

# Chippewa Hills Intermediate School

2017-18



3102 Arthur Rd.  
Remus, MI 49340

Property of: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_

**In case of emergency, please notify:**

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_

## **A MESSAGE FROM THE INTERMEDIATE STAFF**

Welcome to Chippewa Hills Intermediate. It is our intent to supply the best public education available to enrolled youngsters.

Included in this handbook are guidelines, rules, and expectations for successful Chippewa Hills Intermediate students. It should be stressed that this handbook does not cover every conceivable situation that may arise. It should also be pointed out that the parents, the school, and the students share in the responsibility for the child's education. If any one of these groups do not take their roles seriously, the educational experiences of students will be diminished. We at Chippewa Hills Intermediate take our role seriously. We are committed to the education of Chippewa Hills Schools' students and we solicit your support and cooperation.

Sincerely,

The Intermediate School Staff

## **STUDENT AGENDA**

### **PURPOSE:**

The purpose of the student agenda is to help students become better organized. An organized student will do better in school. It is human nature that we try to remember too much; and the more we try to remember, the more we are apt to

forget. It will be the student's responsibility to take this to every class every day. It is important to use this organizer daily. As you do, you will find yourself spending less time trying to remember what it is that you are supposed to be doing each night after school. Students who lose their agenda need purchase a new one from the office for \$6.00.

## **STUDENT RESPONSIBILITIES**

1. Each student has the responsibility to develop good work and study habits.
2. The student should clarify with the teacher any questions pertaining to the instructions for homework at the appropriate time.
3. The student should take home any materials and information needed to complete the assignment.
4. The student should learn to budget his/her time.
5. When study time is provided during the day, the student should take advantage of it.
6. Long-term assignments should be planned so they do not have to be done all at once.
7. With the assistance of their

parents, students should do the following:

- a. Set a special time in which to do their assignments.
  - b. Find a special place free from excessive noise and other distractions in which to do work.
  - c. Organize time so assignments can be completed on time.
  - d. Carefully check the completed assignments.
8. It is the student's responsibility to return all work completed to the teacher by the date requested.
  9. It is the student's responsibility to see the teacher to obtain work missed due to an absence, complete the work and turn it in within two days of the absence.
  10. USE your STUDENT AGENDA.

### **SCHOOL CLOSING**

Notice of school closing due to inclement weather or an emergency situation will be made at the earliest time possible. It can be seen on TV-13 and

TV-9/10 in addition to local radio stations. Please try these sources before calling the school.

### **EMERGENCY PROCEDURES**

Individual room routes for fire and tornado procedures are posted in each room. Practice drills for fire, tornado, and lock-down emergencies are practiced during the school year. The fire procedure is signaled by the alarm sounding. The tornado procedure is signaled by an announcement over the intercom system. Building evacuation for other emergencies will be implemented through specific instructions to students through classroom teachers. It is expected that all students will remain silent during any type of a drill or emergency procedure so as to hear instructions from a staff member. If it is necessary to exit the classroom or building, do so in a single file line. If students are directed to exit the building, all electronic devices including cell phones are to be left in student lockers.

### **LUNCH**

Hot lunches and breakfast are served daily at school. Prices are determined and posted by the beginning of the school each year. A monthly menu is posted at school to enable students to plan their hot lunches. A la carte items will be available for purchase, as well as milk at a determined price. **A student**

**may charge up to 5 days. After that they will be given PBJ for 2 days. At the end of this period, they are cut off. All food and drink must be eaten in the cafeteria.**

We have a "closed campus" lunch hour, meaning that students are not allowed to leave designated areas. After eating, students may participate in intramural activities when offered or go outside to the designated playground area for activity time. Students wishing to use the library may do so by obtaining a pass.

**All other areas are off limits.**

### **CONTAINERS**

No glass bottles are allowed in the school. Pop or juice brought for lunch should be in a can or plastic bottle, approximately the 12-24 oz. size, and consumed only during lunch or after school. Water in clear bottles is allowed in school and in many classrooms, but may be limited at staff discretion.

### **LOCKERS**

All students will be assigned a locker. No personal locks are to be used and may be removed at the school's discretion. **It is important that students do not tell others their combination or let other students use their locker.** Lockers are the property of the school, not the students, and may be opened

and checked by school official for the purposes of safety and to overt illegal or prohibited behavior by the students.

### **MAIN OFFICE**

During the school day, students will need a pass to be admitted to the office. Acceptable reasons for office use during the school day will be the following: illness, injury, or disciplinary reasons. Students sent to the office for disciplinary reasons must remain quiet. Possible infraction may result in additional consequences or an out-of-school suspension.

### **USE OF OFFICE PHONE**

Students may use the phone in the main office for sickness or school emergencies with permission from the office staff. Students wishing to use the phone during school hours must obtain a pass from a staff member. No personal calls are allowed.

### **ECD GUIDELINES**

In the following guidelines, the acronym ECD refers to students' personal electronic communication devices that are not authorized for use on school grounds during the school day, such as, but not limited to: cell phones, pagers, walkie-talkies, digital phones/cameras, and Personal Digital Assistants (PDA's).

“Using” an ECD shall mean: Making or receiving a call, taking/sending/receiving a picture, instant messaging texting, beaming information, or electronically communicating in any other manner.

1. Students may use an ECD at school before entering the building and after the last bell. At the High School, students may use an ECD before the first bell, during lunch, and after the last bell.
2. ECD's may be used at the High School and Intermediate School in the classroom as directed by the instructor (academic use).
3. During the school day, the following rules apply to ECD possession:
  - a. At the Elementary level, students may NOT carry ECD's with them. If they are brought to school, they are to be left in the office during the school day.
  - b. At the Middle and Intermediate level, students may carry ECD's with them during the school day, but these devices must be in the “off” position.
  - c. At the High School level, students may carry ECD's with them during the school day. Personal use (i.e. texting and

social media) should be limited to before and after school, lunch and passing time.

4. ECD use in restrooms and locker rooms is prohibited at all times.
5. Students may not exit the building during the school day in order to use an ECD.
6. Students that participate in extracurricular activities must abide by the ECD use rules determined by the coach, advisor, or sponsor. Coaches, advisors, and sponsors will enforce the consequences involving misuse of these devices during practices, meetings, or competitions.
7. The school district is not responsible for loss, theft, or damage to ECD's. Students are encouraged to leave the devices in secure locations. A school district employee that stores an ECD for a student is not responsible for its loss, theft, or damage.
8. Violation of the policy will result in disciplinary action in accordance with the school building's code of conduct.

Any ECD used or heard during class time will be confiscated. Cameras, including cell phone cameras, shall not be used without specific prior consent from the building principal or his/her designee. Students violating this policy will have items confiscated and will face progressive discipline including up to

out-of-school suspension. The building principal or designee shall have the discretion to determine the amount of time the phone will be confiscated, but this shall not exceed thirty (30) days. Students having items confiscated may be prohibited from bringing ECD's to school.

### **VISITORS**

All persons entering the building on business should first report to the main office. Students are not allowed to bring guests to school or school-sponsored activities except to those open to the public (i.e. athletic events, concerts, plays, etc.).

### **PDA'S**

PDA's (public displays of affection) are not permitted at Chippewa Hills Intermediate School. We want to promote appropriate behaviors while at school, as would be expected in the real work world, and these behaviors are generally considered inappropriate in those settings. PDA's include hand holding, arms around each other, hugging, kissing, and any other form of affection that may make others feel uncomfortable. No sexual contact is permitted in any form or fashion, consensual or not. Violation of the policy will result in disciplinary action in accordance with the school's disciplinary guidelines grid.

### **LOST AND FOUND**

Our "Lost and Found" is located in the cafeteria. Items may be turned in or claimed by the students during office hours.

There are some things you can do to help avoid losing items:

1. Never bring valuable items or large sums of money to school.
2. Always make sure your locker is locked before leaving it.
3. Items **not** claimed within 30 days will be donated to charity.

### **IMMUNIZATIONS**

Parents/guardians must furnish proof of proper immunizations in order for a student to be admitted into school. The main office will provide a list of the immunizations needed upon request.

### **MEDICATION POLICY**

It is important that students never bring medication (prescription or over the counter) with them to school. In all cases where a child needs medication a parent/ guardian should bring the medication into the building. Only medication in its original container labeled with the date, the student's name, and exact dosage will be administered with written consent of the

physician and parent. Any non-prescription medication must be in the original container kept in the office and dispensed only through the written authorization of the parent.

**Students possessing or distributing over the counter or prescription medications will be subject to immediate disciplinary action as defined in the Chippewa Hills School District Board of Education Discipline Guidelines. This guideline includes discipline up to a 180 day suspension for any distribution of medication.**

### **ATTENDANCE**

All students are expected to be in school on time every day school is in session. Students with perfect attendance are recognized and rewarded. All absences will be recorded accordingly and monitored by the office.

**On the day the student is absent, we expect parents to call the school (989) 967-2200 before 9:00 AM to report the absence.**

If the home has not contacted the school during the student's absence, the student will be considered unexcused and will need to bring a written excuse, signed and dated by the parent or guardian, explaining the reason for being absent and the number of days

missed. The returning student must bring the written excuse to the office. Students are expected to attend school everyday unless there is a legitimate reason to be absent. The office makes periodic checks on attendance, which is cumulative for the year. If a student is absent excessively (as determined by the school administrator with only medical excuses counting as an excuse for multiple days), the following steps are followed:

1. Letter sent home (five days absent)
2. Second letter sent home and first referral to truancy officer (ten days absent)
3. Beyond 10 days a petition is submitted as a referral to the county prosecutor's office

### **LEAVING SCHOOL FOR APPOINTMENTS**

A student who is ill should go to the office after notifying his/her teacher. When home contact has been made and transportation arranged, the student will be allowed to be signed out by the parent or designated person.

### **MAKE-UP WORK**

It is the **responsibility of the student** to request make-up work on return to school after an excused absence. The make-up work will be arranged between the student and teacher with one day of

time allowed for each day absent. Any extension of time will be at the discretion of the teacher. Failure to make up work within the required time will result in a lower grade.

In the event a student will be out of school for three or more days, a parent should contact the office before 12:00 noon to request make-up work to be **picked up the following afternoon.**

### **SCHOOL RECORDS**

Each student has a folder (CA 60) which may include, but is not limited to, his/her grades, test scores, attendance records and extracurricular activities. The contents not only aid the counselors and administrators, but also become valuable information for business, college and industry.

All parents and guardians of students under eighteen (18) years of age have the right, pursuant to the Family Education Rights and Privacy Act of 1974, to examine the official records, files, and data of the school district directly relating to the student. They also have the right to challenge any of the contents of said record to ensure their accuracy and fairness. Procedures for examination and challenge, including hearings on a challenge, shall be established by the Board of Education and be made available upon request.

No records, files, or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student or of the parents or guardian of the student under eighteen (18) except: (1) the teachers and officials of this district who have a legitimate educational interest in such information; or unless (2) there has been a federal request for submission of student records in connection with the student's application for financial aid. The student or parent will be notified if officials of the school to which a student intends to enroll desire access to student records, or if a court had ordered access to such records. For other investigation of student records, parental or student consent is needed.

Only "directory information" regarding a student will be released by the district without written consent of the parent or guardian. Directory information consists of the following: a student's name, address, telephone number, date and place of birth, dates of attendance, date of graduation, awards, or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.

If parents or guardians do not wish to have "direct information" released, they must make this request, in writing, to the principal within 20 days of the start of school.

## **EXTRACURRICULAR ACTIVITIES**

Students must attend at least half of the day at school on the day of a game, dance, or other activity in order to participate in the activity. Any exceptions to this rule must be cleared in advance with the principal. Athletes must comply with the Chippewa Hills Athletic Code in order to participate in the activity. Participation in extracurricular activities is a privilege offered to students and not a right. Students will be notified when it is time to register for the sport or activity in which they wish to participate. All students must have a physical, signed by a doctor, on file with the school for athletics.

## **CONFLICT OF SCHOOL-SPONSORED ACTIVITIES**

In the event a student is obligated to participate in two or more school-sponsored non-curricular activities (this does include co-curricular activities) scheduled for the same time, it is the student's responsibility to notify the advisor or coach of each group at least **15 school days** in advance of the one in which the student wishes to participate. No penalty may be imposed

by the advisor or coach of the excluded activity. It is recognized that for reasons beyond the control of the student or the school, a 15-day notice may not be possible. Under these circumstances, the principal will make a recommendation to the student and parents, **but the final choice will be made by the student and parents.**

## **ACADEMIC ELIGIBILITY**

Academic eligibility shall be checked weekly. Eligibility will be checked on Friday of each given week. A student conference will be held Friday or the following Monday with the students that have not met minimum eligibility requirements. To remain eligible, students must be passing all of his/her classes. If a student is found to be ineligible, they will receive a one-week grace period to improve their grades and become eligible. The burden shall be on the student to prove their eligibility. Teachers will be asked by the student athlete to fill out a grade report. *Only 1 grace period is allowed per season.* Once an athlete uses his/her grace period, they will remain ineligible and unable to participate until they can meet the minimum eligibility requirements. If a student becomes ineligible, they cannot participate from Monday through the following Saturday.

## **GRADES**

The honor roll at Chippewa Hills Intermediate School is figured on a 4.0 scale for all grades. To obtain a student's GPA (Grade Point Average), you must divide the number of points earned by the number of classes taken. A "D" or "E" will keep a student off the honor roll despite total points. Pass/fail grades are not figured into the equation. The following scale would apply:

|         |         |
|---------|---------|
| 4.00=A+ | 4.00=A  |
| 3.67=A- | 3.33=B+ |
| 3.00=B  | 2.67=B- |
| 2.33=C+ | 2.00=C  |
| 1.67=C- | 1.33=D+ |
| 1.00=D  | 0.67=D- |

## **REPORT CARDS**

In order to keep parents informed and up-to-date on their child's progress, a report card is issued at the end of each marking period.

interim reports may be sent to parents during the marking period if expected progress on the part of the student is not achieved. Internet accessibility via Skyward is available so that parents and students can easily obtain current information regarding their child in multiple areas: current grades and

assignments, grade history, attendance, etc. Information including the process, student ID and PIN number will be sent home to parents.

Parents are urged to contact the school (989) 967-2200 if there is any question about the progress of their child. Teachers have a scheduled conference period daily and are available to meet with parents at that time, or any other time that is convenient for both the teacher and parent.

## **INCOMPLETES**

Incompletes are given in place of grades when make-up work or tests resulting from excused absences cannot be made up before the end of a marking period or when report cards are issued. If the work is not completed by the student within the time limit, the work not made up will receive a grade of "E" and be averaged with other work from that marking period to determine a final grade.

## **PROMOTION/RETENTION**

Students are expected to pass all classes while in Chippewa Hills Intermediate School. Passing means that a student earns a GPA of .67 or higher for the year using the aforementioned grade point scale. This means that anyone receiving a "E" or lower in any core academic class is

mathematically at risk of being retained.

Promotion to the next grade is automatic unless there are failing grades. The team of teachers and the building principal will determine if promoting or lifting will occur. Parental notices will be given when students are in the position of retention.

### **DUE PROCESS**

All students are entitled to due process. This means that a student will receive a hearing to present his side of an issue before disciplinary action is taken or not taken. There are also procedures that students must follow if they do not agree with the school's actions.

### **DRESSING AND GROOMING**

Since good grooming and appropriate dress are important in today's life, our young people are encouraged to take pride in their appearance. The development of this pride is a responsibility shared by parents, students, community, and school.

We recognize that the primary responsibility for the manner in which a student is dressed rests with the parents. However, since the way students dress affects, in some ways, the way they act, the school has determined that the following manners of

dress are not acceptable or conducive to good efforts in school. Violation of the policy will result in disciplinary action in accordance with the school's disciplinary guidelines grid.

1. Skirts, split skirts and shorts may be worn but must be an appropriate length. Any shirts that reveal the waist or midriff [skin] are not allowed.
2. Tube tops, net shirts, and muscle shirts are not allowed. Sleeveless shirts that reveal a person's torso are not permitted.
3. Shirts that expose cleavage are not permitted – see diagram.
4. Writing on clothing cannot be profane or suggestive. Clothing cannot advertise for alcoholic beverages, tobacco products, or slogans related to illegal substances or substance abuse, or groups connected to gang activities.
5. No gang-related clothing, or paraphernalia is acceptable. This includes bandannas, specific colored clothing, or related items that are specific to an established group.
6. Any clothing that can be interpreted as sleepwear

- (lounging pants, leisurewear, Pajamas) are not allowed.
7. Rips, tears, holes or thread-bare (skin shows) material (even with clothing underneath) in jeans or pants are not allowed if the holes are above finger-tip length..
  8. Spandex are not to be worn as outer garments. If under skirt/shorts or a long top, the skirt/shorts or top must still be at the designated length (#1).
  9. Physically revealing or suggestive clothing is not allowed. This includes any article of clothing that reveals undergarments.
  10. Hats / head coverings on males and females are not allowed in the building.
  11. No chains are allowed in school, even on wallets. Spiked waistbands, spiked neckwear, etc are not allowed.
  12. Coats are not to be worn or carried into any classroom. School bags are not allowed in classrooms or the cafeteria.
  13. Sagging pants are not allowed.
  14. Any clothing that may be distracting, disruptive, and/or threatening is not allowed.
  15. Arms should be extended out to the sides (like an airplane)

and still not reveal the waist or midriff area.

16. Appropriate shoes (not slippers, high heeled shoes, or shoes with wheels) must be worn at all times for the health and safety of the students.
17. Grooming devices such as blow dryers, curlers, straighteners, etc. are not permitted for use at school.

\*The school district/building reserves the right to amend this dress code at any time without warning. Students should remember that the way they dress is a reflection of their home and self-respect.

### **ELECTRONICS**

Students are prohibited from using music players (MP3, iPod, CD, etc.) during school hours unless a teacher allows use in the room for educational purposes. All other electronic devices such as portable DVD players, video games, digital cameras, etc. are not allowed at school without permission from the office. Items may be confiscated and kept until a parent picks them up.

### **GUM, FOOD AND DRINKS**

Gum chewing is allowed as long as the building does not receive three strikes for not taking care of it. After three

strikes, students may be asked to do a plan during lunch in the RTC. Candy, pop, and all other food items are not allowed in classrooms or the hallways except to be taken to the cafeteria for lunch. Food and drink may not be removed from the cafeteria. Special occasions may occur in a classroom and permission may be granted for that room for the given day. Water may be carried in school, but may not be allowed in some areas. Energy drinks and open containers are not allowed per the District Wellness Policy.

**INTERNET GUIDELINES –  
NETWORK USER  
AGREEMENT:**

Students using school-provided Internet access must first submit the Internet Policy Agreement signed by the student and parent/guardian. On each occasion, students must have the permission of and be supervised by professional staff. Students using school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other areas of the school. The same general rules for behavior and communications apply.

Users should not expect that files stored on school-based computers are always private. Electronic messages and files stored on school-based computers will be treated as school property just as

lockers are. Administrators and staff may review files and messages to maintain system integrity and to insure that users are acting responsibly.

The following uses of school-provided Internet access are not permitted:

1. To access, upload, download, or distribute pornographic, obscene, sexually explicit, or other inappropriate material as determined by the supervising adult.
2. To transmit abusive, obscene, racist, sexually explicit, slanderous or threatening language.
3. To violate any local, state, or federal statute.
4. To vandalize, damage, or disable school equipment or the property of another individual or organization.
5. To access another individual's materials, information, or files without permission.
6. To violate copyright laws or otherwise use the intellectual property of another individual or organization without permission.
7. Purchase of goods or services without parental permission.
8. To participate in a chat rooms unless authorized by a supervising adult for instructional purposes only.
9. To use the network for any

commercial purpose or financial gain.

10. To use the network for political campaigning.
11. To use the network for any advertisement or solicitation without approval from the superintendent.
12. To use electronic mail to send unsolicited, bulk, chain, harassing, anonymous, or other messages, which are commonly considered an annoyance to recipients or degrade system performance.
13. To attempt to access material or sites, which are blocked by the district, or attempt to use the network while access privileges are suspended.

**Refer to the Internet Policy Agreement for further details.**

### **DISCIPLINE POLICY**

The staff of CHIS will utilize the following student behavior policy taking into consideration that individual classroom management plans leading up to the RTP questions will vary.

#### **The Responsible Thinking Process**

All students have the right to learn. The Responsible Thinking Process (RTP) is a process that teaches students to think about how an individual's behavior can affect the learning of an entire group. The key to this program is its focus on teaching students how to achieve their

goals without getting in the way of others who are trying to do the same thing. It teaches students how to take responsibility for their actions by developing their ability to think for themselves. A major component of RTP is the Responsible Thinking Classroom (RTC). This classroom is designed to give students the opportunity to think about their behavior and develop strategies to handle the situation in a more appropriate and respectful manner. If a student chooses to disrupt in the classroom, he or she will be asked specific questions designed to help students think about their behavior:

*What are you doing?*

*What are the rules?*

*What happens when you break the rules?*

*Is that what you want to happen?*

*What will happen if you disrupt again?*

If a student continues to choose inappropriate behavior, he/she has chosen to go to the RTC. While in RTC, the student will work with the RTC teacher to develop an acceptable plan to resolve the problem. The student must then share the plan and negotiate with the adult who asked that they go to RTC before they are allowed to return to class (or other setting from which they were removed). The process then starts over with that adult.

If a student chooses not to go to RTC or disrupts while in RTC, he/she has chosen to go home. At this point, the student will be allowed to return to school only after a successful meeting is held with the parents/guardian and

school administrator and a plan is created.

The process will only be used for behaviors considered *GENERAL MISCONDUCT*.

### **General Misconduct**

The RTC will be used for behavior that is considered *General Misconduct*. *Level II: General Misconduct* includes, but is not limited to:

- ~Inappropriate Lunchtime/Cafeteria Behavior
- ~Minor recess violations
- ~Public Displays of Affection (PDA)
- ~Profanity or Obscene Language  
(if directed at an adult this is considered SEVERE MISCONDUCT)
- ~Possession/use of cell phone
- ~Violation of Dress Code
- ~Disinterested Attitude
- ~Academic Dishonesty
- ~Safety Violations
- ~Tardiness
- ~Skipping
- ~Violation of Classroom Rules
- ~Disruptive Behavior

### **Interventions for Students Frequently in the RTC**

Students are not limited on the number of visits that they can have to the RTC if they are using the time in the RTC to think about ways to correct disruptive behavior and write a plan. In order to assist students: classroom teachers, the RTC teacher, or a school administrator may call for an intervention meeting with the student's parents and teachers to help the student come up with solutions to improve behavior.

If a student is sent to the RTC for the SAME behavior repeatedly, this may be considered insubordination and the student may be sent home to complete a plan. The student must then return with a completed plan so they can negotiate.

### **Lunch RTC**

Certain behaviors can be addressed more effectively when a student is sent to the RTC during his/her lunch. School administration will make the determination as to when this option will be used.

## **TARDY POLICY**

Tardy refers to a student that is late to class no more than 10 minutes. Anything over 10 minutes is considered skipping and will be dealt with by the school administrator. Each teacher will keep track of students who are tardy. The first time a student is sent by a teacher to the RTC in a trimester for being tardy, they may return to class and negotiate after completing their plan. If a student is tardy more than twice to a specific class in a trimester, they will be asked to complete their RTC plan at lunch instead of missing more class. Excessive tardiness may be considered insubordination and the student may be sent home to complete a plan.

## **HALL SWEEPS**

Randomly an announcement will be made over the P.A. declaring a hall sweep. Students without a pass and in the halls will be required to report to the media center. The first time a student is caught in a hall sweep, they will receive

a warning. The next time will be treated as a 2<sup>nd</sup> tardy and students will be required to go to the RTC during lunch. Further hall sweeps may result in OSS. This is to promote punctuality and deter further tardiness. Students' names may also be added to the NO PASS list.

## **USE AND EXPLANATIONS OF SUSPENSIONS**

### **Severe Misconduct**

*Severe Misconduct* will result in Out of School Suspension or Expulsion as determined by the building principal and/or board of education policy. In order to make sure students are safe, these behaviors WILL NOT be addressed using the Responsible Thinking Classroom. *Severe Misconduct* includes, but is not limited to the following behaviors:

- ~**Insubordination/Defiance of School**
- Personal**
- ~**Gross Misbehavior**
- ~**Stealing**
- ~**Fighting**
- ~**Alcohol related incidents**
- ~**Illegal Drug Incidents**
- ~**Prescription/Over the Counter Medication related incidents**
- ~**Tobacco**
- ~**Intentional Destruction of School Property**
- ~**Possession of weapons**
- ~**Criminal Sexual Conduct**
- ~**Bomb Threat**
- ~**Persistent Disobedience or Insubordination**

## **OUT-OF-SCHOOL SUSPENSION**

All out-of-school suspensions require that a student not be in or around the school during the suspension time period. **In the event that school is cancelled on a day(s) that your student is suspended, the cancelled school day(s) does not count as a suspension day(s). Students would serve the suspension the day(s) after school has resumed.**

There are 3 types of out-of-school suspensions as defined below:

**Temporary Suspension**-excluded from school, not to exceed 10 days

**Long Term Suspension**-excluded from school for a specific period of time terminating on the fulfillment of specified conditions. The administrator may suspend up to 10 days. The Superintendent may suspend up to 120 days with an administrative hearing. Suspensions that exceed 10 days must be authorized by the board of education. This policy may be amended by the board at any time altering suspension lengths and jurisdiction.

**Expulsion**-permanent exclusion from school, which must be authorized by the board of education at a public meeting.

## **HARASSMENT**

It is a violation of law and school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school district while on District property or at any school-related event on or off District property.

### **SEXUAL HARASSMENT**

1. **Verbal:** Written or spoken sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
2. **Nonverbal:** Placing sexually suggestive objects, pictures, commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling and the like.
3. **Physical Contact:** Threatened, attempted, or actual unwanted bodily contact, including patting, pinching, or pushing the body.

### **GENDER / ETHNIC / RELIGIOUS / DISABILITY / HEIGHT / WEIGHT HARASSMENT**

**Verbal:** Written or spoken innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender national origin, religious beliefs, etc. Conducting a "campaign of silence" toward a fellow student, staff

member, or other person associated with the District by refusing to have any form of social interaction with the person.

**Nonverbal:** Placing objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures.

## **BULLYING**

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

### **A. Prohibited Conduct.**

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

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

- a. Substantially interfering with

- educational opportunities, benefits, or programs of one or more students;
  - b. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
  - c. Having an actual and substantial detrimental effect on a student's physical or mental health; or
  - d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.
2. **Retaliation/False Accusation.** Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

**B. Reporting an Incident.** If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or

designee, or the Responsible School Official(s), as defined below. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis on an anonymous report.

**E. Consequences and Appropriate Remedial Action.**

Remedial measures shall be designed to correct problem behavior, prevent future occurrence of the behavior, and protect victims. Each school shall develop a written plan to address bullying at an age appropriate level including a rubric of bullying offenses and the associated consequences. All plans must adhere to established beliefs within this policy as adopted by the Chippewa Hills Board of Education.

**WEAPONS IN SCHOOL**

The Board of Education determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

Possession and/or use of any dangerous or deadly weapon in any school building or on school grounds, in any school vehicle, or at any school-sponsored activity is prohibited.

Such weapons include, but are not limited to; any type of gun, slingshot, bludgeon, brass knuckles, knife, switchblade, or any other object that is carried with the intent of causing bodily injury to another. Look-alike weapons are also included in this category.

If a student is apprehended with or found to be guilty in the use of a weapon at school the principal will take the following steps:

1. address the situation immediately
2. suspend the student immediately pending an investigation
3. notify the parent/guardian
4. notify the local law enforcement
5. notify the superintendent

Once informed, the superintendent or designee will thoroughly investigate the situation. The superintendent's designee shall not be the principal who initially suspended the student. If possible, the investigation shall not extend more than 3 school days. Once the investigation is complete the superintendent may take the matter to the board of education. In other cases the principal may decide the extent of any further disciplinary steps which may include a recommendation for expulsion.

## **BEHAVIORAL EXPECTATIONS**

While we understand that students will be kids, there are some common expectations we have regarding their behavior while at school. All adults are to be respected. This is not limited to teachers, but includes all adults that work within the building. Schools do not function properly without the support staff and they deserve the same respect offered to instructional staff. The office secretaries deserve special considerations as they must deal with students in the office for disciplinary reasons. The principal and assistant principal consider disrespect to these staff members seriously.

Students are also to be respectful to one another while in class and in the hallways. Lunch can be a busy time with lots of energy. However, we have arranged for a number of activities for our students so that they can be involved in productive events and out of trouble. They need to carry out random acts of kindness so that we can remain a safe and peaceful place for all of our students.

## **BUS CONDUCT RULES**

Transporting students to and from school is serious business. No one will be allowed to threaten the safety of the

school bus. Students are under the supervision of the bus driver. The bus driver has the same authority on a bus that a teacher has in a classroom. If the student's conduct is unacceptable, the driver has the right to suspend him from riding until further notice.

1. Students are expected to respond promptly to any driver's direction.
2. Promptness is essential. Buses cannot wait. Be at designated bus stop on time. Give the bus five minutes leeway.
3. If it is necessary to cross highways, cross only in front of bus and at least ten feet in front of bus. NEVER cross behind the bus. After bus departure students are expected to go directly to their homes. Checking mailboxes before bus departs is not allowed.
4. Remain seated in your chosen/assigned seat while bus is in motion. When seated keep feet on the floor and out of the aisle. Keep hands and heads inside the bus at all times. Do not open windows unless given permission by the driver.
5. Avoid loud talk and disturbing noise. Use no profane or vulgar language.
6. The use of alcohol or drugs or tobacco in any form by anyone riding a Chippewa Hill bus carrying passengers is prohibited.

7. Students are not allowed to bring guns, knives, axes, saws or any other article that might injure passengers on a bus.
8. You must have a bus pass to get off anywhere other than home.
9. Possession of squirt guns, bean shooters or anything capable of propelling any object or liquid on any Chippewa Hills school bus will automatically suspend any person from riding the bus for three days.
10. Students are not permitted to leave school buses at home schools and ride private cars to schools attended in the am or to ride private cars to home schools and board buses at that point in the PM.

### **PARENT TEACHER COMMUNICATION**

Parent teacher communication meetings are held at pre-determined dates and times during the school year. This information is available on the district calendar provided to all students and posted on the district web site. Parents and students are encouraged to attend registration/meet & greet. This is an opportunity to meet with the teachers and discuss academic expectations and see the environment of the class. It also allows for the teacher to cover classroom policies and procedures so

that you and your child know the expectations. The Intermediate School encourages the child to attend all meetings along with the parents. Intervention meetings will be held twice during the school year and communication will occur regarding those processes. Skyward serves as a great communication tool for our staff, but you may also call the office or stop by to set up an appointment

### **PARENT/GUARDIAN INVOLVEMENT**

The Board strongly encourages and welcomes the involvement of parent(s)/guardian(s) in all of the District's educational programs. It is recognized and appreciated that parents/guardians are the "first teachers" of their children, and that their interest and involvement in the education of their children should not diminish once their child enters the schools of the district. Accordingly, the Board directs, by the adoption of this policy, that the administration shall design a program/plan that will encourage parent(s)/guardian(s) participation. The plan for participation may include, but not be limited to:

- The development and review of instructional materials;
- Input on the ways that the District may better provide parent(s)/guardian(s) with information concerning current laws, regulations, and instructional programs;

- Offerings of training programs to instruct parent(s)/guardian(s) how to become more involved in their child's educational programs.

### **PARENT/GUARDIAN and SCHOOL PARTNERSHIPS**

The Board encourages parental/guardian involvement in the schools through programs and activities designed to increase parent/guardian-school communications and to involve parents/guardians in the development and implementation of educational policies and school programs.

The Superintendent is responsible for facilitating parental/guardian involvement in the schools by affording special consideration to single and working parents/guardians. Schools should schedule meetings, programs and events so that working parents/guardians can attend.

### **FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):**

The only directory information that will be supplied by the school to any organization concerning students will be their name and address. Parents may reject the release of this information if they do so in writing to the principal. Parents and students have the right to:

The Family Educational Rights and

Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their
- right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School

discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office**

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**CHILD ABUSE/NEGLECT**

Schools and other institutions shall cooperate with the Family Independence Agency department during an investigation of a report of child abuse or neglect. Cooperation includes allowing access to the child without parental consent if access is necessary to complete the investigation or to prevent abuse or neglect of the child. However, the department shall notify the person responsible for the child's health or welfare about the department's contact with the child at the time or as soon afterward as the person can ensure the safety of the child or child's siblings or the integrity of the investigation, but only for the time

those conditions exists. If the department has contact with a child in a school, all of the following apply:

- A. Before contact with the child, the department investigator shall review with the designated school staff person the department's responsibilities under this act and the investigation procedure.
- B. After contact with the child, the department investigator shall meet with the designated school staff person and the child about the response the department will take as a result of contact with the child. The department may also meet with the designated school staff person without the child present and share additional information the investigator determines may be shared subject to the confidentiality provisions of this act.
- C. Lack of cooperation by the school does not relieve or prevent the department from proceeding with its responsibilities under this act.

**The Chippewa Hills Board of Education** complies with all Federal laws and regulations prohibiting

discrimination and with all requirements and regulations of the US Department of Education. It is the policy of the Chippewa Hills Board of Education that no person on the basis of race, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity to which it is responsible or for which it receives financial assistance from the US Department of Education.

### ELASTIC CLAUSE

The school and administration reserve the right to establish fair and reasonable rules and regulations for things requiring actions that are not covered in the handbook that may arise. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations and possible consequences for similar incidents. Matters omitted from the final list should not be interpreted as a limitation to the scope of the school's authority in dealing with any type of infraction that may not be in the best interest or the safety and welfare of the students of the Intermediate School. The policies and regulations within this handbook apply for all school sponsored activities and

transportation, including those held before or after school and those held away from Chippewa Hills Intermediate School.

