

# Chippewa Hills Elementary Schools



Parent Handbook  
2021-2022  
[www.chsd.us](http://www.chsd.us)



**WE ARE FAMILY**

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## WELCOME TO OUR SCHOOL

The purpose of this handbook is to acquaint you with information concerning our school. The parent/student handbook is an important source of information about the various operations in place here at our elementary schools. We encourage you to read, review, and discuss the handbook with your child. We thank you in advance for helping your child be successful here at Chippewa Hills School District.

## ANNUAL EDUCATION REPORT

The District and Building Annual Education Reports can be found on the District website: [www.chsd.us](http://www.chsd.us) (under community) A copy is also available in the school office for your review.

## Student Handbooks

The Superintendent or designee will ensure that each school develops, publishes, and regularly updates a student handbook, the content of which must be consistent with these Policies. Each student handbook must contain a student code of conduct. A student handbook has the force and effect of Board Policy.

## Unlawful Discrimination, Harassment, and Retaliation Against Students

The Superintendent or designee will include in student handbooks a statement explaining the District's policy against unlawful discrimination, including unlawful harassment and retaliation. This statement must include an explanation of types of unlawful discrimination, examples of harassment, reporting requirements, and consequences as described in this Policy.

## ENROLLMENT

In order to attend kindergarten a Chippewa Hills School a student must have attained the age of five (5) on or before September 1<sup>st</sup> of the current school year. All students must reside in the district, and be registered by either a parent or legal guardian. **MOISD Schools of Choice** allows parents and students the choice of attending any public school within the Mecosta-Osceola Intermediate School District boundaries, provided there is room and staff available to accommodate additional students. **Schools of Choice** Section 105c allows parents and students who reside in a school district adjacent to the Mecosta-Osceola Intermediate School District boundaries the choice of attending Big Rapids Public Schools, Chippewa Hills School District, Evert Public

Schools, Morley Stanwood Community Schools or Reed City Area Public Schools, provided there is room and staff available to accommodate additional students.

All new students must enroll at the elementary office. A current record of immunizations and a birth certificate are part of the required registration forms. This is consistent with Michigan Health Department directives requiring up-to-date immunization records. Kindergarten and Preschool students are required to submit a doctor certified physical. An exception to these enrollment procedures may be made through the NCLB/McKinney Vento Act.

## ATTENDANCE

All elementary age children are required by law to attend school on a daily basis. Regular and punctual attendance is to the child's benefit as the child can only get the fullest education if the child is in school. The home will be contacted if the student is absent an excessive number of days. Excessive absences/tardiness will be reported to the Mecosta Osceola Intermediate School District attendance officer and/or county authorities. The Chippewa Hills School District takes attendance very seriously and works with both Mecosta and Isabella Counties to report excessive attendance concerns.

<u>Number of Absences</u>	<u>Action:</u>
5	<b>Contact:</b> The classroom teacher will make contact with the parent/guardian regarding absences from school.
7	<b>Letter #1:</b> An attendance letter from the office will be mailed home.
12	<b>Letter #2:</b> An attendance letter from the office will again be sent home. The school principal will call home.

15	<b>Referral:</b> The Truancy Officer for MOISD will be notified to discuss neglect and charges may be filed.
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general aches and rash. Most schools prefer that children with such complaints remain at home until the diagnosis is confirmed or the child has improved.

**ABSENCES/TARDINESS**

Students who arrive after 7:45 AM or leave school before 3:15 PM will be marked “tardy” signifying that the student was present for part of the day and absent for part of the day. 5 tardies will result in 1 absence and the above actions will be taken.

If the child is ill or absent for some reason, the home shall contact the school. This can be done by calling the school in the morning and explaining why the child will not be in school or by sending a note with the child on the first day of his or her return to school. In cases where a doctor sees the child, it is preferable to have a note written by the doctor as to why the child was out of school. In all cases, contact from home is required if a child is absent. Students are expected to make up all schoolwork missed. Planned absences should be pre-excused approximately one week in advance. Make-up work is due when the teacher specifies. If the child will be missing two or more days of school, the home may call the office and request that work assignments are prepared for the child. Since teachers have classroom responsibilities during the day, please call by 10:00 AM to have work ready to be picked up by the end of the school day. If the child is late, the child must report to the office before returning to class.

**CHANGE IN STUDENT INFORMATION**

It is imperative that the school office is notified immediately of a change of address or of a change in emergency information during the academic school year.

**EARLY SIGN-OUT PROCEDURES**

The end of the day is still an important part of your child’s day. Unless your child has an appointment or an emergency situation please do not ask to sign them out early.

**TOO SICK FOR SCHOOL?**

Two main factors must be considered. First, how contagious is the child's illness? Common symptoms often associated with a contagious disease include fever, sore throat, runny nose,

The second important consideration is the comfort and well-being of the child. If the child feels too miserable to learn, it would be pointless for the child to be in school all day. In making the decision about whether or not to send a child to school, keep in mind that children are generally well aware of their physical condition. Most children who enjoy school will be honest about when they feel too ill to attend. Doctor certification is required for a child to be excused from participation in gym or if staying in from recess for more than one day.

**ACCIDENTS AND ILLNESS IN SCHOOL**

The home will receive a form requesting information to be used in case of emergencies. The forms should be completed and returned as soon as possible. The school will keep this information on file in the office all year. Please notify the school if any information needs updating.

If a child becomes ill or injured at school and cannot take part in room activities, the home will be notified immediately and informed of the nature of the illness or injury. The home is responsible for supplying at least two additional telephone numbers of someone who can be reached in case of an emergency.

Scouts, church, etc.) must be approved by the building administrator.

## **COMMUNICATION**

- **Report Cards** reflecting student progress shall be reported for kindergarten through fourth grade every trimester. Parents/guardians who have questions or comments are urged to schedule a personal conference with the teacher.
- **Conferences** are held in the fall and spring each year. Every parent/guardian is encouraged to attend these conferences but should not hesitate to contact the teacher at any time throughout the school year.
- **Classroom Visits** are another way for the parent/guardian to get to know the school. Please refer to board policy 6164.2 regarding classroom visits.
- **Newsletters** are published throughout the year. Any changes in policy, calendar or other pertinent information will be included in this school publication. Newsletters are posted on the Chippewa Hills Website. [www.chsd.us](http://www.chsd.us)
- **Parent Group** is a part of each elementary school. The purpose of the club is to assist the school in providing the students with the best educational program possible. These organizations are constantly looking for more community involvement.
- **Social Media** will be used to communicate updates throughout the year. At the beginning of each school year, school administrators will notify families which platform is used and how to connect.

## **FUNDRAISERS**

Fundraising may occur throughout the school year for the purpose of increasing activity accounts. The money raised will be used directly for students and to increase and improve the quality of the building programs.

Students may not sell items for personal gain at school. Participation in fundraising for in-school groups and community clubs (4-H,

## **Behavior/PBIS**

Positive Behavior Interventions and Supports (**PBIS**) is a proactive approach to establishing behavioral supports and social culture within our school. It is needed for all students to achieve social, emotional and academic success. Our all school acronym is:

**W**e  
**A**re  
**R**eady to be  
**R**espectful  
**I**nterdependent  
**O**rganized  
**R**esponsible  
**S**tudents/Staff

Together, we are all WARRIORS!!

**W**e  
**A**re  
**R**eady to be  
**R**espectful  
**I**nterdependent  
**O**rganized  
**R**esponsible  
**S**tudents and Staff



**WARRIORS**

## **FAMILY RIGHTS**

The child's records are protected from release to any person outside of the Chippewa Hills Schools and no information therein will be released without signed permission from parents/guardians.

The school designee will make arrangements for access as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. Access must be given within 45 days from receipt of the request. If parents/guardians are moving, they should notify the office in advance so that all records may be updated. At the new school, parents/guardians will be asked to sign a release authorizing the CHSD to forward the child's records.

In the event that parents/guardians are divorced but share joint custody of the child, the non-residing parent/guardian can request copies of report cards. If the divorce decree excludes any custodial rights, the school must be notified. Otherwise, joint-custody rights will be assumed. Parents/guardians and students are guaranteed their due process rights under the law. The general procedure for handling complaints is to follow the "chain of command":

1. Teacher/Supervisor
2. Building Administrator
3. Superintendent
4. Board of Education

## **SCHOOL MEALS**

The option of both lunch and breakfast is available for students at school. The cost is established by the board of education each year. Lunch usually includes a hot dish, vegetable, and milk. Children may also purchase milk in the cafeteria. Breakfast is a cold cereal or yogurt, muffin and juice and is free for all students.

A Free and Reduced lunch form is available in your opening school year packet. Please fill out and return to the school office as soon as possible. The Free and Reduced lunch forms are also available on-line on the school district web site, including information regarding e-funds. E-funds eliminate the need for sending cash or checks with your child. To access this

information, go to [www.chsd.us](http://www.chsd.us) and use the Food Service tab.

## **IDENTIFICATION OF PERSONAL PROPERTY**

Students are strongly recommended to record their name on all personal items (backpacks, coats, boots, etc.) and school issued items (textbooks, etc.). Any student not being able to account for his/her textbook will be required to reimburse the school at a fair market replacement value.

## **LEAVING SCHOOL**

Students will only be released to their parent/guardian or to another person as a result of the parent/guardian contacting the school office. If the parents/guardians wish to pick the child up during the day, they must report to the office and sign the release register before the child leaves school. **Teachers will not release a child to anyone unless they receive a request from the office.** When returning during the school day, the child should sign in at the office. If there are legal restrictions on non-custodial parents, it is the responsibility of the custodial parent(s) to furnish the school with appropriate court documents.

## **MEDICATION**

- All medications that are to be given at school must be in an original bottle with current prescription label. Written authorization is necessary to dispense prescription medication.
- If a parent wishes the student to take over the counter medication, the school's office must have written authorization from the parent/guardian. All over the counter medicine must also be in its original container.
- All medication either prescription or over the counter must be kept in the office. With documented parent permission on file in the office, a student may keep on his/her person an inhaler prescribed for asthma or other bronchial maladies.
- **All medication must be brought to school by the parent or their designated adult delivery person.** Any student who has medication in his/her possession will be subject to discipline according to board policy.

## LOST AND FOUND

A lost and found area is located in each building. If the child has lost anything, the lost and found area should be checked to see if it has been turned in. **Mark all outdoor clothing and other belongings clearly with the child's name.**

## HEAD LICE

There will be several checks for head lice in cooperation with the county health department throughout the school year. The inspection is an effort to detect the problem early and minimize its spread. When a child has been found to have head lice the home will be called and expected to pick the child up from school to be treated. Children are to be brought to school the next day by their parents/guardians to be inspected by school staff. Children will not be allowed to return to school until they are free of nits (eggs) as well as live lice. This is consistent with Michigan Department of Health rules and regulations.

## HOMEBOUND/HOSPITALIZED SERVICE

The Chippewa Hills School District provides homebound and hospitalized services to eligible students in accordance with the Michigan Department of Education requirements. A copy of those requirements is available in the school office. Please contact the building principal for more information if you feel your child will need these services.

## EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to participate in school sponsored extra-curricular activities and the sponsor/administrator retains the same control and jurisdiction as during the school day. Students absent from school during the day are excluded from same day extra-curricular activities. Each elementary has a few clubs that meet 1 to 2 times a week after school. (EX: G. Scouts, B. Scouts, Etc.) If your child is participating in one of these or another event **they must have a note from the parent/guardian each day that the activity meets if you want them to stay that day for the activity.**

## SCHOOL PICTURES

Pictures will be taken of all students in the early fall. Those students desiring pictures may pay the full price at the time the pictures are taken may order a class composite or packet of pictures at that time.

## VISITOR POLICY

Chippewa Hills elementary buildings have a "no peer visitor" policy for school age children. All visitors must check in at the office. Please refer to the board policy 6164.2 and 6164.3.

## 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. The board policy 5207 on bullying will be strictly enforced.

### Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District's website and incorporated into student handbooks and other relevant school publications.

### ***Anti-Bullying Policy***

All types of bullying, including cyberbullying, without regard to subject matter or motivating animus, are prohibited.

#### A. Prohibited Conduct

1. Bullying, including cyberbullying, a student at school is prohibited. Bullying is any written, verbal, or physical act, or electronic communication that is intended to or that a reasonable person would know is likely to harm one or more students directly or indirectly by doing any of the following:
  - a. substantially interfering with a student's educational opportunities, benefits, or programs;

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 District's orderly operations.

2. Retaliation or false accusations against the target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying, are prohibited.

#### B. Reporting an Incident

If a student, staff member, or other person suspects there has been a bullying incident, the person must promptly report the incident to the building principal or designee, or to the Responsible School Official(s), as defined below.

A report may be made in person, by telephone, or in writing (including electronic transmissions). If a bullying incident is reported to a staff member who is not the building principal, designee, or a Responsible School Official, the staff member must promptly report the incident to the building principal, designee, or a Responsible School Official.

To encourage reporting of suspected bullying or related

activities, each building principal, after consulting the Responsible School Official(s), will create, publicize, and implement a system for anonymous reports. The system must emphasize that the District's ability to investigate anonymous reports may be limited.

Complaints that the building principal has bullied a student must be reported to the Superintendent. Complaints that the Superintendent has bullied a student must be reported to the Board President.

#### C. Investigation

All bullying complaints will be promptly investigated. The building principal or designee will conduct the investigation, unless the building principal or Superintendent is the subject of the investigation. If the building principal is the subject of the investigation, the Superintendent or designee will conduct the investigation. If the Superintendent is the subject of the investigation, the Board President will designate a neutral party to conduct the investigation.

A description of each reported incident, along with all investigation materials and conclusions reached, will be documented and retained.

#### D. Notice to Parent/Guardian

If the investigator determines that a bullying incident has occurred, the District will promptly notify the victim's and perpetrator's parent/guardian in writing.

#### E. Annual Reports

At least annually, the building principal or designee, or the Responsible School Official, must



report all verified bullying incidents and the resulting consequences, including any disciplinary action or referrals, to the Board.

The District will annually report incidents of bullying to MDE in the form and manner prescribed by MDE.

F. Responsible School Official

The Superintendent is the “Responsible School Official” for this Policy and is responsible for ensuring that this Policy is properly implemented. This appointment does not reduce or eliminate the duties and responsibilities of the building principal or designee as described in this Policy.

G. Posting/Publication of Policy

The Superintendent or designee will ensure that this Policy is available on the District’s website and incorporated into student handbooks and other relevant school publications.

The Superintendent or designee will submit this Policy to the MDE within 30 days after its adoption.

Training. The Responsible School Official will provide and require annual training opportunities for District personnel who have significant contact with students on preventing, identifying, responding to, and reporting incidents of bullying.

H. Definitions

1. “At school” means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or

event whether it is held on school premises. “At school” also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the control of the District.

2. “Telecommunications access device” means any of the following:

a. any instrument, device, card, plate, code, telephone number, account number, personal identification number, electronic serial number, mobile identification number, counterfeit number, or financial transaction device defined in MCL 750.157m (e.g., an electronic funds transfer card, a credit card, a debit card, a point-of-sale card, or any other instrument or means of access to a credit, deposit, or proprietary account) that alone or with another device can acquire, transmit, intercept, provide, receive, use, or otherwise facilitate the use, acquisition, interception, provision, reception, and transmission of any telecommunications service; or

b. any type of instrument, device, machine, equipment, technology, or software that facilitates telecommunications or which is capable of transmitting, acquiring, intercepting, decrypting, or receiving any telephonic, electronic, data, internet access, audio, video, microwave, or radio transmissions, signals, telecommunications, or services, including the receipt, acquisition, interception, transmission, retransmission, or decryption of all telecommunications, transmissions, signals, or services provided by or through any cable television, fiber optic, telephone, satellite, microwave, data transmission, radio, internet based or wireless distribution network, system, or facility, or any part, accessory, or

component, including any computer circuit, security module, smart card, software, computer chip, pager, cellular telephone, personal communications device, transponder, receiver, modem, electronic mechanism or other component, accessory, or part of any other device that is capable of facilitating the interception, transmission, retransmission, decryption, acquisition, or reception of any telecommunications, transmissions, signals, or services.

3. "Telecommunications service provider" means any of the following:

a. a person or entity providing a telecommunications service, whether directly or indirectly as a reseller, including, but not limited to, a cellular, paging, or other wireless communications company or other person or entity which, for a fee, supplies the facility, cell site, mobile telephone switching office, or other equipment or telecommunications service;

a. a person or entity owning or operating any fiber optic, cable television, satellite, internet based, telephone, wireless, microwave, data transmission, or radio distribution system, network, or facility; or

b. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

### **SEVERE WEATHER EMERGENCIES**

The superintendent as early in the morning as is feasible will determine school closing. The following television channels and radio stations will be notified: Television Channels: 9/10, 13, 7/4, Fox 33, WNEM Ch. 5, and WOOD TV 8, WJRT ABC 12, WEYI NBC 25; Radio Stations: WYBR (FM102.3) and WBRN (AM1460, FM100.9); WABX (AM990), WCFX (FM95.3), WCEN (AM1150, FM94.5), WCMU (FM89.5),

WMMI (AM830), WUGN (FM99.7), WCZY (FM104.3) and WMMI (AM830)

In the event of a two-hour delay, the bus will arrive approximately two hours later than its usual time. If school is delayed for two hours, there will be no AM preschool or ECP classes that morning. The home should listen to the radio or television for details of school closings or delays. Please do not call the school for this information. Sometimes it is necessary for children to be sent home early when conditions change drastically during the course of the day. The home should make arrangements with a neighbor or friend to receive the child if no one is home and school closes early for the day. The child should know whom to call or contact if this situation arises. Again, radio and television stations will be notified.

### **SCHOOL LIBRARY**

1. Books are to be properly checked out before being taken from the library.
2. Magazines and most reference books are generally for library use only. However, they may be checked out with the librarian's permission.
3. A fine may be charged for overdue books.
4. Anyone destroying books or magazines will be charged for replacing them.
5. Students who have not returned overdue books and paid fines may not check out any more books until these obligations are met.
6. If a student loses a book or magazine, the student is expected to pay for it.

### **DISCIPLINE POLICY**

Discipline procedures are sent home the first day of school with the first day information packet. Please review the policy with your child. (Additional Discipline Guidelines and Policies are listed in the Chippewa Hills School District Policy Manual.)

One of the biggest lessons that elementary students must learn is how to function in a group setting. The lack of ability to function in a group (classroom) setting may lead to disciplinary action if the resulting disruptive behavior interferes with the learning of others.

The classroom teacher is primarily responsible for discipline and will work with children in an effort to establish an educational climate that will ensure success for all. In the classroom the teacher will use many techniques to seek appropriate behavior on the part of a student. Among these techniques could be, positive behavior plans, verbal reprimand, extra duties, denial of recess or other activities, assigned to a certain area of the room, parent notification for support, teacher counseling of student, and referral to principal. Children with severe behavioral problems may be referred to outside agencies for additional support. It becomes the responsibility of the parent to pursue this extra support.

### **STUDENT DISCIPLINE**

#### **A. Student Code of Conduct**

The Superintendent or designee will develop, regularly update, and annually publish a student code of conduct in all student handbooks. The student code of conduct must:

1. identify offenses that may result in discipline;
2. identify possible disciplinary consequences for each offense, which may, if appropriate, include suspension or expulsion;
3. be consistent with applicable state and federal laws and Board Policies; and
4. include a copy of Policy 5206E entitled "Suspension from Class, Subject, or Activity by Teacher."

### **Suspension from Class, Subject, or Activity by Teacher**

A teacher may suspend a student from any class, subject, or activity for up to one full school day if the teacher has good reason to believe that the student:

- A. intentionally disrupted the class, subject, or activity;
- B. jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- C. was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent/guardian attend a parent-/guardian-teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent/guardian requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

## **CAFETERIA RULES**

1. Eating in the cafeteria is a privilege.
2. Students should be courteous and polite.
3. Students are to remain seated while eating.
4. Students are to leave their table clean.
5. Students are to follow the directions of the cafeteria supervisors.
6. All food must remain in the cafeteria.
7. Appropriate voice level must be used.
8. Please keep lunch account charges up to date.

## **BUILDING RULES**

1. Students are expected to walk quietly when inside the building.
2. Students are not to be in hallways and bathrooms unless given permission.
3. Students may not use the phone unless there is an emergency. Scout meetings, baseball practice, visiting with a friend, etc. are plans that should be made before coming to school.
4. Lockers are to be kept clean and all belongings kept off the floors. Food of any kind may not be stored in lockers.
5. Every adult who works at or visits the school is to be treated with respect by students.
6. Students are expected to practice good housekeeping and assume responsibility for helping to keep the building and grounds clean and orderly.
7. Pets are allowed at school only with teacher permission, for a short period of time, and when supervised by the students' parent/guardian. Pets must be in a cage or on a leash.
8. The use of profanity or other inappropriate language is not permitted.
9. Cell phones, iPods, MP3 players, radios, cassettes, CD players, trading cards, game boys, etc. are not permitted. (**exceptions per building administrator**)
10. Toys are not permitted (**exception per building administrator and classroom teacher for special days**)

## **SEARCHES OF PUPIL'S LOCKERS**

To maintain order and discipline in the schools, and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district. However, students are expected to assume full responsibility for the security of their lockers. Students should not expect privacy regarding items placed on school property. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g. purse, book bag, and athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition and the school discipline process will be followed. Trained canine units may be used to conduct locker, building, parking lot and ground sweeps at any time to help ensure the safety of all students.

Lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

***Use of Detection Dogs*** The District will provide written notice to students and staff about this Policy as soon as practicable after its adoption by the Board and at the beginning of each school year.

During a locker search, student privacy rights will be respected for any items that are not illegal or against Board Policy.

The Board directs the Superintendent to include this Policy in the student code of conduct and to distribute it to parents/guardians.

### **Secure Entrances**

For entry into any building:

- Press Call Button
- Stand in front of camera and wait for response
- State your name and purpose
- Be prepared to show ID
- Open the door after buzz and proceed to the office

### **Arrival & Dismissal Procedures:**

For the safety of our students, visitors will not be allowed in the buildings during morning arrival or dismissal. This includes parents dropping students off or secondary site students utilizing satellite bussing. If you would like to volunteer in your child's classroom, please contact the school to arrange that.

## **PLAYGROUND RULES**

Students are required to go outside at recess times. Outdoor recess is scheduled daily except when it is raining or when the temperature is below 10 degrees wind chill. The office staff will check **weather.com** to determine and make this decision. It is important, therefore, that children be dressed appropriately for the weather.

The playground supervisor will generally handle playground misbehavior. If necessary, the child will be referred to the classroom teacher or principal for further discipline.

1. Students are to play in assigned play areas.
2. Students are not to enter the woods, except in designated areas.
3. Students should proceed directly to the play areas and return promptly to their classrooms when the recess ends.
4. Skateboards and hardballs are examples of dangerous items that will not be permitted.
5. Any activity involving a ball or running games are to be played away from the permanent equipment in areas designated by the playground supervisor.
6. Stone, snowball or dirt throwing is not allowed.
7. Tackle football is not allowed. Touch or flag football is allowed if the rules are followed. No jam piles are permitted.
8. When swinging, the student is to remain seated and swing in a manner that is not dangerous to others. No twisting or jumping from the swings will be allowed. Swing front to back not side to side.
9. Students are not to jump from any climbing or swinging equipment. i.e. bridges, slides & swing
10. Children may enter the building to use the restroom only with a pass.
11. No food, gum or beverages are allowed on the playground. *No glass bottles (exceptions per principal)*
12. At the end of recess students are to file indoors in an orderly fashion.
13. Additional playground rules may be established by the building administrator as needed.
14. Cooperative games are encouraged.
15. Up the steps and down the slide on bottoms only feet first. One at a time going down the slide. No throwing rocks or other items down the slide.
16. Jungle Gym/Monkey bars: no hanging from your knees.
17. Fake gun/weapon play is not allowed.
18. Treat playground supervisors with respect.

## **PERSONALLY OFFENSIVE BEHAVIORS**

Students have the responsibility of showing respect for the rights, human worth and dignity of fellow students. The faculty and staff of the Chippewa Hills School District will attempt to provide a school climate which promotes acceptance of all people. When a student uses language or engages in behavior which reduces the worth and dignity of another person in a discriminatory or negative stereotyping manner, that behavior will not be tolerated. Please see board policy 5114.8 for more information.

When a student commits a personally offensive behavior, the following procedure will take place:

### **Step One - First Offense**

A conference will take place at which time a supervising adult will discuss with the offending student why his/her language or behavior was offensive. The offended student shall be offered the opportunity to dialogue with the offender at this conference. The supervising adult is responsible for informing the principal of the conference.

### **Step Two**

A conference will take place at which time the principal, in the presence of the teacher, will discuss with the offending student why his/her language or behavior was offensive. After the conference, the principal will employ disciplinary steps that follow established school procedures for addressing disruptive behavior.

### **Step Three**

If the student is suspended, a condition for reinstatement in the school is that the student, parent(s) and principal meet. In first offense cases involving particularly serious misconduct, more severe disciplinary sanctions may be imposed by the administration. In all cases, a written report, summarizing the offense and the disciplinary sanction imposed will be maintained as a permanent record.

## **DRESS CODE**

The dress code for students for the entire year is as follows:

1. Skirts, split skirts, and shorts may be worn but must be no shorter than fingertip length with arms straight down.
2. Half-shirts/crop shirts above the waist level that reveal skin are not allowed.
3. Tank tops or strapless tops are not to be worn as the only top.
4. Writing on clothing cannot be profane or suggestive. Clothing cannot advertise for alcoholic beverages, tobacco products, e-cigarette/vapor product or slogans related to substance abuse.
5. Rips, tears, or holes in jeans or slacks above the knee are not allowed.
6. Spandex/leggings or other conforming pants are not to be worn as outer garments. If under skirt/shorts, the skirt/shorts must be at the allowed length. Shirts over the above must be fingertip in length.
7. Physically revealing or suggestive clothing is not allowed this includes any article of clothing that reveals undergarments.
8. Students will not be allowed to wear hats in the building during school hours.
9. Jackets and coats may not be worn in the room during class time.
10. Appropriate dress code for extra-curricular activities may be implemented by teachers, coaches, sponsors, etc. (examples: class trip, banquets, or other).
11. Appropriate shoes for an active learning environment should be worn at all times.
12. No gang-related clothing or paraphernalia is acceptable.
13. No chains are allowed in school, even on wallets. Spiked waistbands, spiked neckwear, etc. is not allowed.
14. Coats and backpacks are to be stored in lockers and not brought or worn in class.
15. Any exceptions from the above policy must have building administrator approval.

### ***Student Appearance and Dress Code***

Student dress, hair style, make up, cleanliness, or personal appearance that is

a threat to the safety, health, or welfare of students or others; violates any statute or Policy 5101; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action. The Superintendent or designee will develop and publish specific dress code regulations consistent with this Policy.

### **SCHOOL TRANSPORTATION**

Riding the school bus is a privilege, not a right. A misconduct report will be sent home if the child misbehaves. The driver is in charge of the bus at all times, and has the responsibility of maintaining discipline and safety on the bus. The building administrator may set consequences in concurrence with the transportation department. Additional rules are at the end of this document.

### **BUS PASSES and WALKER PASSES**

**There will be no bus passes accepted this year.** Students must have a written request or a phone call **BY NOON** from the parent/guardian if they are to go somewhere other than their normal bus stop. Please include on your request the following:

1. The first and last name of your child.
2. Your child's teacher's name.
3. The first and last name of where your child should go.
4. The address of where your child is going.









### **CHSD WEBSITE**

The Chippewa Hills School District maintains an Internet website accessible to anyone with an Internet connection. The website contains information about the school district as well as individual buildings and instructional programs. The website address is <http://www.chsd.us>.



# Chippewa Hills School District Bus Rules

***\*Violations will result in disciplinary action***

-  **Obey the bus driver**
-  **Respect yourself and others**
-  **Remain seated in your assigned spot**
-  **Keep the aisle clear**
-  **Talk quietly-games and music allowed w/no volume**
-  **Keep the bus clean-food/drink is a privilege**
-  **All school rules are in effect while on the bus**
-  **Remember, riding is a privilege and smile 😊, you are on camera.**

### **Summer School**

The District may offer a summer school program to provide additional educational opportunities for students who need remedial instruction, credit recovery, or enrichment experiences.

The Superintendent or designee will establish and implement procedures for the District's summer school program, if offered, which will be included in the applicable student handbook(s).

his/her designee. Students violating this policy will have items confiscated and will face progressive discipline as outlined in board policy 6120.

### **STUDENT USE OF ELECTRONIC COMMUNICATIONS DEVICES**

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).

1. 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.
2. ECD use in restrooms and locker rooms is prohibited at all times.
3. 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.
4. 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.
5. 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



**ACCEPTABLE USE AND INTERNET SAFETY  
POLICY**

All students must have a signed technology use policy on file prior to using Chippewa Hills School District technology as outlined by board policy 6112. The agreement is included with the beginning of the year packets and can be found on the CHSD website. [www.chsd.us](http://www.chsd.us)

Students and parents are responsible for replacing equipment damaged by student misuse.

**SEXUAL HARRASMENT POLICY:**

*Sexual harassment is prohibited by Title IX of the Education Amendments of 1972. If you believe you have been subjected to sexual harassment, we strongly encourage you to report the incident to the Title IX Coordinator. If you have witnessed an incident of sexual harassment, we strongly encourage you to report the incident to the Title IX Coordinator.*

KYLE TALICKA  
555 W. MAIN STREET, MECOSTA,  
MICHIGAN 49332  
231-972-7477  
KTALICKA@CHSD.US

AMANDA KIMBALL  
19701 30TH AVE. BARRYTON, MI  
49305  
(989) 382-5311  
AKIMBALL@CHSD.US

*Title IX prohibits retaliation against a person who makes a report of sexual harassment or cooperates in an investigation. Title IX requires District employees to report any incidents of sexual harassment to the Title IX Coordinator.*

*Students who engage in sexual harassment will be disciplined, up to and including permanent expulsion from school.*

*Please review the District's full Title IX policy at: [www.chsd.us](http://www.chsd.us) Policy # 3118. This Handbook notice may be updated in the future.*



**SCHOOL FIGHT SONG**  
Hail to our mighty Warriors  
Hail to our conquering heroes  
Hail! Hail! Chippewa Hills the  
Leader and the best  
Onward to victory ever fighting  
Surrendering never  
Hail! Hail! Chippewa Hills the  
Leader and the best

## **FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT**

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. Those rights include the following:

1. The right to inspect and review the student's education record 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

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. If you have any questions regarding FERPA, please contact the school office for more information.

# Chippewa Hills Elementary Schools

## PARENT/SCHOOL COMPACT

The Chippewa Hills Elementary Schools believe that parents and the school must work together to ensure that each child achieves to the high standards required in today's world. In such a partnership, both the school and the parents have responsibilities. The purpose of this agreement is to clarify what each partner's responsibilities are and to stress the importance of those responsibilities.

### The school agrees to

- provide a high quality curriculum and effective learning environment at school
- provide regular reports to you regarding your child's progress
- allow you reasonable access to staff and opportunities to participate in your child's school activities
- educate staff members on how they can work with parents as equal partners in education
- conduct parent programs designed to help you learn about your child's development and ways you can assist your child at home
- provide support for other parent involvement activities

### As a parent, I agree to

- encourage my child to do well in school and praise his/her accomplishments
- see that my child gets proper nutrition, medical care and rest
- make sure my child attends school on a regular basis
- see that my child completes his/her assigned schoolwork
- monitor my child's free time (television, Nintendo etc.)
- participate in parent conferences to review my child's progress
- read and review all information my child brings home from school
- let my child read to me and share books with him/her whenever possible
- contact the school if I have a concern regarding my child's education

### As a student I agree to

- come to school ready to learn.
- finish my homework and participate in classroom activities
- follow all school rules
- respect others and their belongings
- help maintain a school environment that is safe, friendly, productive and clean
- set aside a regular time and place each night to complete homework.
- act at all times in a manner that reflects pride in self, family and the school

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Parent Signature

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Date

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Principal Signature

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Date

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Teacher Signature

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Date

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Student Signature (grades 1-4)

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Date



## **ELEMENTARY TITLE IA PARENT INVOLVEMENT POLICY**

This policy includes a “School-Parent Compact” that outlines the manner in which parents, school staff, and students will share the responsibility for improved student academic achievement. The building principal/designee will be responsible for distributing this policy to parents/guardians of all students in our school Title IA school-wide program.

### **PARENT INVOLVEMENT MEETINGS**

The school shall convene an annual meeting at a convenient time to which all parents/guardians of participating children shall be invited and encouraged to attend to inform them of the school’s participation under Title IA, explain the right of parent to be involved, and to encourage their involvement in the planning, review, and improvement of the school’s Title IA programs and parent involvement policy.

The school will offer at least 2 other meetings during the school year, held at various times in the morning or evening for parents/guardians of students participating in Title IA programs.

The building principal/Title IA coordinator will:

- Invite parents/guardians of participating children to the annual meeting and to other meetings held during the school year;
- Introduce the representatives on the Parent Advisory Committee;
- Provide an overview of Title IA and the programs the school provides under Title IA;
- Explain the rights of parents/guardians to be involved in developing and reviewing the school's parent involvement policy, including the School-Parent Compact;
- Provide a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;
- Give parents/guardians an opportunity to ask questions and engage in informal discussion about student achievement and school performance;
- Respond to requests from parents for opportunities for regular meetings to formulate suggestions and to participate (as appropriate) in decisions relating to the education of their children;
- Invite parents/guardians to serve on the Parent Advisory Committee and /or other school or district-level Title IA committees;
- Invite parents/guardians to participate in the planning, review, and improvement of programs under Title IA and the school-parent involvement policy and establish a schedule for this activity;
- With the input of parents/guardians, establish a process by which an adequate representation of parents/guardians can be assured;
- Describe the process by which parents/guardians may express concerns and complaints if they are dissatisfied with the Title IA program;
- Engage school-based parent organizations in outreach to parents/guardians of students participating in Title IA; and
- Arrange for childcare so that parents/guardians who would otherwise be unable to attend may do so.

**CHILDREN MAY FORGET WHAT YOU SAY, BUT  
THEY'LL NEVER FORGET  
HOW YOU MADE THEM FEEL.**



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