

School District of Chippewa Hills
Elementary Handbook



Mecosta Elementary
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Mecosta, MI 49332

Weidman Elementary
3311 N. School Road
Weidman, MI 48893

Barryton Elementary
19701 30th Ave.
Barryton, MI 49305

Dear Families,

Welcome to a new school year! We are excited to partner with you in creating a safe, supportive, and engaging learning environment for all students. Our shared goal is to help every child grow academically, socially, and emotionally throughout the year.

This Parent/Student Handbook has been developed to provide you with important information about our school's expectations, procedures, and policies. We encourage you to read through it carefully and keep it as a reference throughout the year. Understanding the contents of this handbook will help ensure a successful experience for both you and your student.

We believe that strong communication between home and school is the foundation of student success. Please know that our staff is here to support your family, and we welcome your questions, feedback, and involvement. Thank you for entrusting us with your child's education. We look forward to a wonderful year ahead filled with growth, discovery, and achievement.

With gratitude,

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WARRIOR Expectations

At Chippewa Hills School District, we have implemented Multi-Tiered Systems of Support (MTSS) for behavior and academics. Our Positive Behavior Interventions and Supports (PBIS) system is a proactive approach to establishing our behavior expectations in all areas of the building. Students will go through these expectations during the first few days of school and throughout the year. This explicit instruction is necessary for students to learn what is acceptable and expected of them and will help them achieve social, emotional, and academic success. Students will be recognized for following these expectations by receiving stamps in their agendas from staff members.

Our school acronym to help us remember these expectations is:

We

Are

Ready to be

Respectful

Interdependent

Organized

Responsible

Students and Staff

Together, we are **WARRIORS!**

Ready:

Being ready means being prepared, responsible, and proactive. It involves coming to school with the necessary materials, completing assignments on time, and taking initiative in your learning. By being ready, we create a productive and successful school environment for everyone.

Respectful:

Being respectful means treating others with kindness, consideration, and understanding. It involves valuing yourself, being courteous to classmates and staff, caring for school property, and appreciating diverse backgrounds and perspectives. By practicing respect, we create a positive and inclusive school community where everyone feels valued and supported.

Interdependent:

Being interdependent means working together, supporting one another, and recognizing our mutual reliance. It involves collaborating with classmates, valuing each other's contributions, and helping one another succeed. By being interdependent, we build a strong, supportive school community where everyone thrives.

Organized:

Being organized means managing your time, tasks, and materials effectively. It involves keeping track of assignments, maintaining a tidy workspace, and planning ahead. By being organized, we ensure a smooth, efficient, and successful school experience for ourselves and our community.

Responsible:

Being responsible means being accountable for your actions, dependable in completing tasks, and respectful of others. It involves doing your best in your studies, following school rules, and making positive choices. By being responsible, we create a trustworthy and respectful school community where everyone can thrive.

Arrival/Dismissal

Doors open for arrival at 7:30 AM, and students are expected to remain in the cafeteria/gym until 7:40 when morning meeting will begin and then be dismissed to class. Dismissal begins at 3:15. Students must be picked up via bus or car by 3:30. If that is not possible, alternative arrangements should be considered.

Attendance

All students are expected to be in school and on time every day that school is in session. If a student is not at school, they will be marked absent by their teachers. All absences will be documented appropriately and monitored by the office.

Parents/guardians should call the office to report their student's absence, an absence will be considered "excused" under the following circumstances-

- the student's physical or mental illness (verification from a physician, physician assistant, or nurse practitioner is required after 4 consecutive days of absence for illness);
- severe weather;
- medical appointments for the student;
- death or serious illness of the student's family member;

- attendance at a funeral, wedding, or graduation;
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- college planning visits; and
- personal or family vacations

The building administrator reserves the right to excuse absences under different, special circumstances as they arise. Please also remember that 5 tardies equates to one unexcused absence.

The office makes periodic checks on attendance, which is cumulative for the year. Chronic absenteeism is defined as being absent from 10% or more of instructional time. If a student is absent excessively the following steps are followed:

1. A letter is sent home after five unexcused absences.
2. A second letter is sent home and the first referral to the truancy officer occurs after seven unexcused absences.
3. At 12 unexcused absences, another attendance letter will be sent home and the school Principal will call home.
4. At 15 unexcused absences, the Truancy Officer for Mecosta-Osceola School District will be notified to discuss educational neglect and charges may be filed with the probate court.

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.

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.

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.

Illness

When to Stay Home

Students should remain at home if they are experiencing any symptoms that prevent them from comfortably participating in regular school day activities or if they have a contagious illness.

- **Fever:** A temperature of 100.4°F or higher.
- **Vomiting or Diarrhea:** Any instances within the past 24 hours.

Criteria for Returning to School

To ensure the illness has passed and the student is no longer contagious, please adhere to the following return standards:

- **Fever-Free:** Students must be fever-free for **at least 24 hours** without the use of fever-reducing medication (such as acetaminophen or ibuprofen).
- **Symptom Improvement:** Vomiting or diarrhea must have ceased for **at least 24 hours** prior to returning. General respiratory or cold symptoms should be significantly improved.

Accidents and Illness in School

Medical documentation is required for a child to be excused from participation in gym or if staying in from recess. 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.

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 5703](#).

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 5401](#) regarding classroom visits. The District requires advance notice from a person who desires to observe classroom instruction per [Board Policy 3105](#).
- **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
- **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.
- **CHSD App** - Download CHSD WARRIORS in your app store to stay connected with all things Chippewa Hills
- **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>.
- **Meetings with the Principal/Teacher**-We value strong communication between school and home and are committed to working collaboratively with families to support student success. In order to ensure productive, respectful, and solution-focused conversations, we ask that all parent meetings be scheduled in advance and follow the procedure outlined below:
 1. Scheduling a Meeting- Parents/guardians who wish to meet with the teacher/administration must request an appointment in advance.
 2. Pre-Meeting Form Requirement- To make the most of our meeting time and to ensure that concerns are addressed thoroughly, parents/guardians are required to complete a Pre-Meeting Form prior to the appointment. This form helps outline the purpose of the meeting and any specific topics or concerns you wish to discuss.

- The form will be provided upon scheduling and must be submitted at least 24 hours before the meeting.
 - Meetings may be rescheduled if the form is not received in advance.
3. Meeting Format- Meetings may be conducted in person, virtually, or by phone, depending on availability and preference. We strive to maintain a collaborative and respectful tone in all communications and appreciate your partnership in fostering a positive school environment. By following this process, we can ensure that each conversation is thoughtful, efficient, and focused on supporting your child's educational experience. Thank you for your understanding and cooperation.

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), WMMI (AM830), and CHSD app.

In the event of a three-hour delay, the bus will arrive approximately three hours later than its usual time. If school is delayed for three hours, there will be no AM preschool or ECSEP classes that morning. Breakfast will not be served on three hour delays. 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.

Recess

Students are required to go outside at recess times. Outdoor recess is scheduled daily except when it is raining or when the feels like temperature is 0 degrees or below. 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.

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, which is free during the 2025-26 school 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 website, 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 and use the Food Service tab.

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.**

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

Extra-Curricular Activities

Students are encouraged to participate in school sponsored extracurricular 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 school has a few clubs that meet 1 to 2 times a week after school in which guardians must sign a permission slip for participation.

Behavior Expectations/Support System

All students have the right to learn, and all teachers have the right to teach in a safe environment. No one has the right to disrupt the learning environment to the point of violating those rights of others. At Mecosta Elementary, we utilize a supportive system to address student behavior concerns. This Multi-Tiered System of Support practice is meant to improve student behavior over time. The first tier of the system is classroom management. Teachers will pre-correct potential misbehavior, respond to incidental behaviors, and attempt to keep students in class. If the misbehavior continues, students may need to leave the classroom and visit the Principal to reflect on their behavior and write a plan to address it. This is the second tier of our behavior support system.

While with the Principal, students will be taught specific behavioral skills and expectations. They will also have the opportunity to rehearse these skills and write a

plan on how to successfully rejoin the classroom. The goal is for students to return to class as quickly as possible after writing an appropriate plan.

Any time a student is sent to the Principal for disciplinary reasons, the student's parent(s)/guardian(s) will be notified via email/Rooms/phone. Repeated offenses may result in further disciplinary action such as (but not limited to) Warrior Boot Camp, Out-of-School Suspension (OSS), parent meetings with school staff, and/or meetings with the Superintendent or Board of Education.

Minor vs. Major Behavior Referrals

Staff-Managed (Minor) Behaviors If classroom management strategies fail to correct a student's behavior, the student will be sent to the Support Center. The Support Center will handle staff-managed (minor) behaviors. Staff-managed (minor) behaviors include, but are not limited to: ☐ Defiance ☐ Disrespect ☐ Minor recess violations ☐ Profanity or Obscene Language (if directed at an adult, this is considered a major behavior) ☐ Possession/use of cell phone ☐ Misuse of Technology ☐ Violation of Dress Code ☐ Disinterested Attitude ☐ Tardiness ☐ Violation of Classroom Rules ☐ Disruptive Behavior ☐ Property misuse	Administrator-Managed (Major) Behaviors Any major behavior referral will be handled by an administrator. Administrator-managed (major) behaviors include, but are not limited to: ☐ Repeated 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 possession/use ☐ Vape possession/use ☐ Intentional Destruction of School Property ☐ Possession of Weapons ☐ Criminal Sexual Conduct ☐ Bomb Threat/Other threatening behavior
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	☐ Persistent Disobedience or Insubordination ☐ Harassment ☐ Bullying ☐ Technology Violation ☐ Abusive language ☐ Academic Dishonesty/Plagiarism ☐ Arson
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Due Process

The constitutional rights of individuals assure the protection of due process of law; therefore, this system's procedures are developed with regard to the administration of discipline in the schools of Michigan.

1. Disciplinary authority shall be exercised with reasonableness and fairness, and the 7 factors below will be considered when determining disciplinary action
 - a. Student age
 - b. Disciplinary history
 - c. Disability
 - d. Seriousness of behavior
 - e. Safety risk
 - f. Use of Restorative Practices
 - g. Level of intervention
2. Every effort shall be made by administrators and faculty members to resolve problems through use of school district procedures in cooperation with the student and his/her parent/guardian.
3. Students must be given an opportunity for a hearing with the appropriate school administrator if they or their parent/guardian indicates the desire for one. A hearing shall be held to allow the student and parent/guardian to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and parent/guardian allege prejudice or unfairness.
4. If the parent/guardian is dissatisfied with this action, they may appeal to the principal to review the decision.
5. If the suspended student's parent/guardian is dissatisfied with the administrative action, they may request a review of the action (if the action is a 10 day out-of-school suspension) by the superintendent or his designee (not from the

administration of the school in question).

Discipline of Students with Disabilities

The discipline of students with disabilities shall be conducted in accordance with IDEA, Section 504, and State guidelines.

Bus Conduct

Transporting students to and from school is a privilege, not a state-mandated process.

Students are expected to:

- Treat each other and the bus driver with respect.
- Adhere to all school, bus and district rules and regulations.
- Demonstrate self-control.
- Respect and accept all driver's requests and directives without gestures or arguments.
- Understand that the safety of everyone on the bus always comes first; students that interfere with safety will be subject to disciplinary action.
- Understand that the school rules shall extend to cover all bus routes.
- Conduct yourself at all times in a manner that represents character traits that are acceptable in today's society.
- Be at your bus pick-up point prior to bus arrival.

Parents are expected to:

- Remember the primary value of CHSD transportation is to provide our students with a safe route to and from school and understand that the focus of the driver will be on road and traffic conditions.
- Be positive role models (this includes language and actions displayed). Your son or daughter will be very aware of your behavior.
- Be supportive of the driver. The bus is the driver's responsibility, not the parents.
- Realize that the driver is a professional and understands the importance of safely transporting your child.
- Respect the judgment of the driver.
- If a parent conference is desired it is highly inappropriate to speak with the driver regarding the incident during the bus route. Follow protocol by calling transportation to schedule an appointment with the driver. The phone number for transportation is (989)967-3435.

Students who violate the rules will be subject to disciplinary action up to and including suspension from transportation and/or school. Bus drivers are expected to use due process in assessing infractions and follow progressive discipline when consequences are deemed appropriate. The transportation director and/or building principal may also be involved in this determination and support or amend the consequence as applied.

Progressive Discipline: Students found violating the bus/school rules will receive the appropriate consequences based on the severity of the incident. Lessor violations will be progressive in nature getting more severe as infractions

culminate. The following progressive discipline guide will be used with minor infractions:

- Warning to student
- Warning to student with parental contact (future infractions will result in suspension)
- 1 day suspension from bus
- 3 day suspension from bus
- 5 day suspension from bus
- 10 day suspension from bus
- Referral to Superintendent for hearing with possible long-term suspension (11-59 days) and/or expulsion (60-120 days) from Chippewa Hills transportation.
- Referral to Board of Education for expulsion (120 days to permanent) from Chippewa Hills transportation.

Dress Code

Students are expected to wear clothing that is neat, clean, and appropriate for school activities. Clothing should not disrupt the educational process or compromise the safety of any student or staff member.

Tops:

- No halter tops, tube tops, or crop tops.
- No spaghetti straps; straps must be at least 2 inches wide.
- No low-cut tops or tops that expose the midriff or undergarments.

Bottoms:

- No shorts, skirts, or dresses shorter than mid-thigh length.
- No sagging pants; pants must be worn at the waist.
- No ripped or torn clothing that exposes undergarments or excessive skin.

Accessories:

- No hats, caps, or hoods worn inside the school building.
- No sunglasses inside the school building unless medically required.
- No accessories with offensive symbols or language.

Outerwear:

- No coats, jackets, or other outerwear are to be worn in the classroom unless permitted by the teacher.

Specific Restrictions:

- Clothing and accessories must not display any of the following:
 - Inappropriate language or images.

- References to drugs, alcohol, tobacco, or violence.
- Gang-related symbols or colors.
- Discriminatory or hate speech.
- Backpacks, bags, and purses must be stored in lockers during the school day.
- Students must wear shoes at all times.

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.

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, and they may be opened and checked by school personnel for the purposes of safety and to avert 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.

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.

Search and Seizure

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 under the circumstances outlined below 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 because school property is subject to search at any time by school officials. 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, 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.

BOE Policy 5103: Search and Seizure

School officials may search a student and the student's belongings if they have reasonable suspicion that the search will reveal contraband or evidence of a violation of law, Board Policy, or rule. *In rare cases, school officials may conduct a search without reasonable suspicion if there is an imminent threat of physical harm or death.*

A reasonable suspicion search must be justified at its inception and reasonable in its scope. A search is justified at its inception when school officials have reasonable grounds to suspect that the search will uncover contraband or evidence of a violation of law, Policy, or rule. A search is reasonable in scope when the measures used are reasonably related to the search objectives and are not excessively intrusive in light of the student's age and sex and the nature of the infraction.

Electronics

Students are prohibited from using personal electronic devices, including cell phones and wireless earbuds, during school hours. Phones are available in SSC and the Middle School Office should a student need to contact their parent/guardian during the school day. Additionally, if parents/guardians need to get a message to their child, they can do so by calling the Middle School Office. If a student brings a cell phone to school for after school use, it will be the student's responsibility to ensure that their phone remains off

and stored in their locker during the school day. Chippewa Hills Middle School is not responsible for any lost, damaged, or stolen devices. Items may be confiscated and kept in SSC until the end of the day. If an item is repeatedly confiscated from a student, a parent/guardian may be asked to come to the school to pick up the item, and additional disciplinary action may be implemented at the discretion of the building administrators. Students who repeatedly violate this policy may be prohibited from bringing cell phones and other electronic devices to school.

Immunizations/Medication Policy

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

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 office. 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.

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 has 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.

School Closings

Notice of a school closing due to inclement weather or an emergency situation will be made at the earliest time possible. It will be shared with local TV and radio stations, posted on Facebook, and sent via the CHSD Warriors App. 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 drill procedure is signaled by the alarm sounding. The tornado drill 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 instructions from staff are able to be heard. If students are directed to exit the building, all student belongings, including cell phones, are to be left in their lockers.

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 and accounts will be treated as school property just like lockers. 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.

Academic Dishonesty

Using AI for completing assignments without explicit teacher directive and following citation guidelines will be considered academic dishonesty and will be subject to disciplinary action as outlined in the school's academic integrity policy. AI can be a powerful learning aid when used appropriately. Students are encouraged to use these tools responsibly to support learning, not to replace original thinking or assigned work.

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.

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.

NONDISCRIMINATION (*BOE Policy 3115-F-2: Notice of Nondiscrimination*)

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the

Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinators

Kyle Talicska
3226 Arthur Road, Remus,
MI 49340
989-967-2000
ktalicksa@chsd.us

Joseph Szombati
3226 Arthur Road, Remus,
MI 49340
989-967-2100
jszombati@chsd.us

G'ne Jorgensen
3102 Arthur Road, Remus.
MI 49340
989-967-2200
gjorgensen@chsd.us

Designated Section 504 Coordinator

SECTION 504 COORDINATOR

Michelle Newman
3226 Arthur Rd., Remus, MI 49340
989-967-2000
mnewman@chsd.us

Designated Civil Rights Coordinator/Employment Compliance Officer

CIVIL RIGHTS COORDINATOR

Sarah Muscott
3102 Arthur Rd., Remus, MI 49340
989-967-2200
smuscott@chsd.us

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at www.chsd.us under District/Board of Education/Board Policy/Policy 3115, 3115-F-1, 3115-F-2, 3115A, 3115B, 3115C, 3115D, 3115E, 3115F, 3115G and 3115H.

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

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, by 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.

If a person does not feel comfortable reporting a bullying incident to a staff member in the building, the State of Michigan has a confidential tip line in place called OK2SAY. Confidential reports of threats to student safety and school personnel may be made at ok2say.state.mi.us.

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

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 Middle 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 Weidman, Mecosta, and Barryton Elementary.

ELEMENTARY TITLE IA PARENT INVOLVEMENT PLAN

This plan 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 plan 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.

APPENDIX A

5207 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;
 - b. 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
 - c. a person or entity providing any telecommunications service directly or indirectly by or through any distribution systems, networks, or facilities.

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

Date adopted: August 10, 2020

Date revised:

APPENDIX B

5208 Student Acceptable Use and Internet Safety Policy

Student use of District technology is a privilege, not a right, and is governed by Policy 3116 and the applicable acceptable use agreement. A student's failure to comply with Policy 3116 and the applicable acceptable use agreement may result in discipline or loss of technology privileges.

Students have no expectation of privacy in or right to continued use of District technology resources.

Date adopted: August 10, 2020

APPENDIX C

5209 Student Use of Cell Phone and Electronic Communication Devices

Cell phones or other electronic devices must be stored in the student's locker during school hours if a student chooses to bring them to school based on the student code of conduct as provided in the building level handbook.

Students are personally and solely responsible for the security of their cell phones and other electronic devices. The District is not responsible for theft, loss, or damage of any cell phone or other electronic device.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline pursuant to this Policy and the student code of conduct. A student engaged in any of these activities outside of school may be disciplined if the student's activities substantially disrupt or negatively affect the school environment.

School administrators and teachers may confiscate a student's cell phone or other electronic device if the student's use or possession of a cell phone or electronic device violates this Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student's parent/guardian to discuss the rule violation before returning the cell phone or electronic device.

Students who violate this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.

Legal authority: MCL 380.1303(2)

Date adopted: August 10, 2020

Date revised: August 8, 2022

APPENDIX D

5709 Lice, Nits, and Bed Bugs

A. Lice and Nits

A student with nits within ¼ inch of the scalp or live lice may remain at school until the end of the school day. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent/guardian and provide educational materials on head lice prevention and treatment.

The student will be readmitted to school after treatment so long as the parent/guardian consents to a head examination and the examining District official does not find live lice on the student. If the District official finds nits within ¼ inch of the student's scalp, the student may return to class, but the District must inform the student's parent/guardian about the need to remove the nits.

District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents/guardians, teacher, social workers, or administrators to determine the best approach to resolve the issue.

Bed Bugs

If a District official suspects that a student's clothing or belongings contain bed bugs, the school nurse or other District official may visually inspect the student's clothing or belongings. Any bugs found should be removed and collected for identification. If a live bed bug is discovered, the District will notify the student's parent/guardian and provide educational materials on bed bug prevention and treatment.

If a student's clothing or belongings are infested by bed bugs, the student may be excluded from school until the parent/guardian has confirmed that successful treatment has occurred or other remedial steps have been taken to ensure that bed bugs are not brought to school.

If bed bugs are found in a classroom or elsewhere in the school building, the building principal or designee will notify the parents/guardians of all students in the affected school building and will provide information on bed bug prevention and treatment. The school building will not be closed due to bed bug presence. If pest management is necessary, it will be provided to affected areas of the school building consistent with Policy 3406.

Date adopted: August 10, 2020

Date revised: