

# Cheboygan Area Schools

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## Intermediate School

### Grades 3 - 5

## Parent / Student Handbook



***“Success for All Students”***

**Principal – Mike Duvall**

**Secretary – Valerie Tamlyn**

*Contact us at (231) 627-7103 or visit [www.chebschools.org](http://www.chebschools.org)*

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## About the Intermediate School

The intermediate school years are very important in a student's education. During this time, the Cheboygan Area Schools strive to fill students with the wonder of discovery, the satisfaction of accomplishment and a desire for success. Developing a sense of responsibility, respect, and recognizing appropriate behaviors are also areas of critical importance during these years.

Most of the intermediate school day is devoted to instruction in language arts, mathematics, science and social studies. We also provide educational opportunities that add to the total academic, cultural and social growth of our students. These subjects include physical education, art, music and computers. Cheboygan Intermediate School (CIS) has a traditional library, up-to-date instructional tools and multiple computer labs and mobile computer carts. Teachers use the library to strengthen classroom learning programs and to familiarize their students with the tools of individual research.

Our teachers are dedicated to each student's achievement and success. Each teacher is highly qualified and uses a variety of proven techniques to discover the educational potential of all students. The classroom instructors are supported by reading specialists, special education teachers, academic teacher consultants, speech therapists, social workers, and building and program aides.

### **Getting to Know Us**

The beginning of this handbook introduces you to admission guidelines, daily programs, and services of the schools. You will find we offer a formal education along with many supportive programs and services. The following information will help you and your child have a positive educational experience in our school.

### **Admission Guidelines**

New students to the Cheboygan Area Schools are asked to register immediately. Those arriving in the summer should register three weeks before fall classes begin to assure appropriate placement. Parents must present verification of residency upon enrollment.



All children entering the Cheboygan Area Schools for the first time must present a valid, original birth certificate, proof of immunizations, and proof of residency. The medical records should specify the day, month, and year immunizations were given. The school district is required to exclude students from school who do not comply with the state's laws.

A child's custody papers and any court restrictions on non-custodial parents must be on file in the school office. Release of a child to a non-custodial parent can only be prohibited when an official court document is on file stating the child may not be released to the non-custodial parent. Non-custodial parents may review report cards, newsletters, and information on their child's progress when requested provided they share some form of legal custody as documented in court/custody arrangements. Custodial parents are encouraged to inform school officials of any concerns or dangerous situations related to their children.

The Cheboygan Area Schools will request official records from a student's previous school when parents complete the necessary office forms.

### **Attendance**

The school day begins at 8:05 a.m. and ends at 3:00 p.m. If it is necessary for a student to be absent, he/she should have their parent/guardian call the district attendance clerk on the day of absence by 9:30 a.m. If the student does not have a



phone, a note explaining the absence should be presented to the office when the student returns to school. Excessive absences (10 or more) may result in referral to the School Resource Officer for truancy. For any medically related absence (doctor, dentist, etc.) a note from the Doctor's office is required for an absence to be excused. Vacations/extended leaves from school require a pre-arranged absence form, which can be picked up in the main office prior to leaving.

We believe that regular attendance to school is critical to academic achievement and overall student success. Parents may excuse their student(s) for any reason, although this is allowed, the absence(s) will count as unexcused. All absences, excused or unexcused, count towards the ten (10) total allowable absences. If you have any questions, or would like further information with regard attendance, please contact a school secretary or building administrator.

Homework will be made available through the office to students who miss three or more days of school. In addition, daily homework assignments may be accessed on individual teacher webpages. Teacher extensions and webpage links are available in the main office and through [www.chebschools.org](http://www.chebschools.org).

### **Bus Travel**

Transportation is an important part of a child's daily routine as it begins and ends each day. At the Transportation Department, we make every effort to ensure that each child's experience is a positive one. Our drivers attend school each year to update them on safety procedures and to give them the competitive edge to meet the daily challenges they may encounter.



We encourage parents to communicate with their child's driver as we have found that this reinforces a positive relationship between student and driver. A number of rules have been issued by the Transportation Department to help make bussing as efficient and safe as possible and to comply with state regulations. We ask parents to review the bus rules with their children. If you must change your child's transportation at the end of the day, please notify the office by 12:00 p.m. to give us ample time to make the change. Changes after 12:00 p.m. can only be to arrange for your child to be a parent pick-up. Transportation arrangements or changes for  $\frac{1}{2}$  days must be made the day prior. Bus routes are occasionally changed because of enrollments early in the school year. Parents' patience is appreciated during this transition period.

### **Arriving to and Leaving School**

Parents are asked to instruct children to arrive at school no earlier than 7:30 a.m. Children are expected to leave school at the end of the school day. It is also appreciated when parents send notes in with their child whenever they have made other arrangements for them after school. The school office receives a large number of phone calls. It is very helpful if a situation can be taken care of by sending a note or using voice mail. If your child participates in childcare, please address a note to them and send it with your child whenever a change in plans occurs. To release a student during the school day:

1. Have the student bring a note to the office from home stating the time of dismissal.
2. No student will be released from school unless a parent contact is made either by note or phone.
3. A parent, guardian or authorized adult must report to the office to sign out / pick up their student(s).

### **Supervision of Students**

Supervision of students by the school staff will begin at 7:30 AM and end 15 minutes after students are dismissed. Any students in the building after that time must be under direct supervision of a parent or school sponsored function supervised by a staff member or administrator.

## **Recess**

Because fresh air and exercise have been proven to aid in the physical and educational growth of students, the intermediate school has an outdoor recess program. Children should attend school only when healthy enough to go outside. A doctor's statement is required if a child is to be excused from recess. It is very important that children wear appropriate clothes to stay outdoors each recess. Please label all clothing with children's names.

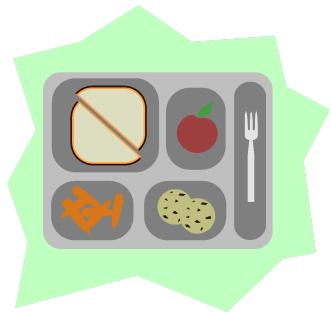


## **Lunches**

Menus are sent home each month and are also available on the [www.chebschools.org](http://www.chebschools.org) website, or at [www.nutrislice.com](http://www.nutrislice.com). An entrée choice count is taken each morning in the classroom.

If you visit school and would like to have lunch with your child, please let the school office know that morning before 9:00 a.m. so we can plan a lunch for you.

Beginning with the 2018-19 school year all students will receive free breakfast and lunch if they choose. Parents are asked to complete a household survey which are available in the school office and on the [www.chebschools.org](http://www.chebschools.org) website. All questions related to the food service program should be directed to John Galacz, Food Service Director at 231-625-3794 or galaczj@chebschools.com.



## **Dress and Grooming**

The Cheboygan Area Schools encourage good grooming and neatness in appearance. This adds to a good educational environment and shows pride and respect for school. The following apply:

1. Student appearance and clothes should be neat and clean.
2. Personal body care such as brushing teeth daily, showering, and washing hair regularly contributes to both the hygiene and grooming of a student.
3. The overall appearance of a student should not disrupt the educational process.

## **Dress Code**

It is expected that students attend school wearing clothing that is appropriate, safe, and does not distract from the educational process. The following are the dress code guidelines that students are expected to follow:

- Absolutely no alcohol, tobacco, or drug advertising. No lewd or suggestive wording or clothing.
- Shoes must be worn. Shoes with wheels are not permitted.
- Sleeveless apparel such as tank tops, cut-off sweatshirts or blouses are not permitted.
- No pajama pants. All pants must be worn at the waistline.
- Clothing should be free of holes, major rips or tears.
- Undergarments must not be visible. Overly tight, revealing or see-through clothing is not permitted.
- Coats, windbreakers, jackets, hats and other outdoor apparel may not be worn in the building.
- All shorts, pants, skirts and dresses must be hemmed with NO FRINGES.
- No hats, bandanas, visors, or scarves to be worn on the head.
- All shorts, skirts and dresses must extend below the fingertips of the student when standing with arms extended downward, or within four (4) inches of the knee.
- Leggings must be covered with appropriate length shorts, pants, skirts, or dresses.

When enforcing the dress code, administrative discretion will be used. If you are unsure about acceptable clothing, you may bring it to the office before your child wears it to school. It is also recommended that students keep a set of clean clothes in their backpack in case of unforeseen circumstances.

## **We Are in This Together**

It takes the cooperation, energy, and ideas of parents to educate children effectively. As students spend many of their waking hours in school, the importance of both school and home experiences is critical to students' success. Support from home starts with parents serving as role models, showing their children what it takes to be successful in school, work, and life. The values and belief that parents place on education, as well as the advice and personal guidelines they give, will have the greatest impact on how children manage themselves in the classroom.

### **How We Communicate**

A number of techniques are used to keep you informed of your child's progress and the educational activities affecting you in the school community.

The school uses progress reports, parent-teacher conferences, telephone calls, on-line parent access to student information, and the district web site, ([www.chebschools.org](http://www.chebschools.org)) and classroom and school newsletters for most of the communication.

Parents also are encouraged to call the school (627-7103) with questions, concerns, or comments, or to arrange to visit. You are urged to request completed assignments from your child to keep close track of the classroom work. Non-custodial parents may request newsletters, copies of report cards, and dates for conferences if they share legal custody.

### **Please Talk With Us**

It is important that you always have accurate information and receive quick answers to questions about school. Here are several suggestions to help you express your ideas more effectively:

- Get to know school principals and staff members. Attend school open houses, parent-teacher conferences, and other events. Learn what is happening in the classroom and what is expected from the students.
- Let the principal or staff member know when you are pleased about something, as well as when you are dissatisfied.
- If an issue arises, communicate with the staff member or administrator closest to the situation. Contact a central office administrator only if the matter is still unresolved.
- Communicate with the appropriate person by telephone, voicemail, or note. Be sure to provide sufficient details so that teachers and administrators can deal with each situation effectively.
- Be aware that answers or solutions may not be immediate. Sometimes follow-up activities are required to obtain all the information and to study the implications before a question or concern can be answered or a suitable adjustment made.

School officials cannot guarantee that each question will be answered or a situation adjusted to everyone's satisfaction. However, every attempt will be made to find an answer or solution that is fair and reasonable.

### **Telephone Use and Notes to Students**

The phone in the office is for school business and emergency use only. Students wishing to use the phone must ask permission from office personnel before using the phone. Students will be permitted to bring their own cell phones to the office to call parents as allowed.

## **Parent Teacher Conferences**

Conferences are offered to parents to provide an opportunity to get a personal progress report on your child. Individual conference times are scheduled. You can get the most out of each conference by taking the following steps:

1. Listen to the teacher's remarks and try to ask any follow-up questions or give suggestions at that time.
2. Be sure to listen how you can help your child do his or her best in every subject.
3. End the conference with a summary of what has been said and of your future plans.
4. After returning home, go over the report in detail with your child. Determine why grades may have changed and make definite plans for improvements if needed.

## **News from Us to You--Daily Bulletin**

Keep up to date with what is going on in our school by reading our Daily Bulletin. You may access the Daily Bulletin through the Daily Bulletin link on our website or through your Family Access in the Powerschool Parent Portal.



## **Parent Help Needed**

Cheboygan Intermediate School provides many opportunities for parent involvement. You are invited to share your time and support in these worthwhile activities. If you want to volunteer on a regular basis, please fill out a parent volunteer form obtained in the office.

You are also welcome to provide input on school programs at meetings of the Board of Education. The seven trustees of the School Board are elected to represent the public in general policy-making and goal setting. The Board of Education generally meets the last Monday of each month at 7:00 pm at the Board of Education Building. All meetings of the Board of Education are public.

## **Getting Your Child Off to a Good Start**

One way to maintain the excitement of the first days of school is to help your child prepare for the challenges of school. There are many things that you as a parent can do to ensure that your child is prepared for school each day.

### **1. Teach your children to be organized**

School is their "job." Help them develop a system to assume the responsibilities of making sure homework assignments are complete and to have the supplies that are needed each day.

### **2. Children need a good night's sleep**

It is very important that your child comes to school rested every day. Establish an evening bedtime schedule for your child and stick to it.

### **3. Develop a calm morning routine**

Allow enough time for a healthy breakfast and a timely school arrival.

### **4. Share your child's day**

Your own reactions and attitudes will go a long way towards determining how your child feels about school, the teacher, and other students.

### **5. Read to and with children for 20 minutes every day**

Kids who "practice" their reading do better than those who don't.

### **6. Build a "can do" attitude in your child**

When she/he tries something hard, praise the effort. Help break a big project down into smaller tasks. Then praise him/her as each step is completed. The process is as important as the product.

### **7. Join your school's parent group**

Sign up to help in some way. When parents are involved, kids learn more...and their schools are better, too.



## Here's to Good Health

### **Illness**

If your child is ill, please keep him/her home from school. If he/she is well enough to attend school, he/she is well enough to participate in school activities and outdoor recess. Children unable to participate in school activities such as gym or recess must have a dated doctor's note specifying the reason and length of time they are to be excused. If your child should become ill during the school day, you will be notified immediately. Be sure the school has an emergency number to call in such cases. You should give the school this number at registration time. Please update the office when the emergency contact numbers or your numbers change.

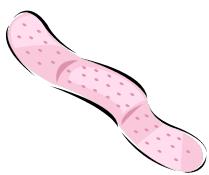


### **Head Lice**

Head lice is a common condition that can be transmitted where any group assembles regularly. Itching or scratching may be a sign of lice, but sometimes there are no signs until you look closely. Please check your child's head. Look around the ears and back of the neck. Be sure you have good light. Stand near a window or use a lamp. Nits (lice eggs) look like little white spots hanging on a shaft of the hair. They are difficult to move or pull off the hair. While dandruff or scalp flakes move very easily, the nits are very difficult to remove from the hair shaft. If there are lice, notify the school and start treatment immediately. Thunder Bay Health Clinic will be working with families and students in addressing any cases of head lice. A child may not return to class until he/she has been determined to be nit and lice free, per Cheboygan Area Schools District policy.

### **\*\*Accident Care-Updated Thunder Bay Procedures**

Students, teachers and supervisors are asked to report all school and playground accidents to the office. When necessary, an accident report is filled out and parents are called. If there is a need for medical attention, the parent will be contacted and if provided permission by the parent the student will be directed to the Thunder Bay Health clinic for treatment.



Parents must fill out the emergency contact section on the enrollment form annually so someone can be contacted in case of an accident or illness. School or Thunder Bay Health Clinic personnel will first call the parent at home or the place of employment if a child becomes ill or injured at school. In rare instances a child must be transported to a hospital by ambulance. School personnel will accompany the child until a parent arrives at the hospital.

### **Medication**

All medication, both prescription and non-prescription, must be kept either in the Thunder Bay Health Clinic or the school office. The only exception to this is when the student's physician allows the student to carry medication on his/her person to allow for immediate and self-determined administration.

All medicine must be kept in a labeled container as prepared by the pharmacy, physician, or pharmaceutical company and labeled with dosage and frequency of administration and accompanied by a signed authorization and specific directions for the administration of this medication.



## **Student Conduct**

Much more attention can be devoted to teaching and learning in school when students accept responsibility for their behavior. Parents, of course, have the major responsibility for teaching self-control and acceptable behavior. The school works closely with parents to reinforce the good conduct taught at home.

Every student's right to a public education carries with it a responsibility to know and observe school rules.

These rules help keep non-educational distractions to a minimum each school day. They also help a student prepare for adult responsibilities and discipline.

All school staffs have been instructed to safeguard the rights of students and staff who wish to focus on teaching and learning activities each day.

Proper conduct in a school includes:

1. Using self-control so as not to interrupt or interfere with a school's educational and extra-curricular activities
2. Showing and maintaining respect for adult authority.
3. Developing well-mannered habits and attitudes.

In addition, teachers have the authority to establish individual classroom rules and procedures.

Disciplinary action will be taken when students do not observe school rules. In general, minor problems will be handled informally with administrator, teacher and student. Parents will be called for any major infraction.

## **Personal Property**

The following are five personal property expectations which students should be familiar with:

1. **School materials** - Required textbooks and related learning materials are supplied free of charge. However, students are responsible for reasonable care and safe-keeping of all materials. Students and parents must pay for items that are lost or damaged during the school year.
2. **Clothing** - All students outerwear such as coats, hats, boots and gloves should be labeled. Hundreds of dollars' worth of lost or misplaced clothing materials are not claimed each year. Each building has a 'lost & found' location for unclaimed items that can be checked by students or parents. All unclaimed clothing at the end of the school year is given to charity.
3. **Animals or Pets** - Animals or Pets are not allowed in school.
4. **Money** - Parents should not allow students to carry more money than is needed for lunch or school sales.
5. **Cell Phones and Electronic Equipment** - Cell phones, personal music players, laser pointers, and other electronic or battery-powered items are not permitted in school unless permission has been granted in advance by the building principal or the child's teacher. If you choose to send your child to school with a cell phone, the cell phone is to remain off and in his/her backpack during school hours. The district is not responsible for lost or stolen cell phones.

## **Lockers**

All lockers and desks remain on school property and are subject to a search at any time. Backpacks, coats, and hats must be kept in lockers. Valuable items that are brought to school are the responsibility of the students. The school will not be held liable for repair or replacement. Students may post school appropriate pictures on the inside of their lockers with magnets, however no tape, glue, or adhesives can be used. Decorations on the outside of lockers are not permitted.

## Eating at School

School lunch rules are necessary to maintain order while many students are in the cafeteria. Adult supervisors are present during this period. Students who abuse the guidelines below are subject to loss of privileges from the classroom teacher or principal.

1. Students should listen to and show respect for the lunchroom supervisor.
2. Students should eat quietly and use good table manners.
3. Students should remain seated until finished eating. If they need to get up from their seat, they must raise their hand and an adult will come to their assistance.
4. All garbage should be disposed of in proper containers.
5. Students are to complete any assigned tasks prior to leaving their tables.
6. Parents are always welcome to join their children for lunch.



## Playground Rules

We have outside recess when the weather is above 10 degrees with the wind chill and it is not raining. During the Fall and Spring months, proper attire (sweatshirts, long pants, etc.) is expected when the temperature is below 55 degrees. These are the guidelines for safe and friendly playground activities during recess:



1. Be respectful
2. Play in assigned areas only
3. Use playground equipment properly
4. No hard balls, baseballs, bats or golf balls are allowed.
5. Throwing snow or rocks and/or sliding on ice is dangerous and not allowed.
6. Physically aggressive or roughhousing types of activities are not allowed.
7. Line up quickly and quietly when the whistle is blown to enter the building.

## Student Behavior

The students at the Cheboygan Intermediate School are part of a Positive Behavior Interventions and Supports (PBIS) school, and there are very high expectations for student behavior. The school behavior motto is that we are "Respectful, Responsible, and Safe". In the interest of student behavior of which everyone can be proud, please remember the following:

1. **Treat others the way you'd like to be treated.** This is the "Golden Rule" and encourages thinking before speaking or acting. It also will help to eliminate insults, rudeness, gossip, threats, fights, theft, and profanity. Everyone at CIS is expected to show respect toward others.
2. **Practice self-respect.** The use of alcohol, tobacco, and other drugs is clearly unhealthy and strictly prohibited.
3. **Treat the building and furnishings with respect.** Community members have made great investments in the facilities for the sake of education, please be responsible and respectful!
4. **Value learning.** The typical student will spend well over 1,000 hours in school each year. It is important to spend those hours wisely by getting to class on time and arriving prepared to learn.

## Rewarding Positive Behavior

Positive behavior and academic achievement may be rewarded and recognized through the following:

- **Awards Assembly** — Each grade level will determine the ways in which students will be recognized.
- **Class Trips** — Students will be held to high academic and behavior standards. If a student is not working to his/her potential she/he may lose the privilege of attending class trips. Students who have accumulated three

**(3) or more Behavior Report Forms at any time during the year** may not attend the class trip, but are expected to be in attendance in school the day of the trip. Students who receive **a major offense** at any time during the school year may not be allowed to attend the class trip. The teachers have the right to add additional criteria in order for students to attend the class trip as long as the criteria is stated and distributed to students when the trip is arranged at the beginning of the school year. \*Notification that a student is not eligible to attend will be made 2 weeks prior to the trip, however if a serious behavioral or academic situation arises within the 2 week window a student may still lose the privilege of that particular class trip.

• **Grade Level Incentive Days** — As determined by individual grade levels, incentive days will be scheduled to reward students for academic performance and/or good behavior. On these days, academic remediation opportunities are provided for students who need them.

• **Student of the Month program** — Students are nominated by their teachers to be deserving of this award. Students are selected based on their overall contribution to the school and the learning process. Students are selected by their classroom teacher.

• **School Sponsored Activities (Athletics, Clubs, etc.) - *Eligibility Behavior/Attendance Requirements***

To participate in the variety of activities at CIS, students must attend at least half of the day on the date of the scheduled activity and a full day on the date after the scheduled activity. In addition, students must be passing all classes and **have three (3) or fewer ODR's** (See Discipline Code). Some extracurricular activities may have more stringent requirements. An eligibility evaluation will be requested of every student prior to and during the length of the activity in which they are participating. All rules of conduct that are in effect during the regular school day are in effect at all school activities.

The school's discipline code is in effect at all school-sponsored activities. Students that are involved in situations that require discipline will receive the appropriate points. Students must be in school during the day in order to attend after school activities. Activities, clubs, and sports require the student to pay participation fees. Alternative arrangements can be made on an individual basis if necessary. Parents are asked to pick up students from activities within 15 minutes of the designated completion time. Additionally, there may be a fee for participation in student activities.

• **School Wide Celebrations** — As part of the Positive Behavior Interventions & Supports (PBIS) initiative CIS will recognize exemplary student behavior with periodic school-wide celebrations throughout the year. For these events ALL students are able to participate. This allows even those students who may have struggled with academics or behavior to be a part of a school-wide event and be included in the festivities.

### **Behaviors that Warrant Disciplinary Action**

The following are types of school behavior may result in formal disciplinary action against a student.

1. Improper care of school materials. Any excess damage, wear or loss will become the financial responsibility of the student and parent.
2. Abusive, offensive and threatening language, as well as harassment and humiliation of others, is prohibited. Bullying is a series of repeated cruel or hostile behaviors involving the same children in bully and victim roles. These include:
  - Physical bullies who use physical aggression or take a student's property
  - Verbal bullies who use words to hurt or humiliate another student
    - Specifically making fun of a person based on their gender, race or disability
  - Relational bullies who try to control relationships by persuading some students to reject others
  - This may include spreading hurtful rumors
3. **Weapon-free schools** - In order to provide a safe learning environment for all children, our schools must be weapon free. Michigan Law requires a student to be expelled for possession of a dangerous weapon on school property or in a school vehicle. School officials will immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause harm to others.

4. **Arson** - Michigan law requires a student to be expelled who sets fire in a school building or on school grounds.
5. **False Alarms** - A student shall not knowingly make a false alarm, including but not limited to a false fire alarm or bomb threat. Such action is strictly prohibited and shall subject the student to appropriate disciplinary action and referral to local law enforcement officials.
6. Fighting and other physically aggressive behaviors are forbidden. Any occurrences will result in loss of privileges or suspension.
7. Possession of property not belonging to the student.

## **Disciplinary Actions**

These procedures will be followed when major infractions of school rules, such as those listed above, occur:

1. Parents of offending students will be informed of the violation.
2. The teacher, dean of students, or principal may assign in-school suspension or keep students after school for discipline, special work projects, or academic make-up work. Transportation from school will be the responsibility of the student's parents.
3. An out-of-school suspension of one to ten days may be administered by the principal using the following guidelines:
  - Parents or guardians shall be notified before the student is suspended from school.
  - Students under suspension are not allowed on any school property, in school buildings, or admitted to any school function.
  - A parent conference will be held upon the return of the student from an out-of-school suspension.



The policy is based upon the belief that an individual does not have the right to infringe upon the rights of others. Also, all people concerned with the school have the responsibility of creating a positive mood within the building, on school property, or at any school event. The student shall have the right of due process, including both a fair and impartial hearing on the merits and notice of the following:

1. The type of conduct that will subject the student to disciplinary action.
2. Notice of the specific charge against the student and the evidence supporting the charge.
3. Notice of date of hearing sufficiently in advance to permit preparation of the defense.
4. Notice of student's procedural rights at the disciplinary hearing.

## **Zero Tolerance & THE 7 FACTORS**

Revisions to Michigan's Zero Tolerance laws took effect August 1, 2017. These changes require school districts to conduct a thorough review of local student discipline policies and procedures. In particular, our school district will consider the seven (7) factors that must be considered prior to suspending or expelling a student in all cases, except in the case of firearms:

- a) the student's age
- b) the student's disciplinary history
- c) whether the student has a disability
- d) the seriousness of the violation or behavior
- e) whether the violation or behavior committed by the student threatened the safety of any student or staff member
- f) whether restorative practices will be used to address the violation or behavior
- g) whether a lesser intervention would properly address the violation or behavior

## ***The levels of dispositions are as follows:***

1. After any suspension of 3 or more days, a parent/teacher/student meeting will be held before the student is able to return to school.
2. For **office managed behavior**, the parents will be contacted by phone or mail.
3. **Serious or Repeated office managed behavior** may result in suspension.

Police, courts, and/or other referral services may be involved. Teachers of students accumulating more than 3 behavior referrals may be involved in the conference.

4. **For chronic high level behavior problems office managed behavior**, a student may be suspended for up to 10 days. Parents and/or student and school personnel will work out the problems at hand. Police, courts, and/or other referral services may be involved. Parents may accompany students to class in lieu of suspension. Social probation may be put in place, which means he/she would not be allowed to participate in any activity outside of the regular school day (8:05-3:00), or participate in lunch recess or free-time.
5. **For chronic high level behavior problems office managed behavior** a student may be suspended for up to ten (10) days and may be recommended to the Superintendent for long-term suspension or expulsion. Students who return from long-term suspension or expulsion will generally return to the school with a 'zero tolerance' expectation.
6. Students referred for discipline for any behavior offense in violation of Michigan Law (weapons, arson, false alarms) will be immediately suspended and expulsion proceedings before the Superintendent may be initiated.
7. Any behavior referral forms received in the last 2 weeks of school will follow the regular school policy. Detention after the school year ends may also be assigned.
8. The last two weeks of school will be a 'Zero Tolerance' policy. Students who have had multiple offenses may be sent home for the remainder of the school year. School hours missed due to these suspensions may be made up on a case by case basis.

### **Classroom Managed**

Cheating/Academic Dishonesty/Plagiarism  
Failure to comply with disciplinary consequences  
Loitering in any area for other than intended purpose  
Misuse of passes/permits  
Electronic Device Violation  
Skipping one day  
Skipping one class  
Disorderly conduct-class disruption-disrespect  
Insubordination (refusal to comply with reasonable request) 4th step  
Obscene or lewd behavior and/or language

### **Office Managed**

Arson (defined as deliberately setting a fire)  
Assault of anyone on school property physical/verbal  
Delivery of drugs and/or look-a-likes  
Setting off of firecrackers and all other like types of incendiary devices  
Unauthorized sale, possession, or use of illegal or dangerous weapons or look-a-likes  
Use of, under the influence of, possession or solicitation of alcohol or illegal drugs on school property and/or misuse of, or under the influence of OTC or prescription medication on school property  
Bomb threats or false alarms  
Possession of drug paraphernalia on school property  
Willful destruction of school property over \$100 damages-restitution made  
Fighting or provoking a fight (1-5 day suspension)  
Possession of firecrackers  
Possession of property not belonging to student  
Willful destruction of school property less than \$100 Damages-restitution made  
Use or distribution of, or possession of tobacco (1-3 day detention and police referral)  
Misuse of technology equipment  
Sexual harassment  
Bullying/Harrasment - Threat/Intimidation

### **Cell Phones**

The use of cell phones during the school day is not permitted. Students who bring cell phones to school must keep them in their backpack or locker. Cell phone use in bathrooms, locker rooms and other locations where inappropriate photographs or videos may be taken is strictly prohibited. Parents may leave messages on their students' phone, but if an emergency requiring immediate notification of the child occurs, parents are encouraged to call the school office at 627-7103.

Failure to follow the cell phone guidelines, such as disruption of the classroom, use of the cell phone in prohibited areas, or failure to shut off a cell phone as requested by school personnel, will result in confiscation of the phone. The disciplinary consequences for cell phone issues are as follows:

**1<sup>st</sup> Offense:** The student may pick up phone after school in the office. Documentation only.

**2<sup>nd</sup> Offense:** The parent/guardian must pick up phone from office. Disciplinary referral and warning issued.

**3(+) Offenses:** Insubordination referral may be issued. Additional consequences may be discussed with parent/guardian when the phone is picked up, which could result in the student being required to leave his/her phone in the office during the school day, or the phone being left at home.

\*The school will not be responsible for loss, theft, or damage to any personal property, including cell phones.

## **Bad Weather or Emergency Closing**

The Cheboygan Area Schools adheres to the following procedures when bad weather occurs or an emergency closing is necessary:

- The complete closing of schools for the day
- A delay in the running of buses and the opening of schools
- Early or late dismissal from school

The selected plan will be called into area radio and television stations. Parents may also sign up to receive email and/or text alerts through our district webpage at

[www.chebschools.org](http://www.chebschools.org).



## **Student Visitors**

While parent volunteers and family involvement are encouraged, students are not allowed to bring visitors, such as school age family members or friends on break from another school district, to attend CIS for the day.

## **Parking**

Parents are asked to park only in the designated parking areas on the West side of the building, and to the North, near the tennis courts. The Bus Lane (the drive between the Intermediate School and the High School) must be kept clear between 7:15 and 8:00 a.m. and 2:45 to 4:00 p.m. Buses are arriving and leaving during that time.

