

Student/Parent Handbook

2022-2023



Chippewa Hills Intermediate School
3102 Arthur Rd.
Remus, MI 49340

Welcome to Chippewa Hills Intermediate School!

We pledge to provide a safe and positive learning environment and experience for all of our students!

Our outstanding staff is looking forward to a productive partnership with you to ensure all students achieve their highest potential. We recognize that in order to be successful, they need support from home and the school community. This strong partnership will make a great difference in your child's education and we are proud to share the responsibility! We have started to build a Multi-tiered System of Support with interventions embedded for behavior and academics. As this system of support develops in each classroom and throughout the building, we will continue to use summative and formative assessments to monitor the students' progress on meeting the Michigan Academic Standards and making adjustments to facilitate student growth. We will also be collecting and using data specific to behavior to give support to students as needed.

This handbook outlines the behavior and academic expectations, rules, and guidelines to help the students of Chippewa Hills Intermediate School achieve success! It should be stressed that this handbook does not cover every conceivable situation that may occur. Again, we are committed to the education of Chippewa Hills Schools' students and we ask for your support and cooperation.

Sincerely,

The Intermediate School Staff

BEHAVIORAL EXPECTATIONS

As mentioned, we are building a multi-tiered system of support (MTTS) for behavior and academics. Our Positive Behavior Interventions and Supports (**PBIS**) system is a proactive approach to establishing [behavior expectations](#) and necessary supports to create a positive social culture within our school. The staff will teach these expectations in all areas/locations of the building during the first days of school and throughout the year. This explicit instruction is needed for all students to know what is acceptable and expected so they can achieve social, emotional and academic success. Our school acronym to remember these expectations is:

We
Are
Ready to be
Respectful
Interdependent
Organized
Responsible
Students/Staff

Together, we are all WARRIORS!!

RESPECTFUL:

While we understand that students will be kids, these 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. 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.

INTERDEPENDENT:

Students are expected to be interdependent. They are expected to be able to work as a team regardless of their differences. They are to remind each other to follow the expectations and help each other grow as learners. They are to cooperate and be mindful of the needs of others and of their own needs.

ORGANIZED:

All students will be given an agenda on the first day of school. The purpose of the student agenda is to help students be organized and to be recognized for their positive behavior. 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 their agenda to every class every day. It is important to use this organizer daily. As students do, they will find themselves spending less time trying to remember what it is that they are supposed to be doing each night after school. The student will be recognized for positive behavior by staff members for meeting the behavioral expectations.

RESPONSIBLE:

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.

WE ARE READY TO BE RESPECTFUL, INTERDEPENDENT, ORGANIZED, AND RESPONSIBLE STUDENTS AND STAFF!

PARENT-TEACHER COMMUNICATION

Parent-teacher communication meetings are held at predetermined dates and times during the school year. This information is available on the district calendar provided to all students and posted on the district website. 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.

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.).

SCHOOL CLOSING

Notice of school closings 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. It will also be shared with local radio stations and posted on Facebook and sent via email. Please access these sources of information 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 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 breakfasts are free and served daily at school. A monthly menu is posted at school to enable students to plan their hot lunches. A la carte items will be available for purchase.

We have a “closed campus” lunch period, 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. **All other areas are off-limits.**

CONTAINERS

No glass bottles or squirt bottles/containers are allowed in the school. Pop or juice brought for lunch should be in a can or plastic bottle, approximately 12-24 oz. size, and consumed only during lunch. Water in clear or metal bottles is allowed in the school and classrooms.

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

BOE Policy 5102: 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.

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. Legal authority: MCL 380.1306 Date adopted: August 10, 2020

BOE Policy 3107: 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.

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. Infractions may result in additional consequences.

DISCIPLINE POLICY

The staff of CHIS will utilize a multi-tiered system of support (MTSS) to improve student behavior. The first part of the system is individual classroom management plans within the PBIS framework. If misbehavior continues, the next portion of the system is the use of the Student Support Center. Restorative practices may be utilized as a behavior intervention option.

STUDENT SERVICE CENTER:

In the Student Support Center (SSC), the students who need additional support will be taught specific behavioral skills and expectations, along with allowing the student to rehearse these skills. The SSC will also house several academic resources for students to get additional help.

- Teach and rehearse specific behavior skills and expectations.
- Establish a network of positive supports and interventions for students and staff.
- Establish a system for identifying students for Tier 2 and Tier 3 supports.

If a student is sent to SSC for disciplinary reasons, the student will be taught appropriate behavior skills and then allowed the opportunity to rehearse these skills. Students will return to class that period as long as both student and teacher agree they are ready.

If a student chooses not to go to SSC or disrupts while in SSC, he/she has chosen to go to the office to speak with an administrator, as a more targeted intervention is needed. An administrator or counselor will call home at this point and the student may need to go home.

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

General Misconduct includes, but is not limited to:

- ~**Defiance**
- ~**Disrespect**
- ~**Minor recess violations**
- ~**Profanity or Obscene Language**
(if directed at an adult this is considered **SEVERE MISCONDUCT**)
- ~**Possession/use of cell phone**
- ~**Technology Violation**
- ~**Violation of Dress Code**
- ~**Disinterested Attitude**
- ~**Tardiness**
- ~**Violation of Classroom Rules**
- ~**Disruptive Behavior**
- ~**Property misuse**

USE AND EXPLANATIONS OF SUSPENSIONS

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 may not be addressed using the Student Support Center until the student returns from suspension.

Severe Misconduct includes, but is not limited to the following behaviors:

- ~**Insubordination/Defiance of School Personnel**
- ~**Gross Misbehavior**
- ~**Public Displays of Affection (PDA)**
- ~**Stealing**
- ~**Fighting (assault, physical aggression)**
- ~**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**

~Harassment

~Bullying

~Technology Violation

~Abusive language

~Academic Dishonesty

~Arson

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 canceled on a day(s) that your student is suspended, that 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.

BOE Policy 5206E: 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. Legal authority: MCL 380.1309

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.

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, smartphones, smart watches, wireless earphones, 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 pictures, instant messaging texting, beaming information, or electronically communicating in any other manner.

1. Students may use an ECD before entering the building and after leaving the building at the end of the school day.
2. During the school day, students may not carry ECDs with them during the school day. These devices must be in the “off” position in their lockers.
3. ECD use in restrooms and locker rooms is prohibited at all times.
4. Students may not exit the building during the school day in order to use an ECD.
5. 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.
6. The school district is not responsible for loss, theft, or damage to ECDs. 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.
7. 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. All ECDs should be stored in the students' lockers, powered down, and only turned on after they have left the building at the end of the school day. 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 ECDs to school.

PUBLIC DISPLAYS OF AFFECTION

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.

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, the community, and the 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 impacts, 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.
4. Writing on clothing cannot be profane or suggestive. Clothing cannot advertise alcoholic beverages, tobacco products, 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. 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.
7. Physically revealing or suggestive clothing is not allowed. This includes any article of clothing that reveals undergarments.
8. Hats/head coverings on males and females are not allowed in the building.
9. No chains are allowed in school, even on wallets. Spiked waistbands, spiked neckwear, etc are not allowed.
10. Coats are not to be worn or carried into any classroom. School bags are not allowed in classrooms or the cafeteria.
11. Sagging pants are not allowed.
12. Any clothing that may be distracting, disruptive, and/or threatening is not allowed.
13. Arms should be extended out to the sides (like an airplane) and still not reveal the waist or midriff area.
14. 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.
15. 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.

BOE Policy 5204: Student Appearance and Dress Code

Student dress, hairstyle, 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.

GUM, FOOD AND DRINKS

Gum chewing is allowed as long as the building does not receive three strikes for not taking care of it. 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 permission of and be supervised by professional staff. Students using school-provided Internet access are responsible for good behavior online 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 ensure 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 room 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.

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 innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
2. **Nonverbal:** Placing sexually suggestive objects, pictures, and 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.

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 [Policy # 3118](#). This Handbook notice may be updated in the future.

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 (*BOE POLICY 5207: Anti-Bullying Policy*)

It is the policy of the District to provide a safe educational environment for all students.

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

- c. 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;
- d. 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
- e. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

E. **Consequences and Appropriate Remedial Action.** Remedial measures shall be designed to correct the 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.

Legal authority: MCL 380.1310b; MCL 750.157m, 750.219a

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 of 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.

BUS CONDUCT RULES

Transporting students to and from school is a 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 directions.
2. Promptness is essential. Buses cannot wait. Be at the designated bus stop on time. Give the bus five minutes leeway.
3. If it is necessary to cross highways, cross only in front of a bus and at least ten feet in front of a bus. NEVER cross behind the bus. After bus departure students are expected to go directly to their homes. Checking mailboxes before the bus departs is not allowed.
4. Remain seated in your chosen/assigned seat while the bus is in motion. When seated keep your 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.

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.

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

the school. The main office will provide a list of 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 the 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 a parent/guardian 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 a written excuse to the office. Students are expected to attend school every day 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.

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 tardy, it will be recorded in Skyward. If a student is tardy twice or more for the same class in a trimester, they will be asked to go to the SSC to problem solve how to be on time for class. Excessive tardiness may be considered insubordination.

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 counselor 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 investigations of student records, parental or student consent is needed.

Only "directory information" regarding a student will be released by the district without the 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.

BOE Policy 5508: Extracurricular and Athletic Trips

The Superintendent or designee will annually publish in the student handbook(s) procedures for student transportation to and from extracurricular and athletic events. The procedures will comply with Policy 3105.

A student's failure to comply with Board Policy, the student code of conduct, and any other applicable rules or behavioral expectations while on a trip may result in disciplinary action and exclusion from future trips.

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.**

ATHLETIC ACADEMIC ELIGIBILITY

Academic eligibility shall be checked weekly by the Athletic Director. 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 the 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.

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 at (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.

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. The following scale would apply:

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

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.

BOE Policy 5415: 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).

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.

BOE Policy 5409: Academic Credits and Graduation Requirements: A student must successfully complete all graduation requirements to earn a high school diploma. The Superintendent will ensure that the District’s required credits and graduation criteria are consistent with state law and annually published in applicable student handbooks.

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 exist. 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. *BOE Policy 5202: Unlawful Discrimination, Harassment, and Retaliation Against Students*

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 to all school-sponsored activities and transportation, including those held before or after school and those held away from Chippewa Hills Intermediate School.