

Student/Parent Handbook

2026 - 2027



Chippewa Hills Middle School
3102 Arthur Rd
Remus, MI 49340

Dear Students and Parents/Guardians,

We are excited to welcome you to another academic year at Chippewa Hills Middle School! We are thrilled to have you as part of our school community. This handbook is designed to provide you with essential information about our school's policies, procedures, and expectations. We believe that clear communication between home and school is key to a successful educational experience, and this handbook serves as a vital tool in that partnership.

At Chippewa Hills Middle School, we are committed to providing a safe, inclusive, and nurturing environment where every student can thrive academically, socially, and emotionally. Our dedicated staff works diligently to create engaging and challenging learning experiences that foster a love of learning and help each student reach their full potential.

In this handbook, you will find important details about school policies, attendance, dress code, behavioral expectations, academic programs, extracurricular activities, and more. We encourage you to read through it carefully and keep it as a reference throughout the year.

We value your feedback and involvement in our school community. Your support is crucial in helping us achieve our mission of excellence in education. If you have any questions or need further information, please do not hesitate to contact us.

Thank you for your continued partnership and support. Together, we can make this a successful and memorable school year for all our students.

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Helpful Information

Middle School Office	(989) 967-2200	Athletics	(989) 967-2125
Transportation	(989) 967-3435	Wellness Center	(989) 967-2290
Food Service	(989) 967-2239	Central Office	(989) 967-2000

Download the CHSD Warriors App

With this app, you can access documents, calendars, and sporting updates, as well as receive notifications about school closings and delays directly to your phone. Search “CHSD Warriors” and download the free app today on Google Play or Apple App Store!

Bell Schedule

5th grade		6th grade		7th grade		8th grade	
Period	Time	Period	Time	Period	Time	Period	Time
Passing time	7:50-8:00am	Passing time	7:50-8:00am	Passing time	7:50-8:00am	Passing time	7:50-8:00am
1st Hour	8:00-8:52	1st Hour	8:00-8:52	1st Hour	8:00-8:52	1st Hour	8:00-8:52
WIN Time	8:56-9:26	WIN Time	8:56-9:26	WIN Time	8:56-9:26	WIN Time	8:56-9:26
2nd Hour	9:30-10:22	2nd Hour	9:30-10:22	2nd Hour	9:30-10:22	2nd Hour	9:30-10:22
3rd Hour	10:26-11:18	3rd Hour	10:26-11:18	3rd Hour	10:26-11:18	3rd Hour	10:26-11:18
Lunch	11:18-11:48	Homeroom	11:22-11:42	4th Hour	11:22-12:14	4th Hour	11:22-12:14
Homeroom	11:52-12:12	Lunch	11:42-12:12	Lunch	12:14-12:44	Homeroom	12:18-12:38
4th Hour	12:16-1:08	4th Hour	12:16-1:08	Homeroom	12:48-1:08	Lunch	12:38-1:08
5th Hour	1:12-2:04	5th Hour	1:12-2:04	5th Hour	1:12-2:04	5th Hour	1:12-2:04
6th Hour	2:08-3:00	6th Hour	2:08-3:00	6th Hour	2:08-3:00	6th Hour	2:08-3:00

*WIN Time is “What I Need” Time. This time will be used for interventions/enrichments

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.

Parent/Guardian Involvement

We firmly believe that parent involvement is a cornerstone of student success. When parents actively participate in their child's education, it fosters a collaborative environment that supports and enhances learning. Research consistently shows that children perform better academically, exhibit improved behavior, and develop stronger social skills when their parents are engaged in their schooling. Parent involvement helps bridge the gap between home and school, creating a cohesive support system that encourages students to strive for excellence.

Parents can stay up-to-date on their student's grades and attendance via Skyward, our Student Information System. Skyward can be accessed [here](#) or through the district's website at www.chsd.us. It is also important that we have an active email address on file for communication purposes. This email is also connected to the Rooms portion of the district app. If you need help logging in to Skyward or updating your email address, please contact the Middle School office.

Formal Parent-Teacher Conferences are held at predetermined dates and times during the school year. However, parent-teacher communication can happen consistently throughout the year via phone and email. If an in-person meeting needs to be scheduled with teachers and/or administrators, please contact the Middle School Office to do so. Any in-person meetings will need to be scheduled ahead of time, as staff members are not always readily available.

Arrival/Dismissal

Doors open for arrival at 7:30 AM, and students are expected to remain in the cafeteria until 7:50 AM when they will be dismissed to head to their first hour class. The bell rings for dismissal at 3:00, and students are to gather their belongings and head directly to the buses or the car rider loop. Students who are picked up in the car rider loop will remain on the sidewalk to wait for their ride. Students are expected to be picked up by 3:15. If that is not possible, alternative arrangements should be considered.

After School Hours

Students are not permitted to loiter in/around the building, including the high school, after school hours. Authorized school personnel must accompany any student wishing to access the gym and/or other school facilities. If not participating in an after-school event, students must leave school grounds right at dismissal. Students wishing to attend after-school evening events must leave campus and return to the event with an adult. It is the expectation that the adult stay with the student and supervise them for the duration of the event.

Visitors

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

Photograph Policy

Student pictures and information will be used for printed athletic/academic programs, social media, and the yearbook. Parents wishing to exclude their students from any printed/digital materials must notify the office in writing by the second week of school.

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 at (989) 967-2200 to report their student's absence, but an absence will only be considered "excused" if the student is sick AND has a doctor's note, is attending a funeral, or is required to make a court appearance. The building administrator reserves the right to excuse absences under different, special circumstances as they arise.

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 days absent.
2. A second letter is sent home, and the first referral to the truancy officer occurs after ten days absent.
3. Beyond 10 days absent, a petition may be submitted by the truancy officer as a referral to the county prosecutor's office.

Tardy Policy

Tardy refers to a student who is late to class. Anything over 10 minutes late 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 three times or more for the same class in a trimester, they will be asked to go to the SSC during lunch to problem solve how to be on time for class. Excessive tardiness may be considered insubordination or defiance and result in further consequences.

Make-Up Work

It is the **responsibility of the student** to prearrange work to be completed before an absence and/or request make-up work upon return to school after an absence. The make-up work will be arranged between the student and teacher, with at least 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 or nonacceptance.

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 CHMS, we utilize a structured and 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 our Student Support Center (SSC) to reflect on their behavior and write a plan to address it. This is the second tier of our behavior support system.

In the Support Center, 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 Support Center for disciplinary reasons, the student's parent(s)/guardian(s) will be notified via email. Parents are encouraged to reach out to the **referring teacher** for details or questions about the specific incident that took place. If a student continues to be sent to the Support Center for disciplinary reasons, administration will be involved in the parent communication process. Repeated offenses may result in further disciplinary action such as (but not limited to) Lunch Detention, After-School Detention, In-School Suspension (ISS), 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:

- ☐ Academic Dishonesty
- ☐ Defiance/ Insubordination / Non-compliance
- ☐ Disrespect
- ☐ Disruption

Administrator-Managed (Major) Behaviors

Any major behavior referral will be handled by an administrator. Repeated minor behavior offenses become administrator-managed and may result in a major behavior referral.

Administrator-managed (major) behaviors include, but are not limited to:

- ☐ Abusive Language
- ☐ Academic Dishonesty / Plagiarism
- ☐ Arson
- ☐ Bullying / Harassment

☐ Inappropriate Location / Out of Bounds ☐ Lying ☐ Minor Recess Violations ☐ Misuse of Technology ☐ Physical contact/horseplay ☐ Possession / Use of Cell Phone ☐ Profanity or Obscene Language (if directed at an adult, this is considered a major behavior) ☐ Property / Material Misuse ☐ Tardiness / Skipping ☐ Violation of Classroom Rules ☐ Violation of Dress Code	☐ Intentional Destruction of School Property ☐ Physical Aggression (fighting / assault) ☐ Possession of Weapons ☐ Possession / Use of Alcohol, Illegal Drugs, Tobacco, Vapes, or other Restricted Substances ☐ Prescription / Over the Counter Medication-related Incidents ☐ Public Displays of Affection (PDA) ☐ Stealing ☐ Technology Violation ☐ Threatening Behavior
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Use of Artificial Intelligence (AI)

Using AI tools to complete assignments without direct teacher permission or without proper citation is considered academic dishonesty. Such actions will result in disciplinary consequences in accordance with 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.

Out-Of-School Suspensions

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 on the day(s) after school has resumed.**

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

Temporary Suspension- The student is excluded from school and school-sponsored activities ranging from 1 to 10 school days as assigned by the building administrators.

Long Term Suspension- The student is excluded from school and school-sponsored activities for a specific period of time ranging from 11 to 120 days as assigned by the Superintendent. A long-term suspension will terminate upon the fulfillment of specified conditions outlined during a meeting with the student, parent/guardians, building administrator, and the Superintendent.

Expulsion- The student will be excluded from school grounds and school-sponsored activities up to 180 days or permanently. Expulsions must be authorized by the Chippewa Hills Board of Education at a public meeting.

Out of school suspensions may result in lost points on assignments or labs that cannot be made up.

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 and 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 who 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 each individual infraction 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. Students found violating the bus/school rules will receive the appropriate consequences based on the severity of the infraction. Each student and infraction will be looked at individually.

Assigned Seating: Students will/can be given assigned seats. These assignments may be altered at the discretion of the driver and/or transportation director in an effort to address bus infractions. Students will be assigned based upon their grade/school levels: HS will be placed in the back, IS will be in the middle and elementary in the front. Exceptions may occur for siblings wishing to be seated together that cross grade/school levels. Assigned seats are to be followed with the guide to minor infractions discipline issued if the driver and/or supervisor deems necessary.

Dress Code

The purpose of the dress code is to promote a safe, respectful, and productive learning environment. Students are expected to wear clothing that is appropriate for school and does not disrupt the educational process.

Tops:

- Tops must have straps on both shoulders and cover the chest, back, and midsection
- Undergarments must not be visible

Bottoms:

- Bottoms must provide appropriate coverage at all times. This includes any tears or rips.
- Undergarments must not be visible.

Accessories:

- Hats, hoods, and sunglasses are not to be worn inside the school building.
- Costume or themed accessories, including masks, tails, and animal headbands are not to be worn.

Outerwear:

- Coats, jackets, and other outerwear are not to be worn in classrooms unless permitted by the teacher.

Miscellaneous:

- Clothing and accessories must not display any of the following:
 - Inappropriate/offensive language or images.
 - References to drugs, alcohol, tobacco, or violence.
 - Gang-related symbols or colors.
 - Discriminatory or hate speech.
- Backpacks 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.

Extracurricular and Co-Curricular Activities

A student will not be permitted to practice or play in a game, contest, or event if absent during any part of the school day. Absences due to prearranged medical/dental appointments, court orders, funerals, and/or school-related absences are exceptions and are excused with valid documentation. The Athletic Director may grant exceptions to this policy in advance or in emergency situations. 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

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.

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 on Friday or the following Monday with the students who 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 trimester. Internet accessibility via Skyward is available so that parents and students can easily obtain current information at any time regarding their child in multiple areas: current grades and assignments, grade history, attendance, etc.

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

Grades

The honor roll at Chippewa Hills Middle School is based 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	3.33 = B+	2.33 = C+	1.33 = D+
3.67 = A-	3.00 = B	2.00 = C	1.00 = D
	2.67 = B-	1.67 = C-	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.

Promotion/Retention/Course Recovery

Students are expected to pass all classes while in Chippewa Hills Middle School. Passing means that a student earns a D- or higher for the year using the aforementioned grade point scale. This means that anyone receiving an "E" or lower in any core academic class is mathematically at risk of being retained or required to complete course recovery tasks over the summer at the expense of the parents/guardians.

Promotion to the next grade level is generally automatic unless a student has failing grades. In such cases, the decision to promote or retain a student will be made collaboratively by the teaching team and building administrators. Parents or guardians will be notified if a student is at risk of retention or is required to complete course recovery tasks in order to be promoted.

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.

Breakfast/Lunch

Hot breakfasts and lunches are free for all students and served daily, and a monthly menu is posted on the school website. Occasionally, there will be other items available for purchase in the cafeteria as well.

Gum, Food, and Drinks

Gum chewing may be permitted at the discretion of the teacher. Teachers reserve the right to prohibit gum chewing if students do not demonstrate responsible behavior in managing it. All food and drinks, with the exception of water, are not allowed in classrooms or hallways except to be taken to the cafeteria for lunch. Permission may be granted for special occasions in a classroom. Water bottles are allowed in school, including in classrooms. Pop or juice may be brought for lunch, but should only be consumed in the cafeteria during lunchtime. Open food and drink may not be removed from the cafeteria. Energy drinks and open containers are not allowed per the District Wellness Policy (*BOE Policy 5707*).

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. When not in use, lockers need to remain shut and locked at all times and should not be propped open.

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 during 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 before- or 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. Items being used during the school day will be confiscated and kept in SSC or the office until the end of the day. If an item is repeatedly confiscated from a student, a parent/guardian will be required 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. Chippewa Hills Middle School is not responsible for any lost, damaged, or stolen devices.

Public Displays of Affection

We value a respectful and comfortable environment for all students. Public displays of affection (PDA), such as kissing, cuddling, and holding hands, are not appropriate in the school setting. These actions can distract from the learning atmosphere. We ask all students to maintain appropriate boundaries and conduct themselves in a manner that reflects our school's values of respect and professionalism.

Lost and Found

Our "Lost and Found" is located in the hallway outside the Student Support Center. Smaller or more valuable items may be turned in or claimed by the students in the office during office hours. Items **not** claimed within 30 days may be donated to charity. To help avoid losing items, never bring valuable items or large sums of money to school, always make sure your locker is locked before leaving it, and do not share your locker combination with others.

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 routes for fire and tornado procedures are posted in each room throughout the building. 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 that 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 from 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.

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

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

Joseph Szombati
3226 Arthur Rd, Remus, MI 49340
231-967-2100
jszombati@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 vs. Peer Conflict

Bullying involves repeated, intentional behavior meant to hurt, harm, or intimidate someone, often where there is a power imbalance. It can be physical, verbal, social, or online. Peer conflict, on the other hand, is a disagreement or argument between individuals of equal power. It is a normal part of social development and can usually be resolved through communication and support.

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

Weapons in School (BOE POLICY 5206 Student Discipline)

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.

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. 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 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 Chippewa Hills Middle School.