAULTS

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:

1. Complaint is made to the appropriate administrator.
2. Investigation is conducted providing the student with their right to due process.
3. If investigation does find that an assault did occur, the following steps will be taken:
 - The student shall be immediately suspended from school.
 - The appropriate law enforcement agency shall be notified.
 - Parental contact will be made.
 - The student may be permanently expelled from Whittemore-Prescott Area Schools.

Assaults committed against other students.

Procedure:

- same as above except expulsion may be up to 180 days.

VERBAL ASSAULTS

Any statement or act, oral or written, which can reasonably be expected to induce in another person any apprehension of danger of bodily injury or harm, can constitute a verbal assault.

Procedure:

- same as above with expulsion being up to 180 days

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 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT STUDENT RECORDS POLICY AND PROCEDURES

Purpose

The Board of Education of the Whittemore-Prescott Area Schools recognizes the importance of maintaining records for all students in attendance. While a student's educational interests require the collection, retention, and use of information about the student, the student's right to privacy requires 22 careful custodianship and limitations on access to education records. The maintenance and disclosure of student records by this institution are governed by state and federal law, particularly the Family Educational Rights and Privacy Act ("FERPA"), 20 USC 1232g, and its implementing regulations, 34 CFR 99.1 et seq.

Annual Notification of Rights

FERPA affords parents and eligible students certain rights with respect to education records. Those rights include the following:

- Right to Inspect: A parent or eligible student has the right to
- inspect and review the student's education records
- maintained by the district within 45 days of the district's
- receipt of a written request for access.
- Right to Request Amendment: A parent or eligible student has the right to request the amendment of the student's education record(s) that are believed to be inaccurate or **misleading**.
- Right to Consent to Disclosure: A parent or eligible student has the right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.
- Right to Complain: A parent or eligible student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with FERPA requirements.

- Right to Obtain Copies of this Policy: A parent or eligible student has the right to obtain copies of this policy upon request.

Disclosure of Education Records

The district will disclose information from a student's education record only with the written consent of the parent or eligible student, except that disclosure without consent may be made:

- To school officials who have a legitimate educational interest in the records.
- To officials of other schools where a student seeks or intends to enroll.
- To federal and state officials in connection with their duties to audit or enforce legal conditions relative to federal or state supported programs.
- To the United States Attorney General.
- To comply with the federal legislation "No Child Left Behind", the district is required to release student disciplinary records concerning suspensions and expulsions to any private or public school to which a student is transferring for enrollment purposes.
- In connection with a student's request for or receipt of financial aid, as necessary to determine eligibility for aid, the amount or conditions of the aid, or to enforce the terms and conditions of the aid.
- To state juvenile justice system officials as permitted by state law.
- To organizations conducting certain studies for or on behalf of the district for the purposes of predictive testing, student aid, and instructional improvements.
To accrediting organizations to carry out their functions.
- To parents who claim the student as a dependent for income tax purposes.
- To comply with a court order or lawfully issued subpoena. The district shall make reasonable attempts to notify the parent or eligible student of such disclosure prior to disclosure.
- To appropriate parties in connection with a health or safety emergency that threatens the health or safety of the student or other individuals.
- For designated directory information. 23
- To the parents of a non-eligible student or to a student.

- As necessary for the district to either prosecute a legal action against the student or parent or to defend itself against a lawsuit initiated by a parent or eligible student.

Student Directory Information Notification

Whittemore-Prescott Area Schools has adopted a policy designated to assure parents and students the full implementations, protections and enjoyment of their rights under the Family Education Rights and Privacy Act of 1974. A copy of the school district's policy is available for review in the office of:

Superintendent Joseph Perrera
8970 Prescott Rd.
Whittemore, Michigan 48770

This law requires the district to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public. The district has designated the following as directory information:

Student name and address, telephone number, e-mail address, photographs, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degree and awards received, the most recent previous school attended and other similar information.

Parents may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice. The objection needs to be reviewed annually. If you have no objection to the use of student information, you do not need to take any action.

Title I Part A Federal Requirement

If your child is in grade K-8, then your child currently attends a school that receives funds from the Title I, Part A program. Title I, Part A is a federal supplemental program designed to help children reach high academic standards. In receiving funds from this program the district has a requirement to inform you, as parents of children attending a Title I school, 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 have 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. Michigan will use a state approved test to determine levels of achievement.

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 who meets Michigan's qualification and licensing criteria for the grade level of the subject area in which the teacher is providing instruction.

MEDICATION

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 ten (10) days, or less if the student/parent provides to the school office a physician's signed copy of the school medication document that authorizes the student to use the medication in question.

In order for medication (either prescription or over the counter) to be administered to your child, a permission slip form (available from the office) signed by a physician and parent 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:**

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

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.

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 is taken in the handling of incidents which take place in the schools, on school property, during school hours, while enroute 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:

- All controlled substances as so designated and prohibited by Michigan statute
- All products that release toxic vapors
- Any prescribed or over the counter medication held in the school office
- All alcoholic or reduced alcohol beverages
- "Look-alikes"
- Anabolic steroids
- Any other illegal substances so designated and prohibited by law.

In accordance with Federal and State law, the district has established a "Drug-Free School Zone" that extends 1000 feet from the boundary of any school property. The district prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on District property, within the Drug-Free School Zone, or at any District-related event.

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

- A controlled substance or other substance prohibited by school policy, or 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:

- The substance substantially resembles a controlled substance
- The substance is unpackaged or is packaged in manner normally used for illegal delivery of a controlled substance
- The substance is not labeled, as required by the Federal Drug Administration
- The person states that the substance may be resold at a price that substantially exceeds the value of the substance
- 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 IS AS FOLLOWS BELOW;

Violation	1sts Offense	2nd Offense	3rd Offense
paraphernalia	Up to 5 day out of school suspension	Up to 10 day out of school suspension	Up to 45 day out of school suspension
under the influence	Up to 10 day out of school suspension	Up to 90 day out of school suspension	Up to 180 day expulsion or permanent expulsion
possession in school	Up to 45 day out of school suspension *	Up to 180 day expulsion or permanent	

		expulsion	
use in school	Up to 90 day out of school suspension *	Up to 180 day expulsion or permanent expulsion	
sales/distribution	Up to 180 day expulsion or permanent expulsion		

Additional consequences may include:

- parent notification
- police notification
- return on behavioral contract
- referral for and compliance with substance abuse counseling
- enrollment in correspondence classes or other schooling while expelled/suspended at parental expense

All suspensions up to 90 days suspension shall be mandatory and assessed by the principal.

* Day/s suspensions may be shortened by providing the school with written documentation that the student has undergone substance abuse counseling session/s from a licensed professional (i.e. one counseling session may = one-day suspension) and complied with all other consequences.

See Board of Education Policies for complete details.

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.

- No gang signs, language (verbal or nonverbal) allowed.
- No hats allowed.

- No bandanas of any type.
- No beepers.
- Tattoos must be covered.
- No gang clothing or attire.
- No gang graffiti.

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 (12 disciplinary points).

Third offense - Parents contacted - suspension up to 10 days (22 points).

Fourth offense - Parents contacted - recommendation for expulsion.

This policy statement is the Board's assurance that the district is in compliance with both PL 103.382 and MCL 380.1311.

SCHOOL BUS TRANSPORTATION

Whittemore Prescott Area Schools provides transportation for all students living within the defined boundaries of the school district. It is a privilege to ride school district transportation, one that can be revoked. By law, drivers are in charge of their vehicle and proper respect and obedience must be shown at all times.

Students are expected to abide by all basic safety rules and regulations given by the transportation department. The transportation schedule, rules, regulations, guidelines, and routes will be provided by the transportation department.

BUS PASSES

Please send a note to school if there is to be a change in the transporting of your child. Please include the name and address of where your child will be dropped off. This must be their alternative address listed with the bus garage. Without written notification, your child will be expected to ride the same bus he or she always rides home. No phone calls will be accepted for bus passes.

PICK-UP AND DROP-OFF

It is important to consider the safety factors when picking up or dropping off your child. Students **should NOT arrive before 7:30 a.m.**, as there is not supervision before that time. Parents who drop off their child(ren) should do so

in the street side parking lot at the "drop-off" area which is located at the west crosswalk. **Do NOT** drive into the bus area.

Self-transported students will be released at the end of the day and report to the marked "drop-off" area. Please follow the pick-up line procedures.

Students are asked to leave the building immediately after dismissal unless they are in a conference with a teacher or are staying for an after school activity. Students will not be kept after school unless the teacher has made arrangements with the parent.

Children will NOT be released from the classroom without notification from the office. Please come to the office anytime it is necessary to check out your child. Students will only be released to adults listed on the annual registration/enrollment form. If another person is picking up your child, please send in a signed note giving that person permission to pick up your child.

SEXUAL HARASSMENT POLICY

Whittemore-Prescott Area Schools prohibits sexual harassment of students. Sexual harassment of students is not only illegal; it is disruptive to the educational process and interferes with this district's commitment to provide a stable learning environment of its students. All students, district staff, and volunteers are expected to conduct themselves with respect for the dignity of others. Whittemore-Prescott Area Schools, because of its desire to prevent and prohibit sexual harassment of students is wrong and will not be tolerated by this district. This policy prohibits sexual harassment of students by district staff, board members, district volunteers, students, or other members of the public at school or during school activities.

Sexual harassment includes, but is not limited to, any unwelcomed or unwanted sexual advances, requests for sexual favors, or other verbal, written, or physical conduct of a sexual nature this is unwanted by or unwelcomed to the student and/or has the purpose or effect of substantially interfering with a student's educational environment.

If a student has concerns about the nature of any conduct or physical contact by any adult or by another student, the student should immediately report this concern to the student's principal or school social worker, as well as discuss this concern with their parent(s) or guardian(s). Students are encouraged to report

any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment.

All such reports will be investigated immediately by the district. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if a student, or termination from employment if an employee.

The right to confidentiality, both the complainant and the accused, will be respected consistent with the District's legal obligation, and the necessity to investigate allegations of misconduct. It should be understood that the district is required by law to report suspected child abuse to the Department of Human Services.

A form for filing a complaint may be found in the back of this handbook. Complaints may be filed with:

Mrs. Hannah Wanks, Principal
Whittemore-Prescott Elementary School
8878 Prescott Road Whittemore, MI 48770
(989) 756-2502

BULLYING/HARASSMENT/HAZING*

Bullying is defined as behavior designed to torment another individual through teasing, intimidation, and/or verbal or physical threats, including conduct that subjects a person to insults, taunts, or challenges. Bullying can also be any written, verbal, or physical act or gesture that is intended to inflict injury, violence, or a reasonable fear of injury or violence.

Harassment is defined as any willful act committed with the purpose of subjecting a person to humiliation, intimidation, physical abuse, threats of abuse, ostracism, shame, or disgrace as a rite of passage to join a group. Permission, consent, or assumption of risk does not lessen this prohibition. Discipline for bullying, harassment, or hazing imposed upon a student may include a suspension or expulsion depending on the nature and severity of the offence. When appropriate, referral for criminal investigation and prosecution may be made.

It shall be considered a violation for a student to coerce, intimidate, discriminate, or retaliate against a person filing a complaint and/or assisting in the investigation of a complaint. 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.

***A complete copy of the Board of Education Policy on Anti-Bullying may be found at wpas.net.**

TITLE IX PUBLIC NOTICE

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 of 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 designated persons whose responsibility it is to investigate complaints within the school district. The following persons is said designees:

Mr. Clinton Miller, Title I
Whittemore-Prescott Area Schools
6001 Mills Whittemore, MI 48770
989 756-2501

If resolution of said complaint has not occurred to the satisfaction of all parties within 15 calendar days, resolution is not found, 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 in 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 within 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 Whittemore-Prescott Area Board of Education adopted the above resolution on October 11, 1976, and on May 12, 1980 respectively.

NOTIFICATIONS

Pesticide Control Act 131 of 1993 amended the Pesticide Control Act to require school administrators to notify parents and guardians of children attending school of their right to be informed prior to application of pesticides at the school. A pesticide is defined as "a substance or mixture of substances intended for preventing, destroying, repelling, or mitigating pests or intended for use as a plant regulator, defoliant, or desiccant."

If you wish to be notified prior to any pesticide treatments or applications, please notify, in writing, your school administration. If you should have any concerns, questions, or comments, please feel free to contact the Superintendent of Schools at (989)756-2500.

Publication Notice – Throughout the year as we do special projects and activities, there may be opportunities for us to submit your child's photo and/or work for publication. This may include, but is not limited to, newsletters, newspapers, posters, contests, class books, yearbooks, videos, and the school's website. Along with your child's photo or work, your child's name, grade, and school may be included. If you would prefer not to have your child included, please complete the form at the back of the handbook and return it to your child's teacher.

STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL L A W

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. It is the policy of the Whittemore-Prescott Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, marital status, sex or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination any program or activity for which it is responsible for which it received financial assistance from the United States Department of Education.

This Handbook was updated in August 2020.

The following contributors participated: Hannah Wanks, Teresa Nickell, Dana Hensley, Brenda Butler, Tiffany Bischoff and Tricia Briggs.

SCHOOL SPIRIT

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

Student Expectations

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

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



WHITTEMORE-PRESCOTT 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!

Whittemore-Prescott Area Schools Home-School Compact

To be shared with parents at Open House and or Parent Teacher Conferences

As a Teacher I will:

- Provide high quality learning experiences in my classroom
- Maintain high behavioral and academic standards for all children
- Choose effective strategies, techniques and materials for the student
- Encourage parental involvement in their child's education
- Communicate with Title I and Special Education staff about the student's academic progress
- Demonstrate by word and personal example self-discipline and respect for law
- Other:

Teacher Signature:

As a parent/guardian I will:

- Talk to my child about his/her school activities every day
- Assist my child with his/her homework
- Read to my child and have my child read to me as often as possible
- Share with my child the importance of math as often as possible
- Attend as many parent involvement events as possible
- Be a positive role model to my child
- Made certain my child's attendance at school is regular and punctual, and all absences are properly excused
- Make certain my child comes to school prepared for learning
- Other:

Parent Signature:

As a student I will:

- Attend school every day unless I am sick
- Do my best to complete assigned work
- Ask my teacher questions when I don't understand something
- Read to someone each night
- Treat others as I like to be treated
- Come to class prepared to learn
- Not interfere with another person's right to learn
- Respect all staff, students, property and norms.
- Other:

Student Signature:

FORMAL COMPLAINTFORM

Please complete this form and turn into 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** _____

**Whittemore – Prescott Elementary School
8878 Prescott Road
Whittemore, MI 48770**

Handbook Notice:

A copy of the student handbook can be found online at <https://www.wpas.net/2/Links-Forms>. If you would like a paper copy, please let your child’s teacher know. I have read and understand the Whittemore-Prescott Elementary Student Handbook and agree to follow the rules and procedures outlined in the handbook.

Student Signature

Grade

ParentSignature

Date

Publication Notice:

Throughout the year as we do special projects and activities, there may be opportunities for us to submit your child’s photo and/or work for publication. This may include, but is not limited to, newsletters, newspapers, posters, contests, class books, yearbooks, videos, and the school’s website. Along with your child’s photo or work, your child’s name, grade, and school may be included. Permission is assumed unless this form is returned. Please **return** this form to **OPT OUT** of Publication.

_____ Yes, I give permission for my child’s picture, name, and/or work to be submitted for publication.

_____ No, I do not want my child’s picture, name, and/or work submitted for publication.

Student Signature

Grade

Parent Signature

Date

To **OPT OUT** of Publication, **return this** sheet to your child's teacher.