

Jackson Park Intermediate School Student Handbook



Principal – Mr. Kirk Bloomquist



Dean of Students – Shaunna Thomas



Secretary – Nancy Cain



Secretary – Renee Thomas

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Mission and Vision Statements

Wyoming Public Schools Mission Statement

Wyoming Public Schools community will ensure learning for all students.

Jackson Park Mission Statement

Our mission at Jackson Park Intermediate School, in partnership with our parents/guardians and the community, is to maximize the potential of every student and prepare them to compete, contribute, and succeed in society.

Wyoming Public Schools Vision Statement

Wyoming Public Schools are committed to excellence in teaching and learning for all. We will provide effective instructional leadership, responsible fiscal management, and quality learning environments which improve student outcomes. Wyoming Public Schools hold high expectations for students and staff. We share with our community the responsibility for the education of all students so that they will be prepared to live and work in a rapidly changing world.

Jackson Park Vision Statement

Jackson Park has as its vision to progress from “Good to Great”. Greatness is defined by all students demonstrating grade level literacy (or above) in all core subject areas.

Wyoming Public Schools Board of Education

It is the work and responsibility of every staff member to achieve the five Board Goals. Decisions made by the Board of Education are focused on the Board Goals, with the success and well-being of each student our top priority. The goals of each individual school are aligned with the Board Goals, and short and long-term activities focus on attaining the Board Goals.

Standards for Learning

The following are skills that we have identified as essential to high achievement; and that we expect each student to master.

1. The student will demonstrate the ability to communicate effectively
 - a. Demonstrate verbal, quantitative, technical, visual, and oral literacy
 - b. Demonstrate the ability to communicate in at least two languages, one of which is English
2. The student will demonstrate critical thinking
 - a. Demonstrate observation skills
 - b. Draw reasonable inferences from observations
 - c. Perceive and make classification schemes to organize inferences
3. The student will demonstrate creative thinking
 - a. Demonstrate fluency, flexibility, elaboration, and originality
 - b. Develop intellectual, artistic, and practical ideas and/or products
 - c. Assess creative works by reflecting on the originality, purpose, and quality of work
4. The student will demonstrate skills in problem solving.
 - a. Define problems
 - b. Select appropriate frameworks, strategies, and resources to solve problems
 - c. Implement and evaluate solutions to problems
 - d. Create or adapt to change in social or work life
5. The student will demonstrate skills as a self-directed learner and achiever
 - a. Demonstrate self-esteem
 - b. Demonstrate self-motivation and self-discipline
 - c. Self-assess performance as a learner according to academic, social and personal standards
 - d. Set educational and career goals

6. The student will demonstrate skills for effective social interaction and cooperative work.
 - a. Identify, analyze, and evaluate behavior of self and others in a group situation
 - b. Work cooperatively to accomplish a goal
 - c. Demonstrate values and ethics with concern, tolerance, and respect for others and all cultures
7. The student will demonstrate effective local, state, national, and global citizenship.
 - a. Contribute time, energy, and talent to improve the welfare of the world community
 - b. Contribute time, energy, and talent to preserve and enhance the environment
 - c. Analyze and evaluate possible solutions to social and political problems
8. The student will contribute time, energy, and talent to personal and physical well-being
 - a. Self-assess fitness level through knowledge of a healthy life style

Attendance/Tardiness

Students learn every day that they are in school so good attendance and being on time is one major factor in determining a student's success. It is a life-long expectation that will continue long after they are out of school with employers, businesses, family, and friends. If your child must be late or absent because of an illness, appointment, emergency situation, or other, please call the school office before school begins or within 15 minutes of the starting time. If our office does not hear from you, we will call you at home or at the work number listed on the registration card to ensure your child's whereabouts.

A full day absence is anytime the student has missed more than four hours in a single day. A half-day absence is anytime the student has missed more than one hour in a single day. A tardy is anytime the student arrives within the first hour after school begins. For the purpose of attendance records, four tardies will be the equivalent of one absence. Early pick-ups in the late afternoon are discouraged, unless there is an emergency or appointment. Early pick-up is anytime the student is removed within one hour of school ending. They will count the same as tardies. Parents/guardians are encouraged to provide documentation of medical visit(s) for attendance records.

Students who arrive late will be given three "free" tardies. Upon the 4th tardy the student will receive an after school detention. The 5th tardy will result in an ISS. After that tardies will be handled on an individual basis. This system repeats at semester time and the student starts over. We understand there will be times that it is unavoidable to be late. That is why we allow three "freebies". Students and parents/guardians are encouraged to save them for true emergencies.

To ensure the safety of students and to assist those students who are unable to attend school on a regular and timely basis, the following procedures will be implemented:

Teachers/School Office will keep accurate daily A.M. and P.M. attendance using the district's AS400 computer program.

All parents/guardians whose children are absent, without a parent/guardian notification, will be called by the secretary or office staff within the first hour of the beginning of the school day.

The AS400 program will identify a child after 10 absences (excused or unexcused) per school year. The teacher will make a phone call to the parent/guardian to review the days in question and ask if there is any need for assistance or support. Notification to the parent/guardian explaining the county truancy procedures will be sent at this time.

The AS400 will identify a child after 15 absences (excused or unexcused) per school year. A meeting will be requested by the principal/Dean. The parent/guardian, principal/Dean, and classroom teacher will meet to generate and/or review/revise a plan of corrective action. Notification to the county truancy officer will be made at this time.

After 20 absences (excused or unexcused) per school year, an additional letter will be sent to the home. A truancy officer or a police liaison will also be contacted and asked to make a home visit.

After 30 absences (excused or unexcused) without a doctor/dentist notice per school year, a letter will be sent to the home requesting a meeting to determine the necessity to retain the child based on their academic standing.

Students are always welcome in their school, but should not arrive more than 10 minutes before the start of the school day. If a student must leave early from school, please contact the office as soon as possible and complete the sign-out sheet. Children may leave only with a school employee, parent, legal guardian, or a person designated by the parent/guardian via a phone call, in writing, or on the registration card. For students who arrive late for school, return to school, or leave early, parents/guardians will need to complete the sign-in/out sheet in the school office. Students will also pick up a pass. Students will not be released from school during the day without an adult picking them up. Please make every attempt to make appointments outside the school day or at the beginning/end of the day so interruptions and missed school time are minimal.

Bike Riding

Children riding bicycles should cross at designated crossing areas. Children should walk their bikes on the sidewalk and if crossing the parking lot. We encourage that all children riding bikes to wear approved safety helmets. Please park bikes in a designated rack and bring your own lock. Please do not use skateboards and/or rollerblades, on school property.

Bus Notes

Students should plan on riding their own bus home. Students can ride a different bus in the case of an emergency (such as parent/guardian not home, day care, etc.).

In that case, the parent/guardian must contact the Transportation Office at 530-7545. Permission to ride another bus comes from that office, not the school office.

Bus Policy

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

Bus Rider Rules

1. At the bus stop
 - a. Be at the designated stop at least 5 minutes early.
 - b. Stay back from the road and conduct yourself in a safe manner.
 - c. Respect all property. Do not walk in or cut through yards. Do not go around the house where the stop is located.
 - d. Do not approach the bus until it has come to a complete stop and the driver signals you to board the bus.
 - e. The bus stop is an extension of school property. The same rules apply to the bus stop as on school property.
 - f. Students must ride on their designated bus.
 - g. Students must be picked up and dropped off at their assigned bus stop.
2. On the Bus
 - a. The driver is responsible for your safety, so be respectful, and follow directions at all times.
 - b. Board the bus single file, and go to your seat. Face forward, and remain seated. Do not change seats while the bus is moving.
 - c. Do not litter or damage the bus. Those who cause damage will make restitution.
 - d. Refrain from loud noise, objectionable language and distracting behavior.
 - e. Keep the aisle clear at all times. Books, bags, band instruments, etc., must be kept on your lap or stored under the seat.
 - f. Keep all parts of your body inside the bus.
 - g. Do not throw/shoot objects out the window or inside the bus.
 - h. Be absolutely quiet when the bus stops at railroad crossings.
 - i. No eating or drinking (may be waived on athletic or extended field trips).
 - j. In an emergency, remain seated and wait for the bus driver's instructions.
 - k. The bus is an extension of the school, observe all school rules, i.e., no alcohol, fighting, tobacco, drugs, drug paraphernalia, weapons (real or simulated) or verbal assaults allowed.
 - l. Skateboards, roller blades, scooters and other large items are not allowed on the bus.
3. Exiting the Bus
 - a. Exit the bus single file. If it is necessary to cross the road, go at least 10 steps ahead of the bus and wait for the driver to signal to cross. Check traffic in both directions. Be alert for any danger signal from the driver. Walk. Do not run.
 - b. You must have proper authorization to exit the bus anywhere except your assigned stop.
 - c. Do not use emergency exits unless directed by driver.
4. Field Trips

- a. Teachers/chaperones must ride the bus and be seated throughout the bus with students. They are responsible to assist the driver in maintaining order.

Bus Discipline Procedures

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

Level 1 Behaviors	Consequences
Turning around in seat Excessive noises	1 st Offense: Conference with student (verbal reminder)
Not following directions Minor physical aggression	2 nd Offense: Discipline Report with parent/guardian contact
Other minor infractions	3 rd Offense: Discipline Report with parent/guardian contact and one (1) day loss of bus privileges
	4 th Offense: Discipline Report with parent/guardian contact and three (3) days loss of bus privileges; and parent/guardian, bus driver, Principal, Dean of Students meeting

Level 2 Behaviors	Consequences
Swearing/inappropriate language Petty theft/Stealing	1 st Offense: Conference with student, Discipline Report with parent/guardian contact
Harassment (name-calling, pushing, shoving, intimidation, etc.) Disrespect of Authority	2 nd Offense: Discipline Report with parent/guardian contact, one (1) day loss of bus privileges
Minor Vandalism (writing on seats) Threats	3 rd Offense: Discipline Report with parent/guardian contact three (3) days loss of bus privileges, and parent/guardian, bus driver, Principal, Dean of Students meeting
Physical aggression (pushing, shoving, kicking, etc.) Look-alike weapons with no dangerous intent Other	4 th Offense: Discipline Report with parent/guardian contact five (5) days loss of bus privileges; and parent/guardian, bus driver, Principal, Dean of Students meeting

Level 3 Behaviors	Consequences
Fighting (punches thrown, biting, etc.) Sexual Harassment Severe Vandalism (cutting seats, etc.)	1 st Offense: Discipline Report with parent/guardian contact. In school or Out of school suspension and one (1) day loss of bus privileges
Weapons (Look-alike with dangerous intent) Theft/Stealing (more than \$5.00) Racial Harassment	2 nd Offense: Discipline Report with parent/guardian contact. In school or Out of school suspension, three (3) days loss of bus privileges, and parent/guardian, bus driver, Principal, Dean of Students meeting

Severe Threats Weapons (real) – per Board policy with possible expulsion Other	3 rd Offense: Discipline Report with parent/guardian contact. In school or Out of school suspension, five (5) days loss of bus privileges, and parent/guardian, bus driver, Principal, Dean of Students meeting
	4 th Offense: Discipline Report with parent/guardian contact. In school or Out of school suspension and loss of bus privileges; for the rest of the year.

*ALL discipline incidents are unique, based on age, the outcome, and the level of understanding of the student. The principal/Dean will be allowed discretion to determine what is most appropriate to change the behavior and be fair to both the student being disciplined and the victim(s)

*Discipline Reports may result in an In-School or Out of School suspension.

Bus Schedule

The transportation schedule is posted in the summer issue of the district newsletter, “The Insight”.

Celebrations

Because each family is unique in how they may or may not celebrate the same holidays and/or cultural events, in a similar manner, great consideration must be taken. This means focusing more broadly on the season, rather than a specific day. For example: Harvest festival vs. Halloween or Winter Fest vs. Christmas. Every attempt should be made to make and promote decorations, costumes, games, activities, etc. that are more generic in nature and unobjectionable to most everyone.

Celebrations during the school year coincide with several nationally and internationally observed holidays. If for religious or other reasons, your child is not to participate in school celebrations, please contact your child’s teacher.

Character Counts

We all want our children to have good values and a strong character. The Wyoming Public Schools staff, with input from our families, has identified various character traits such as **respect, responsibility, fairness, caring, trustworthiness, and citizenship** as being essential to becoming a responsible citizen. When school staff and parents/guardians work together to teach right from wrong, and to provide positive role models, children build a strong foundation for character development. We highlight and emphasize these traits throughout the school year.

Communication to Non-Custodial Parents

Non-custodial parents may contact the school office to receive copies of school communications. We encourage non-custodial parents to stay involved in their children’s education, and to focus on the needs and progress of their children through opportunities like Parent/Teacher Conferences, and the school district website.

Detention

Students receiving an after school detention will spend 1.25 hours doing work with a staff member after school. If the student does not do work an additional after school detention will be given. A parent/guardian will be notified.

Emergency Procedures (Fire, Tornado, Weather)

Fire and tornado drills are held periodically throughout the year so that our students will understand what is expected of them in case of an emergency. Every precaution is taken to ensure the safety of your children.

If students are in school when a *tornado watch or thunderstorm warning* is issued, students will remain in school and be dismissed at the regular ending time. If a *tornado warning* is issued, students and staff will remain in school until an all-clear is given. All will take shelter in designated areas. *Please do not call school during severe weather unless it is an emergency.*

School lines must remain open to receive incoming messages. All staff will be available to assist students. Only parents, guardians, and pre-designated adults may pick up students at school during any severe weather. All students must be signed out at the office.

Wyoming Public Schools will be closed when inclement weather (snow, ice) makes conditions unsafe for children to go to school. Local radio and TV stations will report closings due to weather or emergency. Elementary schools will not be listed separately. You must look for the cancellation of Wyoming Public Schools. After-school and evening activities are cancelled when school is cancelled for the day.

When school remains open, but as a parent/guardian you feel conditions are not safe for your child to go to school, please make the decision that is best for your child. It is very important that your child(ren) know what to do if they are ever sent home and parents/guardians are not there. Please develop procedures to be followed by your family.

Field Trips

Field trips are exciting experiences and opportunities that teach beyond the classroom. Parents/guardians grant permission to attend field trips for the school year when they complete their child's registration form. Teacher will notify parents/guardians with a note sent home from school when the field trips will occur. In order to make the trip a safe and enjoyable experience for everyone, students are expected to behave appropriately and to obey all bus and safety rules. We welcome and encourage parent/guardian participation as chaperones on field trips.

Harassment

Harassment based on a student's gender, race, national origin, or disability, is a violation of State and Federal law as well as Wyoming Public Schools policy. Harassment can take the form of verbal or physical threats or conduct. Such behavior will not be tolerated. Examples of harassment may include, but are not limited to, vulgar or obscene comments and/or jokes, unwelcome hugging or touching, referring to someone in demeaning terms based on gender, race, national origin or disability.

We take incidents of harassment very seriously. Disciplinary action will follow, if appropriate, after a review of the nature and seriousness of the incident. Measures will also be taken to prevent future occurrences.

If a parent/guardian or student believes harassment is occurring, please contact the building principal/Dean or an administrator responsible for handling violations of the district's non-discrimination policies.

Health and Medication

Reliable emergency contacts, up-to-date immunizations, and careful attention to students' illnesses are ways to protect the health of all children.

It is important to fill out your child's enrollment form very carefully with home and work phone numbers, and that you notify us of changes during the year. Also, please be sure that the people listed as your emergency contacts are aware and willing to accept responsibility for your child if necessary. If your child becomes ill or is injured during school hours, we will make every effort to contact you.

In the interest of your child's health and for the protection of other students, we will expect you to come for your child if he or she has a fever, cough, rash, head lice, or similar symptoms. Please let us know if your child is absent with a communicable disease. If your child is ill, be sure he or she is fully recovered before returning to school.

You may find the Kent County Health Department information below helpful.

Important: All immunizations must be up to date. According to state law, students will be excluded from school if this policy is not followed.

Kent County Health Department Information

Disease	Incubation	Stay Home	Return to School
Acute cold	12-72 hours	variable	upon recovery
Chicken pox	2-3 weeks	10 days minimum	when skin is clear
Regular measles	10-15 days	7 days minimum	upon recovery
German measles	13-21 days	4 days minimum	upon recovery
Impetigo	2-5 days	until recovery	upon recovery

Mumps	2-3 days	variable	upon recovery
Pink eye	2-5 days	until under doctor treatment	24 hrs. after initial antibiotics
Scarlet fever	2-7 days	7 days minimum	doctor's permission
Whooping cough	7-12 days	21 days minimum	when under control
Lice	17-27 days	until nit free	completion of treatment
Ring Worm	few weeks – few months	until under doctor treatment	completion of treatment

Medication

Wyoming Public Schools Board of Education policy on the administration of medicine is as follows:

1. Written instructions, on a form provided by the school, signed by a parent or guardian and physician, are required.
2. Parents or guardians must assume responsibility for informing the school office of any change in the child's medication and for providing a new prescription and physician's note to change the original prescription dosage.
3. The parent or guardian is responsible for transporting the medication to and from school. Students may not bring in or carry home medication.
4. The parent or guardian is responsible for providing correct doses of medication. School personnel cannot split tablets; that must be done at home by parents/guardians.
5. The parent or guardian is responsible for providing correct doses of medication. School personnel cannot split tablets; that must be done at home by parents/guardians.
6. Other than bandaging of minor cuts, bruises and burns, no medication, including aspirin, ointments, cold tables, etc., shall be administered to students without written instructions on a form provided by the school, signed by the parent/guardian and a physician.

Homework

According to the U.S. Department of Education, "the major purposes of homework are to help students review and practice what they have learned, prepare for the next day's class, learn to use resources such as libraries and reference materials, and explore subjects more fully than time permits in the classroom."

WPS District School Improvement Team and our Board of Education goals require that all assignments have relevance to students. In recognition of the value of recreational activities, family activities and other avenues for family learning, the following homework guidelines suggest maximums. Parental/guardian involvement in the completion of assignments should be minimal.

Jackson Park Intermediate School Homework Guidelines

Suggested Amounts of Time:

5th-6th grade – not to exceed 3 hours and 20 minutes per week

Suggested activities:

Reading

Unfinished class work or assignments

Research

Math facts

Project Extensions

Suggested Avenues of Communication to Parents/Guardians

Orientation meetings at the start of school - General Expectations

School Organizers/Agenda Books

Letters from teachers with dates, projects, and reinforcement questions parents/guardians can ask

School Newsletters and weekly e-mail newsletters

Progress Reports

Voice mail

E-mail

Teachers' Website

Parent Connect – web-based program that provides parents/guardians with a means to view their child's school information. You may sign-up in your school office.

Immunization Requirements

All 6th grade students and all students changing school districts are required to have two doses of Varicella vaccine or history as well as one dose of MCV4 or MPSV4 and one of tetanus/diphtheria/acellular pertussis (Tdap) vaccine (if 5 years have passed since the last dose of tetanus/diphtheria –DtaP, Td or DT)

In-School Suspension of Students (ISS)

On occasion, a student will be given an in-school suspension (ISS) for inappropriate behaviors. During this time the student will work in the office all day. In the event a student misbehaves or does not work in ISS, the parent/guardian will be called and the student will then receive an out-of –school (OSS) suspension. During ISS, the student will receive a cheese sandwich lunch with fruit and white milk. They are also welcome to bring their own lunch if they so choose.

Lost and Found

Student items such as coats, gloves, hats, boots, book bags, and lunch containers should be plainly marked with your child's name. Articles that are found but are not marked will be put into the Lost and Found Box. Please check the box periodically if any item is lost. Items not claimed are donated to charity.

Lockers

School lockers, which are provided for student convenience, remain the property of the district and may be searched by staff without notice at any time if it is deemed necessary to do so to protect the welfare of our students. In the course of conducting a search, the privacy rights of students will be respected regarding any items that are not illegal or against school policy. No law enforcement officer may search any locker or contents of a locker without a search warrant unless he/she has the consent of the building principal/Dean and is accompanied by the principal/Dean or designated representative.

A law enforcement agency having jurisdiction over the school may assist school personnel in conducting a search of a student's locker and the locker's contents at the request of the school principal/Dean or designee provided the search is conducted in accordance with this policy.

Any evidence obtained as a result of a search of a student's locker or locker's contents may be used in school disciplinary proceedings.

Lunch & Breakfast Programs

During the first week of school, all children will be given an application for free and reduced lunches to take home to their parents/guardians. Only those who wish to apply need to return the forms. Please keep in mind that we are required to provide every parent/guardian with the opportunity to apply.

Breakfast is served the first few minutes of class each morning to all students free of charge. Students may purchase lunch on a daily basis or bring lunch from home. Students who bring lunch may purchase milk daily. Parents/guardians wishing to take their child(ren) out for lunch must sign them out in the office. Parents/guardians are also welcome to join their children in the lunchroom. Food service staff send notes home to parents/guardians when a student's account is

overdrawn. Students will never go hungry and are offered a cheese sandwich w/milk and fruit lunch if there is no money in their account.

Mandatory Expulsion of Students

Dangerous objects and dangerous behaviors do not belong in school and expulsion procedures may be initiated. The use or possession of any item that can be classified as a dangerous weapon or explosive, and committing arson or criminal sexual conduct on school property, is a direct violation of state and federal law. Threats of harm, verbal and/or physical assaults in violation of Board policy will also subject students to possible expulsion. Students will face possible expulsion from school and the police will be contacted if these acts occur on school grounds or in school buildings or vehicles. See Board Policy for additional information.

Non-Discrimination

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Elliott-Larsen Civil Rights Act of 1977, and the Americans with Disability Act of 1990, it is the policy of Wyoming Public School District that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, age, disability, height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program, activity, or in employment. The lack of English skills will not be a barrier to admission or participation in any educational program or activity. The following people have been designated to handle inquiries regarding these nondiscrimination policies. Inquiries related to discrimination on the basis of race, color, origin, age, height, weight, sex, or marital status should be directed to Gerald Hopkins, Assistant Superintendent of Human Resources, 3575 Gladiola SW, Wyoming, MI 49519, (616) 530-7550. Inquiries related to discrimination on the basis of disability or religion should be directed to Harry Knol, Director of Student Services, 3500 Gladiola SW, Wyoming, MI 49519, (616) 530-7525.

Out of School Suspension (OSS)

Depending on the severity of the incident it may become necessary for the school to issue an out-of-school suspension. If the suspension is three days or longer teachers will provide school work for the student upon parent/guardian request. The length of the OSS is dependent upon the severity of the behavior and/or the number of incidents the student has had.

Parent Organizations/Parent Volunteers

Students are more successful in school when parents/guardians are interested and involved in education and school activities. We invite and encourage you to become an active member of our school's parent organization, and to volunteer in classrooms and at school activities. Please call the school office or your child's teacher for more information. It is WPS policy that all volunteers complete a Volunteer Agreement form. This form can be found on page 16 of this handbook.

Parking

When visiting the school please park in designated areas only. The bus turnaround area in front of the school is for busses only and should not be used to drop off/pick up students. The student drop-off/pick up area is located next to the street and must be used for student drop offs/pickups only. **Please do not park in these areas.**

Personal Property

The school is not responsible for any loss of personal property. This includes cell phones, game systems, electronics etc. Personal belongings should be clearly marked with the student's name. Each year, several bags of lost clothing items are donated to charity because they are not identified or claimed.

Pets/Insects

If your child is allergic to pets, please contact the office as soon as possible to let us know. If bugs, butterflies, or other insects are brought to school, they must be housed in plastic or metal containers; glass jars are unsafe.

For ANY animal to be brought to school, the following **must** occur:

District Administration must be notified and must approve any animal coming into the school.

Notification must be sent to the parents/guardians of the classroom that will have contact with the animal and parents/guardians must consent to their child coming in contact with the animal. If the parent/guardian refuses to give consent, alternate arrangements must be made to accommodate the student during the time that the animal is in the classroom.

When permission is given, pets must be brought to school and taken home by an adult.

The individual bringing the animal must assume all liability for having the animal on school property, meaning they must carry their own liability insurance (most home owners policies cover domestic pets). Please keep in mind pets are sometimes frightened by a new situation and the number of people around them.

The animal must be restrained at all times (leash, cage, confined space).

Animals should not be taken on the playground.

Physical Education

All students are expected to participate in weekly gym classes unless excused by a physician. Your child's teacher will inform you of the specific gym day. For safety reasons, students must wear gym shoes to participate.

Promotion/Retention

Our main function at JP is to prepare students to be successful at the next grade level. One way a student demonstrates that they are prepared is by passing their classes with a grade of 60% or higher. In the event a student fails more than four classes as reported on their quarterly report card they will be in jeopardy of being retained in the same grade another year. Discussions between parents/guardians, teachers, and the principal will take place to look at options such as summer school, tutoring, etc. The principal has the final decision as to grade placement.

Recess

After lunch, recess time provides a break for students from the academic focus of the classroom, and a much-needed opportunity for physical activity. Weather permitting, recess is held outside. If the weather is unpleasant, students will have the choice of staying inside the cafeteria instead of going outside. Recess is not held outside if the wind chill and/or temperature is 0 degrees or below.

Registration/Enrollment

A student registration form must be completed. Names and phone numbers must be indicated in case there is an emergency and we are not able to contact a parent/guardian.

Anytime you make a change in your name, address, home or work phone number, emergency contacts, or baby-sitter, please be sure to give the school office the information. A home language survey must also be completed.

Right to Privacy

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians certain rights with respect to the student's educational records. A copy of the district's FERPA policy will be sent home at the beginning of the school year. Please contact the building principal or administration offices for additional copies.

School Communication

The August Meet and Greet is a great time for parents/guardians and teachers to meet informally and for parents/guardians to gain a sense of the classroom programs and routines that make up their child's day at school.

Student/Parent/Teacher Conferences are held twice a year. Parents/guardians are urged to attend these important meetings to keep informed of their child's progress. Additional conference times may be scheduled at the request of either the parent/guardian or teacher.

Written progress reports are sent home four times during the school year; at the mid-term of each marking period. Many teachers provide weekly reports and daily homework reinforcements.

Our school newsletter, sent home regularly, is one way we are able to communicate school events to you. We also encourage and appreciate your phone calls whenever you have questions, comments, or concerns.

A weekly e-newsletter is provided via e-mail to any parent/guardian wishing to receive it. Please provide an e-mail address to the JP office if you wish to get the e-newsletter.

Team websites can be found on the school website (www.JPJags.org). These websites hold information on team functions, upcoming tests and assignments.

The Wyoming Public Schools' district newsletter, *Insight*, is published several times a year by the Board of Education and posted on the district's website, or is available at the Administration Building. Stories about student activities and achievements are often accompanied by photos. If you do not wish your child's photo published in the *Insight*, please let your child's teacher know.

School Materials, Library and Textbooks

Students are expected to respect and take care of school materials and equipment. A fine will be assessed for books or equipment that are damaged or lost.

Smoke-Free School

Effective September 1, 1993, state law bans the use of tobacco in public schools. Public Act 140, the Tobacco-free Schools Act, protects children, school employees, and visitors from the effects of secondhand smoke. The law bans the use of tobacco products on school grounds including the parking lots. It is enforced by local police and infractions carry a \$50 fine.

School Behavior/Discipline

A student must feel safe in an environment in order to maximize their learning. Parents/guardians expect the school and district to provide a safe environment for their children. We believe it is important to develop a process that supports the students, parents/guardians, teachers, the Dean of Students, and the principal. This process should consider the rights of *all* individuals in matters involving unacceptable behavior. Solving problems or conflict is a life-long skill. Conflicts and problems which involve people should be solved without hurting another individual. We believe in respect and that every student, and parent/guardian, has a right to be heard. We also believe a healthy environment can only occur when individuals, students, parents/guardians, teachers, the Dean of Students, and the principal place a high priority on students being responsible for their behavior.

The classroom teacher is responsible for addressing inappropriate student behaviors at school. This responsibility begins when the student enters school property until the time the student leaves. Itinerant teachers, substitute teachers, and other support staff personnel (i.e. lunch and playground aides) will address inappropriate behavior concerns when students are under their direction and confer with the classroom teachers, the Dean or the principal for appropriate consequences when necessary.

There are two components to a quality discipline plan: prevention and intervention. Prevention includes understanding behaviors that are unacceptable, teaching students how to solve problems constructively, providing appropriate supervision, and communicating/working with parents/guardians as a team. Intervention occurs when inappropriate behavior has occurred and includes the following steps:

1. Identifying the behavior, its intent, and severity.
2. Identifying the victim and perpetrator and listening to what has occurred. If the stories conflict, other witnesses will be brought in to determine what has occurred.
3. A discipline report will be completed for some Level 1 and all Level 2 or 3 behaviors by the supervising adult at the time of the incident and reviewed by the principal/Dean for final discipline action.
4. If the behavior is deemed to be Level 2, the student will often (but not always) be disciplined within the school structure (i.e. time-out, principal/Dean's office, after school detention or in-house suspension) and parent contact will be made.
5. If the behavior is deemed to be Level 3, the student will be sent to the office for further review. The student *may* receive an in-school or out-of-school suspension from the principal/Dean and parent/guardian contact will be made.
6. Parent/guardian of the perpetrator will be contacted and if the incident involves another student, their parent/guardian will be contacted as well (with the perpetrator's name removed) describing the incident, conclusion, and discipline.

The following is a non-inclusive list of behaviors and their consequences (subject to change):

Level 1 Behaviors (Teacher Responsibility)	Consequences May Include One or More of the Following
Work Refusal Noises, Out of Line, Classroom Disruptions Not following directions Minor physical aggression Name Calling Other Minor Infractions	Classroom teacher handles the issue Conference with student Parent/Guardian contact Missed Recess Other

Level 2 Behaviors (Adult Supervisor, Teacher, and/or Principal/Dean Responsibility)	Consequences
Swearing/inappropriate language	1 st Offense: Conference with student, Discipline Report, Discipline Action determined by Principal/Dean
Petty theft/Stealing	
Harassment (i.e. repeated behavior toward individual or group)	2 nd Offense: Conference with student/Dean/Principal, Discipline Report, Discipline Action determined by Dean/Principal
Disrespect of Authority	
Minor Vandalism	3 rd Offense: Conference with student/Dean/Principal/Parent/Guardian. Discipline Report, Discipline Action determined by Dean/Principal
Threats/Intimidation	
Physical aggression (pushing, shoving, kicking, etc.)	
Look-alike weapons with no dangerous intent	4 th Offense: Conference with student/Dean/Principal/Parent/Guardian. Discipline Report, Discipline Action determined by Dean/Principal – ISS/possible OSS
Other	

Level 3 Behaviors	Consequences
Fighting (punches thrown, biting, etc.)	1 st Offense: In School or Out of School Suspension (length determined by Dean/Principal)
Sexual Harassment	
Severe Vandalism	2 nd Offense: Out of School Suspension (length determined by Dean/Principal)
Weapons (Look-alike with dangerous intent)	
Theft/Stealing (more than \$5.00)	
Leaving School without Permission	
Racial Harassment	Continued infractions will result in additional consequences
Severe Threats	
Other Major Infractions	
Weapons (real) – per Board policy with possible expulsion	Per Board Policy with possible expulsion

*ALL discipline incidents are unique, based on age, the outcome, and the level of understanding of the student. **The principal/dean will be allowed discretion to determine what is most appropriate to change the behavior and be fair to both the discipline student and victim(s).**

* Discipline Reports may result in an In-School or Out of School suspension.

Student Dress

Student attire should be appropriate to the educational setting and to outdoor activities. Revealing clothing such as short shorts, bare midriff tops, jeans with wide holes above the knees, tank tops, and garments with offensive wording are inappropriate. Shorts, skirts and dresses are to be at least fingertip length. Sagging of pants is not permitted. Wearing of shirts and shoes is necessary not only for good grooming, but also for health and safety factors. Hats, headbands, scarves and bandana's are not to be worn in school. Weather conditions and outdoor recess may require warm clothing with boots, hats, mittens, etc. When boots are worn to school, we ask that children have an "inside" pair of shoes to wear during school.

Student Records

Parents/guardians have the right to review the school records maintained by Wyoming Public Schools for their children. Please call the office for an appointment with the principal. Student record information will not be released except by written consent of a parent/guardian or under certain circumstances as permitted by the Family Educational Right to Privacy Act of 1974.

Student Safety

In the interest of protecting student safety, scooters, roller skates, roller blades, and skateboards are not allowed at school. Energy drinks are also not allowed at school due to the potential risks to young people.

Student Supplies

The school provides all school supplies that students need to do their schoolwork. We all love new "school things" such as pencils, paper, scissors, glue, etc. Your student may wish to bring his or her own special school supplies. We would like to offer the following suggestions for school supplies:

Pencils (#2)	Paper (8 ½" x 11")	Pink Eraser
Kleenex	Glue Stick	Pocket Folders
Crayons	Watercolor Markers	Spiral Notebooks

We recommend that each student have a school bag to carry things to and from school. Watch for specific information from your child's teacher. On occasion, you may be asked to provide your child (ren) with additional school supplies. Individual teachers will send home requests.

Teachers/Learning Styles

Each child is placed in an appropriate classroom based on current knowledge of the child's learning styles. It is our goal to individualize instruction so that each student is taught in the way he/she learns best, and to make learning relevant to each student. Your child's teacher will welcome your observations about how your child best learns and about his/her unique interests.

Telephone Use/Messages

We encourage parents/guardians to make any necessary special arrangements with children before they leave for school each morning. We are happy to cooperate by getting emergency messages to children during the day. However, we will not interrupt classes to relay personal messages because that interferes with learning. Written messages will be put in teachers' mailboxes. Teachers check their mailboxes at lunchtime; therefore, it is important that calls be early enough in the day so that the teachers will get the message. Teachers also have voice-mail where important messages may be left. Students will not be permitted to make phone calls except with special permission from the teacher or office personnel.

Visitors

Parents/Guardians and their relatives or friends are always welcome to attend their child's classroom or a variety of school functions. During the school day, we must provide the safest and most productive environment for student learning. One way to ensure student safety is to monitor who visits our students' school experience. To assure proper monitoring of individuals who are not students or staff of our buildings, all outside doors will be locked during school hours.

Entrance will only be possible through the door nearest the school office. For this reason, it is requested that all visitors to the school site (i.e. volunteers, parents/guardians, etc.) check in at the school office, sign the visitor sheet, and pick up a pass. Teachers should be notified by the office that a visitor is coming. Every attempt should be made, in a non-emergency, for parents/guardians to notify the teacher in advance to assure the visit can be a positive experience. Upon leaving, we ask that you return the pass and sign out from the office.

When a parent/guardian or volunteer is in the building, they are expected to do only the business they signed in to complete. Interactions with children should remain positive and educational. Parents/guardians who have concerns about other children's or parent's/guardian's behavior should contact the classroom teacher to resolve these issues. School day visits are not an opportunity to confront children or parents/guardians in the halls, classroom, playground or other school areas.

Any parent/guardian or volunteer who does not follow this procedure will be asked to meet with the principal to review the procedures. Refusal to follow this procedure could lead to temporary or permanent dismissal from the building.

A sign in sheet will be kept in the office and request the following information of visitors:

Date	Visitor Name	Child's Name	Reason For Visit	Sign-in Time	Sign-Out Time	Visit Location

A visit to drop a child off to start the day or pick them up to end the day does not require a visitor's pass or check in with the office. Because every minute counts, we ask that parents/guardians refrain from removing their child before the last bell unless absolutely necessary and keep our halls conducive to learning up until that final bell.

Weapons Law

Effective January 1, 1995, state and federal laws require school boards and school administrators to impose expulsion as the penalty when students possess dangerous weapons in a weapon-free school zone, or commit arson or rape in a school building or on school grounds. Therefore, this is an official notice to all Wyoming parents/guardians and students that students who bring specified weapons into a weapon-free school zone, or who commit arson or rape, will be expelled. Wyoming Public Schools Board of Education and administrators will no longer have discretion to impose lesser discipline for such misconduct.

If you have questions about appropriate student behavior at school or would like a more detailed description of this law, please contact the building principal.

Technology Use Agreement

In order to prepare our students to meet the challenges of the future, Wyoming Public Schools has implemented a technology plan. The school will provide parents/guardians and students with a Technology Policy Usage Guide. This brochure contains information on Internet use and a Technology Use Agreement, which must be signed by a guardian before students are allowed access to the Internet. The Technology Use Agreement can be found at the back of this handbook.

Wyoming Public Schools and Jackson Park 2011-12 School Year Calendar

The School calendar can be found in a number of places such as the Jackson Park website (JPJAGS.ORG), the district website (Wyoming.k12.mi.us), and in our monthly and weekly newsletters. JPIS will also provide a refrigerator magnet with the school calendar on it for easy reference.

Religious Diversity

Why is this important?

As our district grows, we will continue to become more diverse. We will need to increase our sensitivity to and understanding of various cultural activities and events.

Religion in Public Schools

Religious holidays may be included in school curricula as opportunities to learn. Teachers should make sure not to cover a single holiday or religion, but, instead, to teach children about the holiday celebrations of a number of different traditions. For example, in any given year a number of holidays may occur in December and may be appropriate for a lesson on various celebrations held in the winter season.

Language Groups

Albanian	Hebrew	Punjabi
Arabic	Hindi	Russian
Bosnian	Hungarian	Serbo-croatian
Chinese	Indian	Somali
Creole	Italian	Spanish
Dutch	Japanese	Tagalog
English	Korean	Tamil
Farsi	Lebanese	Turkish
French	Persian	Urdu
German	Polish	Vietnamese
Greek	Portuguese	And more...

Classroom Reference Materials for Diversity

There are a wide variety of resources available to learn about other cultures and their specific holidays:

Religion in the Public Schools,
American Association of School Administrators

Whole Earth Holiday Book
Linda Polon, Aileen Cantwell

Educating for Peace
Betty Ford

www.diversityatwork.com

www.woodrickinstitute.org

www.earthcalendar.net

Technology – Acceptable Use Policy

Wyoming Public Schools

Wyoming, MI

Please read this document carefully and completely before signing.

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

INTERNET

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

PROCEDURES

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

TERMS AND CONDITIONS

Students are responsible for:

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

DISCIPLINARY ACTION

Any disciplinary action that is necessary due to non-compliance with this acceptable use policy will align with the applicable procedures and policies of the Wyoming Public Schools. Additionally there may be further action taken by the district if there are repeat offenses of non-compliance and/or the purposeful damage to technology equipment and network functionality. The disciplinary actions may include but are not limited to:

- **Criminal or civil charges may be filed, if applicable.**
- **Suspension of all Internet and email access and/or the use of all technology equipment**
- **Users will be required to make full financial restitution for any damages caused as a result of their unauthorized use.**

WYOMING PUBLIC SCHOOLS TECHNOLOGY USE AGREEMENT

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

USER NAME (PRINT) _____ GRADE _____ DATE _____

USER SIGNATURE _____

PARENT/GUARDIAN NAME (PRINT) _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____

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

PARENT/GUARDIAN Release for Student Likeness/Name/Work In District Publications, News Media, Internet, or any other Electronic/Digital Media.

Throughout the school year; it may be necessary to photograph, video or audio tape your child for a variety of purposes; concerts, plays, classroom activities, sports, video production class work, etc. To that end, I consent to the Board's use of my child's photograph or likeness, voice, or school works on the Internet, educational CD/video, news media, or other school related publication. As the child's parent or legal guardian, I agree to release and hold harmless Wyoming Public Schools from and against any and all claims, demands, actions, complaints, suits or other forms of liability that shall arise out of or by reason of, or caused by the use of my child's works, photograph, likeness, or voice on television, radio, motion picture, or in the print medium, or on the Internet or any other electronic/digital medium.

It is further understood and I do agree that no monies or other consideration in any form, including reimbursement for any expense incurred by me or my child, will become due to me, my child, our heirs, agents, or assigns at any time because of my child's participation in any of the above activities or the above-described use of my child's creative work(s), photograph, likeness or voice.

I understand that Wyoming Public Schools will not include the address, telephone number, social security number, or student identification number on the internet, CD/video, media or other school publication.

I consent to the use of my child's photo/likeness, work(s), voice on the Internet: Yes ___ No ___

I consent to the use of my child's photo/likeness, work(s), voice on CD/Video productions: Yes ___ No ___

I consent to the use of my child's photo/likeness, work(s) in other media/school publications: Yes ___ No ___

STUDENT'S NAME (PRINT) _____

STUDENT'S SIGNATURE DATE _____

PARENT/GUARDIAN (PRINT) _____

(Not Required if student is 18 years or age or older)

WYOMING PUBLIC SCHOOLS VOLUNTEER AGREEMENT

1. A volunteer is a person from the community who contributes his/her services on a regular or intermittent basis and is approved by a district administrator.
2. Volunteers can be assigned to help the school district teachers and administrators in providing instructional or extracurricular services to students.
3. Volunteers cannot be assigned to relieve teachers and/or administrators of their employed responsibilities, but are intended to support the objectives of the program/activity.
4. Volunteers shall work under the supervision of the designated teacher or administrator.
5. Volunteers must abide by and enforce all school and district policies and regulations, regardless if they personally support them.
6. Volunteers shall not meet with the students outside of the school program hours or off school grounds without prior approval from a district administrator.
7. Volunteers should not deal directly with parent/guardian concerns, and should refer all contacts by parents/guardians to the teacher or administrator.
8. Volunteers shall not receive remuneration from the district in any form for their services.
9. Only authorized volunteers are covered by the district liability insurance.
10. Volunteers are not covered under workers compensation.
11. Volunteers shall not treat injuries, except in the case of emergency first-aid.
12. A volunteer is personally responsible for his/her own actions. Inappropriate conduct may result in the individual being asked to discontinue his or her relationship with the district.
13. A volunteer shall not drive a personal vehicle to transport students. If an exception is necessary, prior approval of the principal is required.
14. A volunteer shall not discipline the students.
15. A volunteer serves and his/her tenure is totally at the discretion of the district administrator.

Pursuant to 1993 Public Act 68, by signing below I represent that I have not been convicted of, or pled guilty (no contest) to any crimes, not including civil infractions. In the event that I have been convicted or pled to any crime, I agree to disclose such information below. I realize that failure to disclose will automatically result in preclusion of volunteer activities regardless of the nature or age of the conviction.

By signing below I further assert that I have never plea bargained or been convicted of criminal sexual conduct of any degree, assault with the intent to commit criminal sexual conduct, an attempt to commit criminal sexual conduct in any degree, felonious assault involving a child, child abuse in any degree, or attempt to commit child abuse in any degree, torture, or indecent exposure involving a child; or a violation of Section 7410 Or 7416 of the Public Health Code.

Lastly, by signing below I signify that I understand that the Board of Education must request a criminal history check on me from the Central Records Division of the Michigan Department of State Police and that until that report is received and reviewed by the District, I am regarded as a conditional volunteer employee; and if the report received is contrary to my representations above, my services will be voided by the District.

		<u>Student's Name(s) – List All</u>	<u>Building Name (for each</u>
<u>child)</u> Signature	Date	1. _____	_____
Volunteer's Name (please print)	Male Female	2. _____	_____
Volunteer's Date of Birth	Volunteer's Drivers License No.	3. _____	_____ <input type="checkbox"/>
Volunteer's Address		4. _____	_____