



August 20, 2023

Dear Whiteford Families,

Greetings! As the 2023-2024 school year quickly approaches, I hope that everyone has enjoyed their summer and excitement is beginning to build in anticipation of a new school year! This summer, we have again worked extremely hard to develop ways to make the beginning of year completion of forms easier and less time consuming for our families. Many of the forms and agreements that were mailed in the past have now been “digitized” and can be accessed through our website or Infinite Campus. **This process will be replacing Registration Day Packets for 6-12th grades and the Emergency Cards for K-12th grades.**

Please take a few moments to familiarize yourself with the information outlined in this letter. We hope that you will find it helpful as we start a new school year. The **ACTION STEPS** for each family are outlined below.

## **STEP 1 - Create Infinite Campus Parent Portal**

If you have already created a Parent Portal, skip to Step 2.

Infinite Campus is our Student Information System (SIS). At Whiteford, we use this system to house all of the important student and family information as well as to notify families through phone call, text, and/or email about critical communications such as bulletins, cancellations, delays, etc.

Again this year, we are requiring families to make updates using the Infinite Campus portal rather than using paper copies. We are asking at least one parent to create a parent campus portal account. If you have not yet registered to use the [Infinite Campus Parent Portal](#), here is a [video](#) that will help you understand how to register and obtain access. Your **Activation Key was emailed to you at registration** or you can retrieve your **Activation Key** by emailing your building administrative assistant listed below. There is also an Infinite Campus App available in the Apple App and Google Play stores. When creating your parent campus portal, please keep in mind the following:

- ❖ Each parent/guardian should have their own separate campus parent portal account. It is not recommended to share an account.
- ❖ Do not share your account information with your student. Each student has their own unique campus student portal account.
- ❖ Create your own unique username. Please **DO NOT** use your student's ID number or network login.
- ❖ Enter a password until the indicator for the password turns green and says 100%.

If you need assistance or support, please email one of the following individuals with your name and a description of your issue/problem:

Whiteford Elementary - Elaine Thieman at: [elaine.thieman@whiteford.k12.mi.us](mailto:elaine.thieman@whiteford.k12.mi.us)

Whiteford Middle/High School - Amanda Duval at: [amanda.duval@whiteford.k12.mi.us](mailto:amanda.duval@whiteford.k12.mi.us)

## **STEP 2 - Update Emergency Contact Information (Annual Update)**

In Infinite Campus Parent Portal,

1. Click “More” on the left hand side
2. Click “Online Registration”
3. Click “23-24 School Year Existing Student Registration - Start”

4. Click "Begin Registration"
5. Type first and last name and "Submit"
6. Under "Student(s) Primary Household"
  - a. Under Primary Phone update phone and contact preferences and "Next"
  - b. Under "Home Address" contact the office if the address is not correct and "Next"
  - c. Under "Mailing Address" update or "Save/Continue"
7. Under "Parent/Guardian"
  - a. If in the same household you may see more than one parent, you will update for both parents before moving forward. Choose appropriate parent and then "Edit/Review"
  - b. Under "Demographics" click "Next"
  - c. Under Contract Information update phone numbers, email, contract preferences and "Save/Continue"
  - d. If applicable, complete for 2nd parent/guardian and "Save/Continue"
8. Under "Emergency Contact"
  - a. Must add/have at least one New Emergency Contact and maximum of 2
  - b. Click "Add New Emergency Contract"
  - c. Under "Demographics" add first name, last name, and gender and "Next"
  - d. Under "Contact Information" enter at least one phone number as required and "Next"
  - e. Under "Verification" please enter the address for Emergency Contact and "Save/Continue"
  - f. "Save/Continue"
9. Under "Student"
  - a. Select the highlighted student to continue and "Edit/Review"
  - b. Under "Demographics" verify or add the information required and "Next"
  - c. Under "Race Ethnicity" skip and "Next"
  - d. Under "Relationships - Parent/Guardian" update accordingly based upon description and "Next"
  - e. Under "Relationships - Emergency Contacts" update accordingly based upon description and "Next"
  - f. Under "Relationships - Other Household" update accordingly and "Next"
  - g. Under "Health Services - Medical or Mental Health Conditions" click "No" or "Add Condition" and "Next"
  - h. Under "Health Services - Medications" click "No" or "Add Medication" and "Save/Continue"
  - i. **Complete same process for all students listed in household**
10. Completed

### STEP 3 - Complete Whiteford Handbook and Safety Agreement 23-24

Handbooks are always subject to revision and updated for each school year. This year is no different as NEOLA provided several student handbook revisions for consideration. All parents/guardians will be notified of any changes to handbook language during the school year by the District's regular means of contact. Please access and read the appropriate School Student Handbook 2023-2024 below:

[Whiteford Elementary School Student Handbook 2023-2024](#)  
[Whiteford Middle/High School Student Handbook 2023-2024](#)

The Safety Agreement statements allow Whiteford Agricultural Schools to safely share your student's accomplishments via district social media, website, etc. A student's first name only will be used for safety. Any parent/guardian who DOES NOT want their child's picture being released in this manner should send a written request to:

[motykaioott@whiteford.k12.mi.us](mailto:motykaioott@whiteford.k12.mi.us)

In Infinite Campus Parent Portal,

1. Click "Documents" on the left hand side
2. Under "District Forms" click on "Whiteford Handbook & Safety Agreement 23-24"
3. Complete the agreements, permissions, and authorizations accordingly
4. Click sign and "Submit"
5. **This needs to be completed for each child enrolled in Whiteford Agricultural School District.**

## STEP 4 - Complete Whiteford Parent Technology AU and Safety Guidelines 23-24

For students to access e-mail and/or the internet at school, students under the age of eighteen (18) must obtain parent permission by signing this form. Students eighteen (18) and over may sign their own forms. Please access and read the Student Network and Internet Acceptable Use and Safety Policy and Guidelines and discuss them with your student below:

[Whiteford Student Network and Internet Acceptable Use and Safety Policy and Guidelines](#)

In Infinite Campus Parent Portal,

1. Click "Documents" on the left hand side
2. Under "District Forms" click on "Parent Technology AU and Safety Guidelines 23-24"
3. Complete the permissions and authorizations accordingly
4. Click sign and "Submit"
5. **This needs to be completed for each child enrolled in Whiteford Agricultural School District.**

## STEP 5 - Complete Whiteford Chromebook Insurance Policy Form 2023-24

Whiteford Agricultural School District is providing an opportunity to purchase insurance for a district-issued Chromebook assigned to your child. This insurance policy will cover the cost towards damages incurred due to cracked screens, liquid spills, drops, and device failures. Multiple insurance claims may result in future chromebook restrictions and repair fees. The insurance fee does not cover replacement of or damages to the power charger, excessive wear and tear, excessive cosmetic damage, vandalism, negligence of care, fire, abuse, or theft. Replacement fees will be assessed due to excessive damage, vandalism, or failure to return the Chromebook or charger in good working condition at the end of the school year. Insurance coverage is required for students to take the device home. **The non-refundable cost of the insurance plan and associated maintenance for the 2023-2024 school year will be \$20 per chromebook. Families that have 3 or more students in the Chromebook program will be capped at \$60 total.** Payment will be completed through Infinite Campus On-Line Purchasing Process in the "Fees" section of Infinite Campus.

In Infinite Campus Parent Portal,

1. Click "Documents" on the left hand side
2. Under "District Forms" click on "Whiteford Chromebook Insurance Policy Form 2023-24"
3. Complete authorize to **purchase** or **opting out** for Chromebook Insurance.
4. Add parents full name and home/cell number
5. Click sign and "Submit"
6. **This needs to be completed for each child enrolled in 6th-12th grades at Whiteford Agricultural School District.**

## Important Upcoming Events

### K-12 OPEN HOUSE - AUGUST 30

The K-12 Open House is scheduled for Wednesday, August 30 from 5:00-6:30pm. Celebrate the return to school by meeting teachers, administrators, and exploring our learning spaces. We hope to see many of our students and families! The 6th grade students and families have a special orientation with the transition from elementary to middle school. The **6th grade orientation** will begin at 5:00pm with the following schedule:

- ❖ 5:00-5:15pm - Meet and Greet with 6th Grade Team in classrooms
- ❖ 5:15-5:45pm - Orientation in Middle School Gym
- ❖ 5:45-6:30pm - 6th Grade Social with hot dogs, chips, and outdoor games for students and families outside the middle school entrance.

### FIRST DAY OF SCHOOL - SEPTEMBER 5

We welcome students back to school at noon. Buses will run regular routes, please be waiting at the bus stop early. There is no lunch served the first day, but our food service department will serve breakfast and lunch on Wednesday, September 6.

## **SCHOOL CALENDAR**

2023-2024 School Calendar

## **ATHLETICS WEBSITE/CALENDAR**

<https://www.whiteford.k12.mi.us/athletics/>

### **THIS WEEK**

August 22 Board of Education Special Meeting 6pm Bobcat Den

### **NEXT WEEK**

August 28 Chromebook Distribution (6th-12th Grades) 5-8pm MS/HS Media Center  
August 29 Chromebook Distribution (6th-12th Grades) 9-12pm MS/HS Media Center  
August 30 Teacher Professional Development 8-3pm MS Gym  
August 30 K-12 Open House 5-6:30pm

### **UPCOMING**

September 4 Labor Day  
September 5 1st Day of School (12pm Start)  
September 11-15 5th Grade Field Trip Michindoh  
September 11 Board of Education Meeting 6pm Bobcat Den  
September 17 Constitution Day  
September 18 Elementary Picture Day  
September 18 MS/HS Picture Day  
September 26 Student-Athlete Leadership Summit 9-1pm Lenawee Christian School  
October 2-6 Homecoming Week  
October 2 6-12th Grades Assembly: Brad Hurtig 1:30pm  
October 9 Board of Education Meeting 6pm Bobcat Den  
October 30 MS/HS Picture Retake Day  
November 1 No School: Teacher Professional Development Day  
November 3 Elementary Picture Retake Day  
November 3 End of 1st Marking Period

We are better together - We are Whiteford!



Scott L. Huard, ED.S.

Superintendent

[scott.huard@whiteford.k12.mi.us](mailto:scott.huard@whiteford.k12.mi.us)

734-856-1443 Ext. 101