Whiteford Agricultural School District
6655 Consear Rd, Ottawa, Lake, MI 49267

Scott L. Huard, ED.S., Superintendent

August 14, 2026

Dear Whiteford Families,

As the 2026-2027 school year quickly approaches, I wanted to take this opportunity to make you aware of a few things that need to be completed prior to the start of school that are critical for your child's safety. Each year, the district requires parents and guardians to complete the **Infinite Campus Annual Updates and Agreements**. This process ensures we have accurate and up-to-date information about your child, enabling us to provide the safest and best possible educational experience.

Why Are These Updates Important?

- **Safety and Communication**: Updated contact information ensures that we can reach you in case of an emergency. Accurate medical information allows us to respond appropriately to your child's needs.
- **District Policy Compliance**: The agreements include important permissions and acknowledgments regarding technology use, participation in field trips, and more. These handbooks and agreements outline the responsibilities and expectations for both students and parents.

What Happens If They Are Not Completed?

- Failure to complete the annual updates and agreements **will result** in **restrictions on your child's participation in certain activities and services**. For example:
    - **Field Trips**: Without the necessary annual updates and agreements, students will be unable to attend educational field trips off-campus that enhance their learning experience.
    - **District-Issued Chromebooks**: Acknowledging the district's technology use policies is mandatory for students to receive and use Chromebooks essential for their academic work. **We do not permit the use of your own device, so it is critical that these updates and agreements are completed to not restrict your child's academic work or educational experience.**

What About Chromebook Insurance?

- For students in grades TK-6th, they never take the devices home. We understand accidents will happen within the classroom setting, and unless your child intentionally damages their or someone else's Chromebook, we will cover the cost of repairs or replacements. **Intentional damage to devices that result in repairs or replacement will be assessed to the parent/guardian.**
- For students in grades 6th-12th, the district has purchased and will require the use of protective cases to avoid accidental damage to the Chromebooks. There is no charge to parents/guardians for these cases, and the students will reuse the protective cases year after year. Protective cases are not designed for extreme abuse or initial slamming, throwing, etc. **If damage is deemed intentional or habitual issues occur due to handling, repairs and replacements will be assessed to the parent/guardian.**

We understand that life can get busy, but completing these updates and agreements are critical. The process is not labor intensive or long and can be done online via the **Infinite Campus Parent Portal**, which can be accessed from our website. We just need one (1) parent to complete them this year! The **ACTION STEPS** for each family are outlined on the pages below. If you have any questions regarding this process, please contact your building administrative assistant for support.

We are better together - We are Whiteford!

Scott L. Huard, ED.S.

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 (TK-5th) - Deb Motyka-Iott at: motykaiott@whiteford.k12.mi.us
Whiteford Middle School (5th-8th) - Brittany Johnston at: brittany.johnston@whiteford.k12.mi.us
Whiteford High School (9th-12th) - Savana Blevins at: savana.blevins@whiteford.k12.mi.us

STEP 2 - Update Annual Contacts (Emergency)

It is critical that we have updated emergency information, and we ask that just ONE (1) parent/guardian complete this annual update.

In Infinite Campus Parent Portal,

1. Click “More” on the left hand side
2. Click “Annual Contacts Update”
3. Click “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. Check the appropriate Contact Preferences for voice and/or text messages
    c. Under “Home Address” **contact a school office if the address is not correct** and “Next”
    d. 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 click arrow to complete
    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 then click arrow to complete
    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”
10. Click “Submit”
11. Close pop-up screen
12. Completed

STEP 3 - Complete Whiteford Annual Agreements 2026-2027

In Infinite Campus Parent Portal,

1. Click “Documents” on the left hand side or you will see on dashboard under “Documents Need Attention”
2. Click “Continue Edit” for confirming Editing
3. Click “Agree” for Agreement to use Electronic Signatures
4. Complete the agreements, permissions, and authorizations accordingly
5. Print first and last name with date
6. Click “RED ICON” to sign
7. Click sign and “Submit” (Bottom Left on Screen)

School Student Handbook Agreement 2026-2027
Handbooks are always subject to revision and generally updated after each school year. The rules and information provided in this handbook may be supplemented or amended by the District’s administration at any time, consistent with applicable law, state or federal guidance, and board policy. All parents/guardians will be notified of any changes to handbook language by the District’s regular means of contact. Please access and read the appropriate School Student Handbook 2026-2027 below:

Whiteford Elementary School Student Handbook 2026-2027
Whiteford Middle School Student Handbook 2026-2027
Whiteford High School Student Handbook 2026-2027

Student Identification
Student Images and names are recorded while participating in school-sponsored activities throughout the year. These images may appear in the newspaper, yearbook, or webpages and similar platforms. Your permission is implied unless you write a letter to the Office of the Superintendent stating that you do not give permission. 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: elaine.thieman@whiteford.k12.mi.us

FERPA Letter 26-27

Parent Technology Acceptable Use Policy
Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the internet through the school’s computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet. The Board has the right, at any time, to access,

monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

As the parent/guardian of this student, I have read the Student Technology Acceptable Use and Safety Guidelines and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken available precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and/or harmful to minors.

However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that may be found on the internet. I will not hold the Board (or any of its employees, administrators, or officers) responsible for materials my child may acquire or come in contact with while on the internet.

Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the internet - i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing, and exploring information and resources on the internet. I further understand that individuals and families may be liable for violations.

To the extent that proprietary rights in the design of a website hosted on the Board's servers would vest in my child upon creation, I agree to assign those rights to the Board.

Parent Technology Acceptable Use Policy