

PARENT & STUDENT HANDBOOK 2025-2026



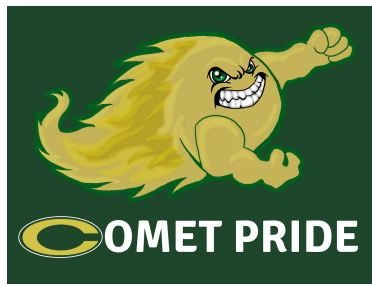
COLOMA INTERMEDIATE SCHOOL
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Winifred Staffen
Intermediate Principal
District Special Education Director

Inspire to Achieve-Empower for Success

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Culture of Trust + Comet Pride = Student Success

We believe...

Students and staff thrive in a **culture of trust and respect** that **values individual differences**.

A **quality education** addresses the **academic, cultural, artistic, physical, social, and emotional needs** of each student.

We believe...

School and community involvement develops students' full potential and **builds compassion, character, empathy, and Comet Pride**.

A **well-maintained, safe, and secure environment** is **essential to student success**.

We believe...

A **high quality, nurturing, and collaborative staff** **inspires student success**.

High expectations for all and celebrating goal-oriented growth and success **inspires student achievement**.

INSPIRE TO ACHIEVE - EMPOWER FOR SUCCESS

Notice:

The student handbook is not intended to be all-encompassing, and it does not create a contract between the school and parents or students. School officials may revise this handbook to implement the education program and ensure student wellbeing. In addition, school officials are responsible for interpreting this handbook and if a situation is not specifically addressed, the school/administrator will make decisions based upon staff discretion, applicable board policies, and state and federal statutes and regulations, consistent with the school's best interest.

School Hours

The state law requires that your child be in attendance on school days unless he/she is ill. Help your child develop good attitudes about promptness and dependability by teaching him/her to be on time.

Start Time 8:10 am

Dismissal 3:12 pm

Half Day - Dismissal 11:49 am

There is no supervision before 7:45 a.m.; therefore, students are not allowed in the building or on the playground before that time for safety reasons.

Parents of children who walk to school should have a plan in place so that their children will not arrive more than fifteen (15) minutes before the start of the school day. All students should be out of the building and on their way home no later than ten (10) minutes after school is out. Parents need to encourage their children to leave the school grounds at the end of the day and go directly home.

Absence/Attendance

The major responsibility for student attendance lies with the individual family. It is the parent's or guardian's responsibility to contact the school office via telephone, email or in person to verify the student's absence. This contact must be made daily, prior to 9:00 am, except in the case of extended absences.

When you call the school, please leave the following information:

- Student's name
- Grade
- Teacher's name
- Reason for the absence (symptoms)
- Expected length of time your child will be unable to attend school
- Your name and contact information

Absence—Long Term

Extended absences should be reported immediately to enable teachers to assist in scheduling student assignments or arranging for homebound instruction. Excused absences for vacations must be pre-approved by the principal.

Tardiness

Students arriving after the 8:10 am start time (10:10 on late start) will be counted as tardy and need to be signed in at the office by the parent. Students who arrive after 9:25 am are counted as absent for the morning. Any class time instruction missed is detrimental to the student's learning. Therefore leaving early is treated the same as arriving late. Students leaving after 2:00 pm will be considered an "early leave" and count towards truancy equally with morning tardies.

Breakfast & Lunch

Coloma Intermediate participates in the Community Eligibility Option. This program is available to Coloma Community Schools by our participation in the National School Lunch and School Breakfast Programs. All enrolled students of Coloma Intermediate are eligible to receive a healthy breakfast and lunch at school at no charge to your household. This program is reviewed yearly and could be subject to change.

Bicycles & Scooters

Students who normally walk to school, may ride their bicycles and/or scooters. Parents should discuss with their children the need for safety when riding bicycles or scooters.

1. Bicycles are to travel on the side of the road with the traffic.
2. Bicycles may only be ridden on sidewalks on school property. Otherwise they must be walked.
3. Bicycles should be parked in the bicycle rack during school hours.
4. For security reasons, the school recommends that bicycles and scooters be locked during the school day. The school cannot assume responsibility for loss.
5. Violation of these rules can result in a suspension of bike riding privileges.

Bullying and Harassment

The terms “bullying” and “harassment” are commonly used in our vocabulary, but the actual meaning of the terms differ from person to person. Under the law here are the definitions of bullying and harassment that we must adhere to.

Bullying: any written, verbal, or physical act that is *intended* or that a *reasonable person would know is likely to harm* one or more students either directly or indirectly. The act must be part of a *repeated pattern* of behavior that is *targeted* against a student.

Harassment: any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student that:

- Places the student in reasonable fear of harm;
- Has the effect of *substantially* interfering with a student’s educational performance, opportunities, or benefits; or
- Has the effect of *substantially* disrupting the orderly operation of a school.

Both bullying and harassment are violations of the Student Code of Conduct. While a behavior may not rise to the level of bullying under the law, it may still be a violation of the Code of Conduct.

Change of Address or Phone Number

Please notify the school promptly of any change in address, phone number, name, or any other information that might be pertinent to school records. Promptness is necessary to facilitate communication between home and school.

Classroom Assignments

Questions sometimes arise as to how students are assigned to classrooms. Many elements are involved in this process. The primary concern is what students need. To help determine these needs, information is gathered from the previous classroom teacher and any specialized personnel who have worked with the child. Once this information is obtained, the class is developed using the following considerations:

- academic achievement (test scores, reading level, etc.)
- boy/girl ratio
- relationship with other students
- behavioral characteristics, special needs

These considerations are used to arrive at a heterogeneously balanced class. This practice has been effective and we intend to maintain this successful process. The following procedures shall be followed in a transfer of a student within a school:

1. A written request shall be made to the principal by the parent of the student, a professional staff member, or by a student. Transfer requests may also be initiated by the principal.
2. After consultation with the appropriate personnel, a determination regarding the validity of the request shall be made by the principal.
3. If the transfer request is initiated by the District or a minor student, parents shall be advised of the request and the reasons it will be beneficial to the student or is necessary to maintain program effectiveness. They shall be advised of their rights of appeal if they do not agree with the transfer.

Communicable Diseases

See our Board policy on our website:

[PO 8450 - Control of Casual Contact Communicable Diseases](#)

[PO 8453 Direct Contact Communicable Diseases.](#)

Discipline/Code of Conduct

As a 4-5 grade school we believe that we have a responsibility to teach and reinforce positive behavior as well as correct misbehavior. We have defined school-wide expectations for different areas of the school using the acronym of C.A.R.E.: Come Ready to Learn, Always Responsible, Respectful, and Exceptionally Safe. The C.A.R.E. expectations are described in the following chart.

In determining whether disciplinary action set forth in this handbook/code of conduct is to be implemented, District Administrators shall use a preponderance of evidence standard which is defined as the burden of proof being met when the administrator determines that there is a greater than 50% chance the student committed the act for which he or she is accused.

Building Expectations

Expectations	<u>Hallway</u>	<u>Classroom</u>	<u>Bathroom</u>	<u>Playground</u>	<u>Cafeteria</u>	<u>Bus</u>
C Come Ready to Learn	Go directly to your classroom when you enter the building	Be prepared with needed materials	Return to class right away when you are finished	Be familiar with the game rules and indoor zones.	Go directly to your assigned seat.	Walk to bus in a single line
A Always Responsible	Walk in a single file line Take care of belongings (backpacks, coats, etc.) upon entry or leaving the classroom	Take care of materials, equipment, and classroom	Three people in the bathroom at a time One person in a stall/urinal at a time Flush toilet/urinal after use Wash hands with 1 squirt of soap	Be responsible for the equipment you take out Ask an adult if you need to use the bathroom Line up right away when the whistle is blown	Raise your hand if you need a staff member Food may not be shared or leave the room Use both hands to carry your tray	Keep your items on your seat or in your lap No eating on the bus
R Respectful	Voice Level 0 Voice level 1 when speaking to adult Use your manners (please, thank you, no thank you, excuse me, etc.)	Voice Level 0, 1, or 2 based on the activity Use a positive tone and kind language Use your manners (please, thank you, no thank you, excuse me, etc.)	Voice level 0 or 1 Clean up after yourself Use all equipment appropriately and safely Honor each other's privacy Use your manners (please, thank you, no thank you, excuse me, etc.)	Voice level 0 when in line to enter building Voice level 0 when you've entered Use your manners (please, thank you, no thank you, excuse me, etc.)	Voice level 1 or 2 Clean up after yourself Use your manners (please, thank you, no thank you, excuse me, etc.)	Voice level 1 Follow the driver's instructions right away Use your manners (please, thank you, no thank you, excuse me, etc.)
E Exceptionally Safe	Keep hands, feet, and objects to yourself Walk calmly on the right side of the hallway in a single file line Voice Level 0	Keep hands, feet, and objects to yourself Stay seated in chair appropriately	Keep hands, feet, and objects to yourself Report any concerns to your teacher Avoid water or soap on getting on the floor or mirrors	Use all equipment appropriately and safely Keep hands, feet, and objects to yourself Stay inside the playground fences	Stay in your seat Keep hands, feet, and objects to yourself	Voice level 0 at railroad crossing Stay in seat until the bus completely stops Enter/exit the bus when the bus driver says it is OK Three students in a seat Keep hands, feet, and objects inside the bus and to yourself

Problem Behaviors

- Disrespect: Student delivers socially rude or dismissive messages to adults or students.
- Defiance/ Non-Compliance: Student fails to follow directions.
- Disruption: Student engages in behavior causing an interruption in a class or activity.
- Abusive Language/ Inappropriate Language: Student delivers a message that includes swearing, name calling, threats, or use of words in any inappropriate way.
- Property Damage/Misuse: Student participates in an activity that results in the destruction of property.
- Physical Contact/ Aggression: Student engages in physical contact where injury may occur.
- Fighting: the use of physical violence between at least two students.
- Harassment: The delivery of disrespectful messages in any format that may or may not be related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class.
- Bullying: The delivery of *repeated* and *targeted* messages or behaviors that involves *intimidation and a real or perceived imbalance of power*.
- Technology Violation: Student engages in inappropriate (as defined by school policy) and/or misuse of technology.
- Inappropriate Location/Out of Bounds Area: Student is in an area outside of what has been designated.

Possible Responses to Behaviors

Classroom-Managed	Office-Managed
● Reteach and practice of expected behaviors ● Model and practice expectation ● Precorrection ● Proximity ● Verbal redirection ● Planned ignoring ● Planned discussion with student ● Non-verbal cues (e.g., eye contact) ● Conference or discussion between student and staff member ● Individualized instruction of expectations ● Parent contact and meeting ● Time out ● Lunch detention (in classroom) ● Loss of privilege (recess) ● Restitution	Previous responses plus: ● Lunch Detention ● Meeting between staff/parent/administration/student ● After-School Detention ● Out of School Suspension ● Community Service ● Bus Suspension ● Alternative Placement ● Saturday School ● Expulsion

Dress Code

The intent of the board of education in enacting a dress code is to promote a good academic environment, maintain discipline, and prevent disruption of the educational process. While the Board of Education recognizes that each student's mode of dress and grooming may be a manifestation of personal style and individual taste, any type of dress or hairstyle that is disruptive, distracting, unsanitary or unsafe is prohibited.

1. Students are prohibited from wearing distracting clothing, which is disruptive to the educational setting. Examples of such clothing include, but are not limited to:
 - a. See-through clothing
 - b. Clothing which exposes the torso, pubic or genital area
 - c. Garments that provoke or distract students or school employees.
Example: spandex, tank tops, holes in clothing etc.
 - d. Headwear may not be worn inside the building.
2. For safety and health reasons, students are required to wear shoes or soled footwear.
3. Clothing patches or buttons displaying profane, vulgar or obscene suggestions are prohibited. Profane, provocative, vulgar or obscene suggestions include, but are not limited to: descriptions or representations of sexual acts, excretory functions, nudity, expletives or offensive language or symbols.
4. Students with hair or wearing apparel which substantially interferes with the educational process may create classroom or school disorder. Distracting the attention of another student in any class from the lesson being presented, or from any assigned classroom activity will not be permitted.
5. Hair or wearing apparel which constitutes a threat to health or safety is prohibited.
6. It is the policy and obligation of the school board to encourage a drug free environment in the school setting, thus reducing the pressures to use drugs, and promoting respect for rules and laws prohibiting drugs. Drug use among students creates a climate that is destructive to learning and disrupts the maintenance of an orderly and safe school. Therefore, tee shirts and other garments, buttons and patches, which advocate the use of alcohol and illegal drugs are prohibited.

If a student violates the dress code the student will be given an opportunity to correct the offense. In addition, school personnel will arrange to meet with the student and his or her parents or guardians regarding the violation. A student who continues to violate the dress code will be subject to disciplinary measures including up to a ten (10) day suspension. A suspension will not be imposed upon the student without affording the student appropriate due process as provided in the student handbook for this type of offense.

Pajama pants, slippers, pants with rips and shorts above fingertip length are not permitted.

Emergency Removal, Suspension, and Expulsion

(From Board of Education Policy 5610)

The Board of Education is continually concerned about the safety and welfare of District students and staff and, therefore, will not tolerate behavior that creates an unsafe environment, a threat to safety or undue disruption of the educational environment.

Factors to be Considered Before Suspending or Expelling a Student:

The Board of Education also recognizes that exclusion from the educational program of the schools is a severe sanction that should only be imposed after careful and appropriate consideration. Except as otherwise noted below with respect to possession of a firearm in a weapon-free school zone, if suspension or expulsion of a student is considered, the Board (Superintendent) shall consider the following factors prior to making a determination of whether to suspend or expel:

- 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

Emergency Plans/Preparedness/Drills

We are required by law to have practice emergency drills throughout the year. We treat these drills as if real disasters are occurring for the safety and security of your children. Procedures have been checked with officials of the Coloma Fire Department and the Berrien County Office of Civil Defense. We are required to have 5 fire drills, 2 tornado drills and 3 lockdown drills. We hope we never need any of these procedures, but if we do we will be as prepared as possible to ensure the safety of our staff and students.

Emergency Pick-Up Procedures

During a real emergency it is understood that you, as a parent, may wish to pick-up your child from school. The following procedure will apply in an emergency situation. For safety purposes, only the main entrance can be used to enter the building.

1. If the students are evacuated from the building, you will need to locate the child's teacher or one of the school secretaries to inform them of your child's pick-up.
2. In some emergency situations, the students would be evacuated to another location and then you would need to locate your child's teacher or one of the school secretaries.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
ANNUAL NOTIFICATION OF RIGHTS AND DESIGNATION
OF DIRECTORY INFORMATION**

Each year Coloma Community Schools is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (“FERPA”). Parents and eligible students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at Coloma Schools within 45 days of the request. This right extends to the parents and to any student 18 years of age or older. The principal will make arrangements for access and notify the parent(s) or eligible student of the time and place where the records may be inspected.

2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any part(s) of an education record, which you believe to be inaccurate or misleading. The request for amendment must be forwarded in writing to the principal, and clearly state the part of the record to be changed and the reason(s) you believe it to be inaccurate or misleading. This right includes the right to a hearing to present evidence that the record should be changed, if a designated official of Coloma Schools decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.

3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given for the disclosure, as an item of direct information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the school board; a person or company with whom the district 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.

4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the United States Department of Education concerning the alleged failure of the Coloma Community Schools to comply with FERPA. Your complaint should be directed to: Family Policy Compliance Officer, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:

Office of the Superintendent, Coloma Community Schools
302 West St. Joseph Street Coloma MI 49038 / P.O. Box 550, Coloma, MI 49038-0550

6. RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION: Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose without consent, "directory" type information. The Board of Education of Coloma has designated the following personally identifiable information contained in a student's education record as "directory information": Student Name, Address, Telephone Number, Electronic Mail Address, Photograph, Date and Place of Birth, Dates of Attendance, Grade Level, Participation in Activities, Sports, Weight, and Height of Athletes, Honors Awards Received. Unless you advise the District that you do not want any or all of this information released, school officials may release personally identifiable information which has been designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student. You have until September 15 to advise the District in writing of any or all of the types of student information which you refuse to permit the District to release as directory information. Your objections should be addressed to:

Coloma Community Schools Administration Office
P.O. Box 550, Coloma, MI 49038-0550.

NOTICE AND STATEMENT OF NONDISCRIMINATION

Notice of Nondiscrimination

The District's notice of nondiscrimination shall read as follows:

The Board of Education of the Coloma Community School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX (or other Civil Rights issues) may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both.

The District's Title IX/Civil Rights/504 Coordinators are:

Craig Fisher
Principal, CHS
300 W. St. Joseph St., Coloma, MI 49038
complaint@ccs.coloma.org
269-468-2400

Wendy Tremblay
Principal, CJHS
302 W. St. Joseph St., Coloma, MI 49038
complaint@ccs.coloma.org
269-468-2405

The Board designates Craig Fisher, CHS Principal as the coordinator who is ultimately responsible for oversight over the Board's compliance with its responsibilities under Title IX.

The Board's nondiscrimination policy and grievance procedures can be located at ccs.coloma.org. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to ccs.coloma.org.

The OCR's regional office in Cleveland has jurisdiction for all of Michigan:

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson
Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100

Statement of Nondiscrimination

It is the policy of Coloma Community Schools that no person shall, on the basis of race, color, religion, national origin or ancestry, sex, disability, height, weight, marital status, or any other status covered by federal, state, or local law shall be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service, or in employment. Any person suspecting a discriminatory practice should contact our compliance officers,

Wendy Tremblay and Craig Fisher
302 W. St. Joseph Street, Coloma, MI 49038
269.468.2424 or via email at complaint@ccs.coloma.org.

Field Trips

School is for learning and field trips provide an excellent opportunity for children to learn outside the classroom. Teachers select trips that will extend the learning of topics being taught in the classroom.

Parent permission is required for children to participate on field trips, except when we are going to another school building within the district. Teachers will send home permission slips to be signed and returned prior to the trip. Parents that have completed and passed the required background check may be asked to help chaperone. All chaperones or family members who want to join a field trip are required to complete a background check. Individuals who arrive at a field trip location and do not have a prearranged background check badge will not be allowed to join the groups, nor take the student without prior arrangements with the office. Chaperones will not bring siblings to the field trips.

Money turned in for field trips will not be reimbursed by Coloma Community Schools if a child misses the event. Due to having to submit monies prior to the date of the field trip, any

reimbursement will have to come from the establishment of the event. Parents will be responsible for contacting those individuals/agencies for reimbursement.

Illness and Accidents

If it is necessary for a child to be sent home because of an accident or illness, the office will notify the parents to come and pick up the child. If a parent cannot be reached, the person designated as an emergency contact will be notified. If neither is available and the principal determines that the child needs immediate medical attention, 911 will be called. In all cases, every effort will be made to reach and notify the parent of the child. Parents should notify the school of any changes of phone numbers listed in the school database. If a child becomes ill or injured, it is the parent's responsibility to arrange transportation home. **Students must be vomit and fever free for 24 hours (without medicine) before returning to school in order to protect other students from infection.**

Immunizations

Since 1978, the state of Michigan has required that each student entering kindergarten or a new school district in grades 1-12 have a certificate of immunization or valid waiver at the time of registration or no later than the first day of school. A waiver may be obtained at the Berrien County Health Department if there are objections to obtaining the required immunizations. Students may not attend school without proof of immunizations or a valid waiver.

Late Buses

During the winter months there are occasionally times when snow and ice cause traffic to be delayed. When this happens, our buses may be delayed. No child is counted tardy who is delayed in arriving for the school day if the child rides the bus regardless of how late the bus may be.

Library, Computer, and Textbook Fines

Students are allowed to check out books from the library. We do ask that all library books be returned in good condition. If a book is damaged, we assess a fine to repair the book. If a book is damaged beyond repair we charge a replacement cost. If a book is lost we send home a notice to the parent. Fines will also be charged for any chromebook damage.

Lice 8450A PEDICULOSIS (HEAD LICE)

Whenever a student is found to be infested with head lice, s/he is to be sent home for treatment. The school will observe the following protocols regarding head lice.

- A. The student's parent/guardian is required to notify the school office if their child is suspected of having head lice.
- B. Infested students will be sent home following notification to the parent/guardian.
- The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation (From 8450A F1).
- A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school nurse or designee of the building principal and the child is determined to be free of the head lice and eggs (nits).

Infested children are prohibited from riding the bus to school until it is determined by school officials he/she is free of head lice.

Lockers

Lockers are provided for personal belongings. Students are not allowed to put stickers or posters inside or outside locker doors. All valuables must be left at home. Cell phones are to be shut off and stored in lockers at all times. All coats, jackets, purses, and backpacks are to be left in the locker during school hours.

Lost and Found

Parents are urged to mark all personal belongings of students with the child's name in permanent marker or with a nametape. The school maintains a lost and found area where children may claim their articles. Items left before winter break and at the end of the year will be donated.

McKinney Vento Information

The McKinney-Vento Act states that children and youth who lack “a fixed, regular, and adequate nighttime residence” will be considered homeless.

McKinney-Vento eligible students have the right to:

- receive a free, appropriate public education;
- enroll in school immediately, even if lacking documents normally required for enrollment, or having missed application or enrollment deadlines during any period of homelessness;
- enroll in school and attend classes while the school gathers needed documents;
- continue attending the school of origin, or enroll in the local attendance area school if attending the school of origin is not in the best interest of the student or is contrary to the request of the parent, guardian, or unaccompanied youth;
- receive transportation to and from the school of origin, if requested by the parent or guardian, or by the local liaison on behalf of an unaccompanied youth; and
- receive educational services comparable to those provided to other students, according to each student’s need.

Information above is from [McKinney-Vento Homeless](#), you may visit the site for more information.

For additional information you may contact the district McKinney Vento Liaison:

Wendy Tremblay

wtremblay@ccs.coloma.org.

269-468-2405

Medication

Children are not permitted to bring medicine to school or take medicine while at school unless written permission by a physician is on file in the school office on the form provided. A signed statement from the parent is also necessary. Once the physician has completed the required form, the medication will be kept in the school office and administered by the authorized staff member.

Money and Other Valuables

In case money is being sent to school, parents should realize the responsibility the child will have. It would be wise to:

1. Place the money or checks in an envelope.
2. Include a note stating the reason for the money being sent.
3. Place the teacher's name and the child's name on the outside of the envelope.
4. Advise the child not to leave money in school desks, lockers, etc.

The school would like to discourage parents from allowing children to bring large amounts of money to school. Large amounts of money or unusual items of value brought to school are normally questioned by members of the staff. In most cases, the school will call or contact the home for verification if this situation occurs. Please do not allow your child to bring electronics or toys of any kind to school. This includes fidgets of any type. Your cooperation in this matter is appreciated.

Moving or Leaving the District

Parents who plan to move to another school should follow this procedure:

Notify the office. We will need to know.

- New address
- Date you are moving
- Name of school where your child will be enrolled (if possible).

Make arrangements to return all textbooks, chromebook, and library books.

Take home all personal items.

Pick up a "Withdrawal Form" from the office for the new school.

The records will be sent by mail when requested by the new school. We are not permitted to give the original records to a parent.

Picking Up Children from School

No child is permitted to leave or to be taken from the school by anyone other than an authorized parent or guardian or designee. We cannot accept telephone requests for children to leave the school building unaccompanied. They must be picked up in the office. Unless we have a court order on file, students are released to either parent. Please make sure that we have copies of all official custody, no contact orders, or any other legal papers that would prohibit a parent or legal guardian from contact with your child.

Car Rider Pick Up Procedures:

To ensure student safety, children who are car riders are to be picked up at the school parking lot.

Parents will assume a position in the car rider line, remain in the vehicle, and students will be called to walk to the car rider line. Only students whose cars are in the car rider line will be called to the lot.

1. Cars will enter the large parking lot off of Red Arrow Highway using the farthest entrance from the building.
2. Cars will use the exit closest to the building for departure.
3. Cars will circle around the lot and create two lanes.
 - **The outside lane (right) is for parents picking up children at the Intermediate only.**
 - **The inside lane (left) is for parents picking up children from both the Intermediate and Elementary.**
4. Do not park or wait to pick up your child/children on S West Street. Students will not be dismissed to meet vehicles on side streets or parents who are not in the car rider line.

5. Coloma Elementary School students, who have siblings at the Intermediate School, will be walking down to the Intermediate building to join their sibling(s). They will wait in the front hall until their name is called to exit the building.
6. Students will exit CIS, cross the road using the crossing guard, and stand in the marked area until their vehicle is next in the car rider line. From there, students will be dismissed, by staff members, to individual cars. For safety reasons, please do not attempt to get your child/children until they have been dismissed by the staff member on duty. **Parents/guardians are asked to remain in their vehicles at all times.**
7. If your student needs to be picked up from school early, please pick them up before 2:30pm and sign them out in the office. If you arrive at the building after 2:30pm to sign your student out, Parents will be asked to join the car rider line and wait for their student to be called through the car rider line procedures.

We encourage parents/guardians to arrange appointments after school hours when possible. Any student leaving the building before dismissal will be required to be signed out through the office and must be picked up in the office. This procedure will guarantee the accountability of all children during the regular school day.

Parent-Teacher Conferences

Our most effective way of communicating progress to parents is through our scheduled parent-teacher conferences, which are held throughout the year. Parents of children who have given us concern because of academic or behavioral difficulties will receive more frequent communication from the teacher. Parents may initiate conferences with the teacher should they have some concern regarding their child's progress. It is urged that this be done as early as possible to correct a situation before it becomes a serious problem.

Pets in School

Board policy establishes conditions under which animals are permitted in school. In all cases, parents must contact and consult the principal before bringing any animals to school. Animals must be properly caged at all times. At no time will animals be permitted on the school buses.

Physical Education

Physical Education is required for all students and is an important part of learning motor skills, following directions and cooperative peer interaction. Children meet regularly each week under the direction of a physical education teacher. Exclusion from physical education is allowed only for health reasons, therefore we must have a physician's order requesting the exclusion. A pair of tennis shoes are required. Students are able to leave a pair in their lockers.

Parent Teacher Organization (PTO)

The PTO is the heart of our Coloma Elementary and Intermediate buildings and also a communication liaison between the school and our families. Check out the Coloma PTO Facebook page for more information regarding meetings and many fun events and programs sponsored by our PTO.

Recess Outside

All children will participate in short recess periods. This opportunity gives students a very necessary change of pace, which should enable them to be more receptive to the school program. When it rains or the combination of temperature and wind chill goes below 10 degrees, we have an indoor recess.

We cannot honor requests for students to stay inside. Normally, students who are too ill to take part in outdoor play are too ill to be in school. Notes to stay inside for recess will be honored only upon a doctor's recommendation.

Therefore, if an unusual medical condition exists which permits attendance at school, but makes participation in recess or gym inadvisable, note or fax from the physician will be acceptable and arrangements for supervision of the child will be made. Otherwise, a child should remain home an extra day to fully recover.

Reminder: coats, snow pants, boots, hats and mittens in winter and/or rainy weather are a must! Please make sure your child's name is on these items.

Retention Policy

Our school board adopted a promotion/retention policy for all grades. The decision to retain a student is determined jointly by the teachers, building principal, and parents.

School Closings

The radio stations announce school closings because of weather conditions as early as 6:00 am. If you take advantage of this announcement system, the school will be relieved of hundreds of phone calls questioning school closing. If we are going to delay the start of the day or dismiss the children early because of weather or other emergencies, we will put it on the radio as soon as possible so that you can make arrangements. Coloma Schools uses an alert system called SchoolMessenger. SchoolMessenger will notify all families when school is closed or delayed due to inclement weather. The local radio stations announce all school closings: WSJM (94.9 FM), WYTZ (97.5 FM), WCXT (98.3), WCSY (103.7 FM), WIRX (107.1 FM), WSJM (1400 AM). The TV stations are WWMT Channel 3, WNDU Channel 16, WSBT Channel 22 and WBND Channel 57. Please keep the school updated with current contact information to receive these alerts.

Students Selling Products at School

Only projects approved by the school board are allowed in any school. Elementary students are not permitted to sell any item to other students.

Students' Accident Insurance

Inexpensive school insurance can be purchased for students. The coverage is quite broad, insuring the student against accidents occurring during times and activities which are a part of the school's operation. Insurance information and applications are available on our website:

www.ccs.coloma.org.

Telephone Student Use

Students may use the office phone only in the case of an emergency.

Our staff is in close contact with anywhere from 150 to 200 children. We would greatly appreciate it if calls of a non-emergency nature were made to us after 9:00 am until 11:00 am, and after 1:00 pm. If a child is going to be absent parents should call in by 9:00 am.

Teachers and students are not called to the telephone during class time unless it is an emergency. Telephone messages for teachers and staff will be given to them and they will return the call at their earliest opportunity. We do want a chance to follow up on your concerns.

Student cell phones are not permitted in school. If a student has a cell phone for emergency contact with parents it must be kept inside the student's backpack and left in their locker at all times. If the cell phone is ever removed from the backpack, it will be confiscated and can only be returned to the student's parent or guardian.

Textbooks and Other Educational Materials

Textbooks, chromebook, and workbooks are supplied by the school district. Children are held responsible for the condition of all learning materials checked out to them. Normal use will carry no assessment. Lost, damaged beyond repair, or abused beyond the usual wear and tear will be assessed on textbooks and library materials to determine possible fines.

Transportation

Please note that cameras may be installed on buses and can be used to review events that occur on the bus as well as can be used as evidence of such occurrences.

Unscheduled Early Dismissal

Please discuss with your child the procedure to follow if no one is home when he/she arrives. In the event of extreme weather or emergency situations, school may be dismissed before the regular dismissal time. You and your child, as well as the school, will feel more at ease if you have a planned procedure to follow.

Visitors at School

Visits must be pre-arranged with the classroom teacher. All visitors are required to have a background check, sign in with the office, and receive a visitor pass.

There have been times that the school receives requests to allow non-attending children to visit the building. As much as the school would like them to visit, we must turn down the requests. In case of an accident or emergency our liability coverage does not include visitors. The school hopes that parents can understand this position and will help by not making such a request of the school.

Volunteers, Visitors, and Chaperones - Background Checks Required

At Coloma Community Schools, we pride ourselves on providing a safe learning environment for our students. As such, we require all volunteers to complete and pass a background check via a designated online provider. A link to complete the background check can be found on the Coloma website under the Parents tab.

If you are intending to volunteer, chaperone, or visit the building, please visit the website and find the Volunteer page under the Families and Community tab. You will find a link for the background check. This is free to you! NOTE: During a high volume of requests - it could take up to 7 or more days for your background check to be processed. Please apply in plenty of time to allow for this.

Weapons 5772

The Board of Education prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased,

owned, or contracted for by the District, a school-sponsored event including athletic events, or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type whatsoever, including spring, air and gas-powered guns (whether loaded or unloaded) that will expel a BB, pellet, or paint balls, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives or any other weapon described in 18 U.S.C 921.

This policy shall also encompass such actions as look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish instructional programs on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to discipline up to and including suspension or expulsion from school.

The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel;
- B. items pre-approved by the building principal as part of a class or individual presentation under adult supervision, if used for the purpose and in the manner approved; (Working firearms and any ammunition will never be approved as part of a presentation.)
- C. theatrical props that do not meet the definition of "weapons" above, used in appropriate settings.