



Chippewa Intermediate School

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Mrs. Jamie Zollinger, Principal

2024-2025 Student-Parent Handbook and Agenda

This agenda book belongs to:

Name: _____

Grade: _____ Homeroom: _____ Bus _____

Welcome to Chippewa Intermediate School!

The faculty and staff of Chippewa Intermediate School take pleasure in welcoming you to another exciting school year. In addition to increasing your knowledge base in a variety of ways, you will also have many opportunities to participate in co-curricular and extra-curricular activities.

How successful you will be this year depends to a great extent on your attitude and how much effort you are willing to devote to your school work. Successful students establish a study area at home and a regular time to do their homework every day. They actively participate in class and complete all assignments on time. These things require hard work and dedication, but the rewards can be tremendous. The entire CIS staff is here to help you accomplish the important goals of academic success and preparation for high school.

Parents are an essential part of the educational team. Consistent communication with your child's teacher is vital. You can communicate through phone calls, email, Progress Book and conferences. All parents are welcome to attend the various activities our students are involved in such as band and choir concerts, musicals and evening academic programs. Every student's success involves a team effort between the school and home. Good luck, and have a great school year!

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Academic Policies

Curriculum

Summative assessments (tests, projects, written reports) will encompass 80% of the students' grade. Formative assessments (quizzes, homework, and classwork) will encompass 20% of the students' grade. It is unacceptable for any student to score below 70%. A score that low indicates a need for re-teaching or intervention. Students who have missing assignments will have additional time and discipline to complete assignments. Any student wishing to raise their grade must complete the intervention process with their teacher before retesting.

Homework

Students should expect to have homework and other assignments that will need to be completed outside of the academic school day. Homework is due when called for by the teacher. Failure to complete homework and other assignments will result in consequences and/or intervention.

Plagiarism

The staff of Chippewa Local Schools teaches the importance of students producing their own written work in their own words. We reinforce the concept that the printed thoughts and words of authors are owned by those authors and may not be reproduced without permission or acceptable citations. Further, the meaning of plagiarism, with examples, is taught as part of research assignments.

Examples of plagiarism include but are not limited to:

- Downloading all or part of a research paper.
- Buying a research paper from a commercial or local source.
- Copying an article from an online or print source.
- Copying and pasting to create a paper from several sources.
- Failing to quote all of the words copied or neglecting to quote.
- Failing to cite a source being used.
- Faking a citation.

Plagiarism is considered a form of cheating and results in the same consequences.

These could include:

- Detention, Friday Night School or In-School Suspension
- Completing an alternative assignment.
- Denied use of school computers.
- Continued violations could result in an out-of-school suspension.

Statement on the Use of Artificial Intelligence (AI)

Chippewa Intermediate School classes require and expect students to compose and convey original ideas and demonstrate individual and collaborative abilities in learning. Becoming a better student and well-rounded person takes critical thought, creativity, practice, and, sometimes failure in certain concepts. Some uses of AI tools rob students of those aspects of the growth process.

At Chippewa Intermediate School, unacceptable uses of artificial intelligence (AI) assistance will be treated the same as **plagiarism** and/or an academic dishonesty violation.

Examples of acceptable AI use or assistance include (but may not be limited to):

- Brainstorming a topic
- Generating search terms or keywords for research
- Formatting citations (keep in mind that while AI can format citations, it often includes incorrect quotations and citations within a text)
- Finding errors and receiving general suggestions for improving without using AI tools to explicitly compose an essay, text, or other work
- Searching for specific information as one would do with search engines, browsers, and databases

- Generating AI artwork, audio, images, or videos with proper credits to the AI tool used

Examples of unacceptable AI use or assistance include (but may not be limited to):

- Using AI to write entire texts or complete unfinished portions of an assignment, unless the use of AI is a part of the assignment
- Using AI to rewrite significant portions of a text
- Improperly crediting AI tools for any artistic piece used for illustrative purposes

Reporting Student Progress

Student progress is reported to parents in several ways including ProgressBook, report cards, letters and notes to parents, emails, conferences, and phone calls. Report Cards are sent home at the end of each grading period.

All parents will be issued a username and password to access ProgressBook. This is an internet based program where you can follow your child’s academic progress as well as access homework. Parents are encouraged to check ProgressBook frequently for updates regarding grades, homework assignments, upcoming projects and test/quiz dates.

The “Interim Report” can be accessed thru ProgressBook each grading period. This report shows the grade the student is earning at the time and teacher comments about performance.

Grading at CIS is done on a hybrid system for **grades 5 - 6**. Students receive a letter grade as well as a +, check, or – to indicate progress on standards.

A	94-100	C	74-76
A-	90-93	C-	70-73
B+	87-89	D+	67-69
B	84-86	D	64-66
B-	80-83	D-	60-63
C+	77-79	F	50-59

Non-graded progress reporting will be provided on the report card for **grades 3-4**. The following is the non-graded reporting scale:

A – Advanced Understanding	Student demonstrates a deeper understanding of grade level standards. Student independently exceeds grade level standards.
S – Skilled	Student performance demonstrates an understanding of the knowledge and skills expected at this grade level. Student demonstrates consistent application of skills.
P – Progressing	Student performance is progressing toward the knowledge and skills expected at this grade level. Skills are not yet mastered.
N/A – Not Assessed	Standard has not been taught yet.

The progress report also identifies the **effort** in each academic area and reports your child’s effort level with a +, check or –. The plus shows consistently high effort, the check shows expected effort and the minus shows minimal effort.

School Calendar

The school calendar is available on the district's webpage.

Chippewa Local Schools 2024-2025 School Year Calendar

August 15 th	Teacher Professional Development
August 16 th	Teacher Work Day
August 19 th	Convocation Day
August 20 th	First Day of School for Students
September 2 nd	No School - Labor Day
September 9 th	No School – Fair Day
October 18 th	End of 1 st Nine Weeks (42 days)
November 1 st	No School – Only at HH & CIS - Teacher Professional Development Day
November 27 th -29 th	No School – Thanksgiving Break
December 2 nd	No School -Thanksgiving Break
December 20 th	End of 2 nd Nine Weeks (41 days)
Dec. 23 rd - Jan. 3 rd	No School - Winter Break
January 6 th	School Reconvenes
January 20 th	No School - M.L. King Jr. Day
February 14 th	No School – Only at Jr/Sr High - Teacher Professional Development Day
February 17 th	No School – Presidents’ Day
March 14 th	No School - End of the 3 rd Nine Weeks (47 days)
April 14 th - 18 th	No School – Spring Break
May 26 th	No School – Memorial Day
May 29 th	End of the 4 th Nine Weeks (48 days) - Last day for students

Chipp Time Early Release Fridays: CIS dismissal time on Friday's 2:45

Sept 20, 27	Feb 7, 14, 21, 28
Oct 4, 11, 18, 25	Mar 7, 21, 28
Nov 1, 8, 15, 22	Apr 4, 11, 25
Dec 6, 13, 20	May 2, 9, 16
Jan 10, 17, 24, 31	

State Testing

The CIS staff works diligently to prepare students for State Testing. The State Department of Education determines how and at what grade level tests are administered. Our tentative testing schedule for 2024-2025 is as follows:

Grade 3	Language Arts (Fall – October, and Spring), Math (Spring)
Grade 4	Language Arts, Math (Spring)
Grade 5	Language Arts, Math, Science (Spring)
Grade 6	Language Arts, Math (Spring)

Attendance Policies and Procedures

Arrival and Dismissal

The doors will be unlocked at 8:10 Monday thru Friday. *Parents should not drop students off at school before 8:10. Students will go to breakfast or the gym and will be dismissed to class at 8:20. The school day begins at 8:25 and ends at 3:25. Once a student arrives on school property, he/she is not permitted to leave without permission.*

Walkers are dismissed at 3:25 at the front and side of the school. Bus riders are dismissed at 3:25 to the front of the school to get onto the bus. All students being picked up are given a placard to place in your vehicle. These placards are required for parent pick up. Pick up is at the back of CIS in numbered parking spots. Pull into the parking lot in the driveway closest to the baseball field. Please park in a spot, students will walk out to your vehicle and you will be dismissed by a staff member to ensure student safety. All parents will leave out of one driveway for safe flow of traffic.

The building closes at 3:45 and students are not to be in the building or lingering outside unless they are involved in a supervised activity. Students may not remain in the building to wait for the start of an after-school athletic contest.

Attendance and Excused Absences

Regular attendance is important to a child's success in school. It is essential that your child report to class on time and attend school every day. This habit should be cultivated as early in life as possible. The compulsory attendance laws in Ohio state that parents are responsible for seeing that their children attend school regularly. If you need to report your child off from school, please call **330-658-2214** or email attendance at chip_cisattendance@tccsa.net

Students are permitted ten (10) days of absence for personal reasons with a note from their parents. On the eleventh (11th) day of absence, a student will be excused according to the following criteria. Each of the following criteria **requires proper written documentation from the physician or etc. (other than parent).** *Without proper documentation, an absence is considered unexcused.* An excessive number of unexcused absences will result in a referral to Wayne County Juvenile Court for truancy.

The following rules and regulations have been formulated by the Ohio Department of Education, under authority of state law, to be used as guidelines governing the absences of children from school.

An excuse for absence from school may be approved only on the basis of any one or more of the following conditions with proper documentation.

Excused Absences:

1. Extended illness, illness in the family or death of a relative. Written verification from the doctor is required for an extended illness or illness in the family. Extended absence for death of family or relative needs to be discussed with the building principal.
2. Medical appointments: Students are strongly encouraged to make medical appointments outside of school hours. We understand that this is not always possible, and students are permitted to keep dental or doctor appointments during the school day. A note from the parent stating the time of departure and reason is needed in the office before school. Written verification from the doctor/dentist office following the appointment is needed for the absence to be excused.
3. Court appearances with proof of the appearance.
4. Family vacation – permission must be obtained in advance using the planned absence form available in the office. This will be limited to one per year, five (5) school days maximum, and prior to the 11th day of absence.
5. Extreme emergencies approved by the administration.
6. Observance of a Religious Holiday: Any student of any religion shall be excused from classes if his/her absences are for the purpose of observing a religious holiday.

Leaving School Early

All requests for early dismissal must be in writing from a parent or guardian and must be brought to the office before school begins. The note must include your name, your homeroom, the time you will be leaving, how long you will be absent from school, and the purpose for leaving. Students must be signed out in the office by a parent or other designated adult. Students are permitted to sign themselves back in when they return to school if they bring their doctor's note.

Requesting Make-up Work

When you report your child off from school in the morning, notify the secretary that you would like your child's make-up work. Work can be picked up in the office after 2 pm.

School Closing and Delayed Start

In the event of severe weather conditions or other emergency situations, school may be closed or delayed in starting. Notification of such events will be announced over radio station WQKT (104.5 fm) and on the major TV stations, as well as email/text/calls when necessary. When the school is closed, no buses will run, including buses that transport students to other school districts. Evening events are also usually cancelled. When the school operates on a two-hour time delay, the buses will run two hours later than normal. School will begin at 10:25.

Student Illness or Injury during the School Day

Students who become ill or injured during the school day should report to the office where they will be given the opportunity to call home. Students must be picked up if they have a temperature above normal (100.0). Students can only be released to a parent or someone listed on their emergency cards.

A child will be readmitted to school under the following conditions:

- Child's temperature has returned to normal for a 24-hour period
- No vomiting or diarrhea for a 24-hour period
- A signed statement by a licensed physician indicating that the child is no longer contagious

*Additionally, students who have a fever above 99.0 should not be sent to school.

Tardiness

Students arriving after 8:25 must report to the office to sign-in and get a pass to class. The time missed due to tardiness is added toward truancy (truancy information below). Students arriving between 8:25 and 9:55 a.m. will be considered tardy. We appreciate that early pickups be used only for doctor's appointments or emergencies. Excessive tardiness will be communicated home.

Truancy

Under Ohio law, *Habitual truant* refers to a child of compulsory school age who is absent from school without legitimate excuse for the following number of hours (RC 2151.011):

- 30 or more consecutive hours or
- 42 or more hours in one school month or
- 72 or more hours in a school year

Unruly child refers to a habitual truant who has not previously been adjudicated for being a habitual truant (RC 2151.022), but if based solely on being a habitual truant, court shall consider alternatives to adjudication to divert the child from the juvenile court system

Delinquent child applies to a child who violates a court order regarding the child's prior adjudication as an unruly child for habitual truancy, but no longer includes habitual (or chronic) truant (RC 2152.02)

By law, schools must take action for any student being truant. Failure to attend school regularly will result in a student being referred to the Wayne County Juvenile Court.

Discipline Policies and Procedures

Automatic Suspensions

Some violations of the Code of Conduct will result in an administrative decision to move to In-School or Out-of-School suspension, passing over other disciplinary options such as warnings or detentions. Some of these violations include but are not limited to fighting, physical violence directed at a teacher, smoking, drug possession or use, alcohol possession or use, profanity or obscene gestures directed towards a teacher, threats of physical harm to another person, and the possession of weapons.

Detentions

Students are responsible for serving detentions on the date and time assigned. Detentions are either before school from 7:40 - 8:10 or after school from 3:25 – 3:55. At least a one-day notice is provided to parents so that transportation may be arranged. Students must return detention forms with a parent signature the day after the detention is issued. Failure to serve detentions will result in a Friday Night School.

Friday Night School

Friday Night School is an option that may be available in lieu of suspension from school. This is a behavior modification program monitored by teachers and held on Friday afternoon from 3:30 until 5:30.

Guidelines for Responding to Student Conduct Problems

All CIS students can and must behave appropriately at school. Compliance with established standards of conduct is mandatory. Violation of any of the Basic Rules on school grounds or at school sponsored/related activities and events off school grounds may result in disciplinary action. Teachers are responsible for maintaining discipline and an effective environment for learning in their classrooms. Discipline options that may be employed are:

Teacher-student conference	Team-parent conference
Exclusion from activities/programs	Detentions
Referral to the office	Emergency removal from class/school
Friday Night School	In-school suspension
Out-of-school suspension	Expulsion from school

Other options may be used if they are deemed appropriate. The maturity of the student will be considered when determining disciplinary action.

In-School Suspension

In-School Suspension is less severe than Out-of-School Suspension. In-School Suspension is defined as a removal of the student from his/her regularly scheduled classes. When an In-School Suspension is received, the student and parent/guardian shall be a given written notice of the suspension and the reasons for the suspension.

Out-of-School Suspension and Expulsion

A violation of any of the rules for student conduct may result in suspension from school. Due process will be guaranteed to the student by specifying charges in writing and providing an opportunity to respond to the charges. The principal has the authority to suspend up to 10 days.

1st Offense may result in up to 3 days of suspension.

2nd Offense may result in up to 5 days of suspension.

3rd Offense may result in up to 10 days of suspension.

Repeated Offenses of misconduct may result in a recommendation to the Superintendent for expulsion from school.

The principal may exceed the number of suspension days outlined above for a specific violation based upon the severity of the offense. (Ten day maximum.)

Students are permitted to make up work or tests missed during a suspension. During Out-of-School Suspension or expulsion, students are not to be on school grounds or attend any school activities; which includes practices or any extracurricular events.

General School Policies and Procedures

Assemblies

Proper behavior is expected during assemblies. Disruptive students may receive discipline. Students wishing to be excused from attending an assembly must speak with the Principal.

Breakfast and Lunch

Breakfast is served daily from 8:10 to 8:25. The cost is \$1.75. A student receiving lunch at a reduced rate may purchase breakfast at a cost of \$0.30. Breakfast is free to students who receive a free lunch.

Students may purchase lunch at school for \$3.00 or bring a lunch from home. Milk and other beverages are sold in the cafeteria for students who bring their lunches from home. Free and Reduced Lunch Forms for families who qualify are available in the office. Students who qualify can purchase lunch for the reduced price of \$0.40. Payschools account can be set up at <http://www.chippewa.k12.oh.us/district/pay-schools> to manage lunch balances.

Emergency Medical Authorization

Emergency Medical Authorization Forms are required to be filled out on Final Forms, available on our website at <http://www.chippewa.k12.oh.us/district/final-forms>. These forms must be completed online within the first week of school. In the event of an emergency requiring medical treatment, we will follow the information provided on the form.

Fees/Fines/Fee Schedule/Additional Charges

Students are charged a school fee each year. Every effort is made to keep these fees as low as possible. This year, the school supply fee is \$45.00 for all students. Students may also be charged fines during the course of the school year for damage to books, overdue library books, and lost books. School Fees can be paid through Payschools online at <http://www.chippewa.k12.oh.us/district/pay-schools>.

The “general” fee for all students helps defray the cost of subject specific journals, workbooks, resource materials, duplication of classroom materials, magazines, and other supplies used in classes throughout the school year. Fees need to be paid by September 13, 2024. If you are unable to pay the fees by this date, please contact the school to set up a payment schedule that will work for you.

General Fee for all Students

\$45.00

Library

Students are encouraged to use the library for leisure reading or research. Library rules must be followed, and students are to behave in a quiet and respectful manner. Students who wish to go to the library during the school day must have a pass from a teacher.

Lice Control

Chippewa Local Schools has a *No Nit Policy*. When nits (eggs) are found to be present in a child’s hair, the following guidelines must be followed:

The parent is contacted and the child is removed from school. The parent must shampoo the child’s hair with lice control shampoo available over the counter or by prescription. The child’s hair must be combed free of nits. Upon returning to school, the child will be checked. Please bring the label in from the box. When the child is nit free, they will be able to return to school.

Lockers

Homeroom teachers assign a locker to every student. 5th and 6th grades are permitted to have a lock on their lockers to protect their property and books. Student-owned locks are acceptable, but the combination must be given to the homeroom teacher and placed on file in the office. Students are responsible for maintaining their locker in a neat and clean condition. The school is not responsible for items taken from lockers. Lockers are school property and therefore can be searched at any time there is probable cause.

Lost and Found

If you lose something, report the loss to the office as soon as possible. Found items will be placed in the lost and found area in the Cafeteria.

Medications Dispensed at School Form

All prescribed medication must be in its original prescription bottle and must be kept in the office. In order for the office staff to dispense prescription drugs, the medicine distribution form must be completed by a physician and be kept on file. Students are responsible to report for medication at the proper times. Aspirin or Tylenol will not be provided to students without a prescription from a doctor. The medicine distribution form is available online and in the office.

Non-School Items

Students may not bring non-school items such as candy or treats to school unless approved by the classroom teacher. Students may not sell non-school or unapproved items on school property.

Parent Alerts

Final Forms requires current phone numbers and email addresses to ensure you receive current school day information for all parent alerts. If these change during the school year, please update Final Forms to allow school information to continue to be communicated.

Safety Drills

Monthly fire drills are conducted and are to be taken seriously. Students are to walk, without talking, to their designated exit and report to their assigned waiting area outside the building where attendance is taken.

Tornado drills are also conducted during the school year. Students are to follow their classroom teacher to assigned areas, kneel facing the wall and place their hands over their heads. There is no talking during this drill.

School “safety” drills will be conducted throughout the year.

Bus evacuation drills are conducted at the start of the year. Students are to follow the directions given by the bus driver. *All of these drills are to be considered very serious events. No violations or disruptive behavior will be tolerated.*

School Pride

Our custodians do an excellent job keeping the building neat and clean. It is expected that students will help in this effort by keeping halls and lockers clean. Obviously, vandalism of any kind is unacceptable. Students are encouraged to wear school colors on game days and participate in spirit week (school dress code applies).

Technology

Students must comply with the Acceptable Use and Internet Safety Policy, which are distributed at the beginning of the school year. These policy statements must be signed by a parent/guardian and returned to the school in order for students to access the computers.

Textbooks and Library Books

Textbooks are loaned to students and are to be kept clean and handled with care. Book covers or book sox are required on all textbooks. Students are responsible for books and will be charged fines for damage or replacement costs if lost. Library books are loaned to students in good condition. All fines, fees or replacement costs must be paid in a timely manner or library privileges may be denied.

Visitors

Visitors are required to report to the school office and receive permission to be in the building. They should sign in upon arrival and sign out when leaving the building. If parents wish to visit a classroom, they must make arrangements with the teacher(s) prior to the visit. All visitors must wear a visitor badge while in the building. Student visitors from other schools are not permitted.

Student Code of Conduct, Rules and Expectations

Bullying

The issue of bullying is a very serious subject and will not be tolerated. Every student should know and understand the definition of bullying.

Definition: Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Any student, who believes he/she has been a victim of bullying as defined above, should report the incident to the building principal, assistant principal, a teacher or staff member.

Bus Rules and Bus Conduct Reports (Bus Tickets) Bus Garage: 330-658-2113

Policies, procedures and guidelines for bus conduct are reviewed with students at the beginning of the year. This includes bus evacuation drills. Students must understand that riding the bus is a privilege and that appropriate behavior is mandatory to maintain that privilege.

Students are required to board and exit the bus at their assigned bus stops. **Students are not permitted to ride the bus home with other students.**

Bus Rules:

1. Observe classroom conduct.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke.
7. Do not damage bus or equipment.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Do not fight, push or shove.
11. Do not tamper with bus equipment.
12. Do not bring pets on the bus.
13. Do not bring flammable material on the bus.
14. The bus driver is authorized to assign seats.
15. Have a safe trip.

Bus Conduct Reports (Bus Tickets):

In most cases, the following district guidelines are in effect for violation of bus rules:

- | | |
|-------------------------|--------------------------------------|
| 1 st offense | Warning |
| 2 nd offense | up to 3 day suspension from the bus |
| 3 rd offense | up to 5 day suspension from the bus |
| 4 th offense | up to 10 day suspension from the bus |

Continued violation of bus rules/guidelines will result in removal from the bus for the remainder of the semester or year. With some bus-related violations, it may be necessary to exceed the number of days indicated above or to move to an immediate suspension. Students may also be suspended from school for inappropriate behavior on the bus. Bus conduct rules and guidelines are established for the protection and safety of all students. Student behavior that distracts a driver is considered a serious violation of these guidelines.

Cafeteria Rules

Students should go to their lockers to drop off books before going to lunch. All students are required to eat lunch in the cafeteria.

Rules include:

- Walk to the cafeteria – No running.
- Talk quietly – No yelling.
- Do not cut in line or borrow money.
- Use proper eating habits and manners.
- Do not bother or touch anyone else's food.
- Leave your area neat and clean; wipe up spills.
- Take trays to the proper area.
- Listen to and obey the teacher on duty.
- Students are not permitted to order food to be delivered to the school.
- Food is not permitted outside the cafeteria.
- No glass containers are permitted.

Failure to follow cafeteria rules will result in disciplinary action.

Cell Phone and Other Electronic Devices

Students are **NOT** permitted to use phones, watches, or iPods during the school day unless specifically directed to do so by the classroom teacher. Cell phones may not be used or visible in the hallway, restroom, gym, cafeteria, and on the playground. *Students must use the office phone to call home for any reason.*

Students **should not** use their cell phones, watches, or other electronic devices at any other point during the school day. This includes cell phones, smart watches, laptops, tablets, iPods, gaming devices, laser points, and any other item or device deemed inappropriate by a teacher or the administration.

Personnel from the school and District Technology may access your personal electronic device if there are reasonable grounds to believe that there has been a breach of school rules or discipline policies and that a search of the device would reveal evidence of that breach. This may include but not limited to audio and video recording, photographs taken on school property that violates the privacy of others, issues regarding bullying, etc.

The following consequences will be given to students who used cell phones or other electronics devices at inappropriate times during the school day.

- 1st Offense- Device is given to the office. The device can be picked up at the end of the day.
- 2nd Offense- Device is given to the office. Parent contact is made. A behavior consequence is issued. The device can be picked up at the end of the day.
- 3rd Offense- Device is dropped off in the office each morning and picked up at the end of each school day for the remainder of the school year. Parent contact is made.

Conduct Off School Grounds

Student conduct outside school hours and off school grounds that directly relates to and/or affects the public image of the school is within the control of school administrators and teachers. Students represent the school and must do so in an appropriate manner.

Dress Code

Students are expected to come to school and school events in a clean, well-groomed manner. Students should not wear clothing that is distracting. **Students who fail to dress appropriately in the view of the staff or administration of the school will be asked to call home for a change of clothing.** Dress code guidelines include, but are not limited to:

- Shorts, skirts and dresses must be at least fingertip length and loose fitting.
- Sheer, see-through and mesh clothing may not be worn. Undergarments should not be visible.
- Shirts exposing the midriff may not be worn. Chest, back, and midsection may not be visible.
- Yoga pants, stretch pants, and leggings may be worn with a shirt, dress or skirt that covers the student's backside.
- Clothing may have holes below fingertip length.
- Tank tops may not be worn. Sleeveless tops are permitted.
- Clothing with inappropriate and/or offensive messages, images, or slogans relative to alcohol, tobacco, drugs, sexual connotations or obscenities will not be tolerated.
- No hats, bandanas, or other head coverings may be worn in the building. These are to be removed when entering the building and placed in lockers. They are not to be carried around all day. Hoods on hooded apparel are to be off the head while in the building.
- Footwear must be worn at all times. Sandals are permitted in warm weather.
- No slippers or pajamas are to be worn at school.
- Hair and hair accessories must not distract from the learning environment.
- Wallet chains are not permitted

Continued violation of appropriate dress guidelines will result in suspension from school.

Expectations for Students

Students are expected to come to school on time and ready to learn. They are responsible for their actions, appearance, and general attitude at all times. Students are expected to be positive, inquisitive, kind, determined to be successful, and to follow general classroom and hallway rules.

Keep in mind the idea of Respect: All of the following are examples of being respectful to others, yourself, and the school property.

Basic expectations for all students include:

- Be prepared for class with supplies and completed homework.
- Protect books with book covers and be responsible for them.
- Be in class on time every day.
- Students must be recognized by the teacher before talking. Raise your hand to be recognized.
- Students will show respect for adults and treat other students with respect.
- Students will keep their hands, feet and objects to themselves.
- Students must participate appropriately in all classes.
- Students may not disrupt the learning process.
- Students are to accept the responsibility for disciplinary actions. Detentions, for example, are served on the date and time assigned.
- Students will walk at all times during class changes and stay to the right.
- Students are to maintain control and security of their property.
- Students are to speak to others in an appropriate manner.

Individual teachers may have additional management rules and procedures for their classrooms which students are expected to follow.

Harassment/Hazing/Intimidation

Definition: Any verbal or written comment or physical contact with another person that is intended to bully, belittle, intimidate, or offend that person on more than one occasion is considered harassment.

Sexual Harassment: Sexual harassment of a student by another student may be considered a form of child abuse, which requires that the student-abuser be reported to proper authorities in compliance with State law. Sexual harassment violations will result in immediate corrective action, including parental contact and disciplinary action.

Threatening Language: Students must be careful not to say things to others (both students and adults) that might be perceived as a threat. Words that were once used in horseplay, such as "I'm going to get you," or "I'm going to kill you," are no longer acceptable and cannot be erased by "I'm sorry," or "I was just joking." When inappropriate behaviors or remarks can be verified, discipline will be issued.

Playground Rules

Safety – A list of rules for student safety follows. For the safety of all students on the playground, two to three staff members will be on the playground at all times for each grade level.

If a student becomes sick or gets injured on the playground, he/she must report to the staff member on duty immediately.

Rules –

1. Keep hands to yourself.
2. Stay in designated areas (away from windows, behind cones placed on playground).
3. Use playground equipment as intended.
4. Playground toys are to be used on the ground area; do not throw balls or toys on the roof of the building.
5. Students should participate in reasonable play with balls. Students are not permitted to aggressively kick or throw balls at other students with intention to hurt.
6. Students will engage in safe play (no tackle football, no rough play, no fighting).
7. School provided toys are permitted on the blacktop area. Students should not bring balls, toys etc. from home.
8. Notify teacher or playground aid of any child being “bullied” or “harassed.”

Loss of recess privileges can be issued at any time for incorrect, harmful, and/or hurtful behaviors at recess.

Student Code of Conduct and Basic Rules

Education is a right that carries with it responsibilities. We believe that doing the right thing and making the right decisions are basic to a safe, productive educational experience. To this end, we believe in the following statements:

- There must be mutual RESPECT among and between all students and adults.
- There must be an ATMOSPHERE that is safe which enables staff to teach and students to learn.
- There must be an active PARTNERSHIP between student, school, parent, and community to reinforce the values and beliefs that we cherish.

These beliefs have led us to focus and dedicate this school district to helping children reach their fullest potential. Behavior that tends to disrupt, or in any way interfere with, the educational opportunities of others or the educational program itself is prohibited. The “Basic Rules” are listed and a violation of any of these rules shall result in disciplinary action that may include suspension, emergency removal, or expulsion.

1. **Alarms**– Set off false alarm, bomb threat, or other false alarm to an emergency. Inciting a potentially dangerous situation is prohibited.
2. **Apathy**– Fail to benefit from the educational program; refusal to do assignments.
3. **Arson**– The willful or malicious burning of or attempting to burn the property of the school is prohibited.
4. **Assault** - Perform acts of violence, assault.
5. **Bullying** – Continued involvement in the act of hazing, harassing, intimidating, or threatening students or staff members in accordance with Board Policy.
6. **Bus**– Failure to obey the bus driver or display unsafe conduct on the bus.
7. **Cell Phone** – Cell phone/electronic device rules are listed on page 14
8. **Complicity**– Students will not help others to violate any portion of this Code of Conduct.
9. **Computer Usage**– Improper use of computers or other handheld devices. Violation of the Acceptable Use policy.
10. **Dangerous Instruments**– Possess or use a firearm, any weapon to expel a projectile.
11. **Dishonesty**– Commit acts of dishonesty which includes cheating on tests or assignments.
12. **Disrespect** – Be disrespectful (intimidate, insult, abuse, etc.) to a Chippewa employee or student on school property or at a school sponsored event.
13. **Fail to Serve** – Fail to serve detention, Friday Night School, or reasonable discipline from any school employee.
14. **Fighting/Physical Acts**– Perform acts of violence, fighting, or physically touching a student, an incident involving physical violence.
15. **Fire**– The unauthorized use or possession of matches, lighters, or other flame producing devices is not permitted.
16. **Gambling/Card Playing**– Play cards, flip or match coins, roll dice, or participating in gambling.
17. **Hazing/Harassment/Intimidation/Threats**– Be involved in the act of hazing, harassing, intimidating or threatening other students or Chippewa employees.
18. **Illegal Substances and Paraphernalia**– Possess, use, or distribution of any controlled drug or illegal substances. Drug paraphernalia is prohibited.
19. **Inappropriate/Disruptive Behavior**– Disruptive behavior within the school environment including all school functions.
20. **Inappropriate Language**– The use of profane, vulgar, derogatory, obscene, or abusive language is not permitted. This includes written or verbal abuse, and use of obscene gestures, signs, pictures, or publications.
21. **Insubordination**– Failure to accept detentions, directions or reasonable discipline from a teacher or school employee.
22. **Lockers**– Place or maintain any article or material in a school locker of a non-school nature that shall tend to cause disruption or is obscene. Looking through another student’s locker without permission is prohibited.
23. **Look-Alike**– Be involved with the use, possession, or distribution of look-alike firearm.
24. **Petition**– Produce or distribute printed material or petitions on school grounds that are disruptive to the school or slanderous to anyone.
25. **Public Display of Affection**– Hand holding, hugging, kissing and other signs of affection at school are prohibited.
26. **Restroom Behavior**- One student per stall. No goofing around, horseplay, or lingering in the restrooms.
27. **Social Media**- Inappropriate use of social media and/or photographing or videotaping others without their consent.
28. **Tardiness**- Be tardy to school or class.
29. **Theft**– Unauthorized possession of school or personal property.
30. **Threat** – Making threats of harm to others verbally or in writing.

31. **Tobacco**– Smoke, use, or possess tobacco products on school grounds or during school activities. (It is illegal in the state of Ohio for anyone under the age of 18 to possess tobacco products.)
32. **Truancy**– Unexcused absences from school resulting in truancy either excessive or habitual. Truancy can result in creating an Absence Intervention Plan, see page 8.
33. **Vandalism/Damage**– Destroy or damage property or perform acts of vandalism.
34. **Weapons**- Any weapon brought to school will be an automatic suspension. Involved in the use or possession of look alike weapons.

Student Rights and Responsibilities

Students are expected to read and understand the *Student Code of Conduct* and *Basic Rules*. They should understand the possible consequences for violations. If a student commits a suspendable violation, the following due process procedure (which is prescribed by law) will be followed:

- The student will be provided an opportunity to present his/her view of the violation to an administrator during an informal hearing.
- At the conclusion of the hearing, the administrator will determine if a suspension, Friday Night School, or other form of discipline is to be assigned. Parents will be contacted either by phone or in writing at this point.
- Parents have the right to appeal suspensions to the Superintendent.

CLASSROOM

RULES/
EXPECTATIONS

CHIPPEWA INTERMEDIATE CHIPPS



TRUSTWORTHY

- Use all provided materials properly.



RESPECTFUL

- Do what is being asked of you.



INTEGRITY

- Choose to do what is right.



BE KIND

- Compliment each other often.



EFFORT

- Always be willing to give your best.



HALLWAY

RULES/
EXPECTATIONS

CHIPPEWA INTERMEDIATE CHIPPS



TRUSTWORTHY

- Go directly to your destination.



RESPECTFUL

- Walk quietly. Keep hands and feet to self.



INTEGRITY

- Set a good example for others to follow.



BE KIND

- Hold doors open for students and adults.



EFFORT

- Keep hallways clear and clean from debris.



CAFETERIA

RULES/
EXPECTATIONS

CHIPPEWA INTERMEDIATE CHIPPS



TRUSTWORTHY

- Eat only your own food.



RESPECTFUL

- Say "Please" and "Thank you" to adults.



INTEGRITY

- Use your time in the cafeteria wisely.



BE KIND

- Keep food on the trays and tables.



EFFORT

- Clean up after yourself when you're finished.



RESTROOM

RULES/
EXPECTATIONS

CHIPPEWA INTERMEDIATE CHIPPS



TRUSTWORTHY

- Use your provided time wisely.



RESPECTFUL

- Keep the facilities neat and clean.



INTEGRITY

- Flush and wash your hands with soap.



BE KIND

- Throw any trash away in provided cans.



EFFORT

- Report any problems or conflicts to an adult.

